Understanding Your Time to Hire Dashboard

The WiTS **Time to Hire Dashboard** provides OHR management officials with the ability to monitor and track the NIH’s Time to Hire data. This dashboard reports on all Appointment actions, created in WiTS on or after 10/01/2010 that originated from a Title 5 Recruitment action. This dashboard does not report on cancelled Appointment actions or Appointment actions not originating from a Title 5 Recruitment action (e.g., Title 42 appointments, any Appointment without a related Recruitment action, etc).

Choosing Your Dashboard Parameters

- **View Report By**: Select an EOD Start and End Date. The EOD Start and End dates will default to the current Fiscal Year Quarter.
- **IC or Branch**: Select whether you wish to view the report by IC or by Branch. Then select a particular IC, Branch, or All.
- **Certificate Type**: Select one, multiple, or all certificate types
- **Actual Days or KPI Days**: Indicate whether you would like to view the data based on the actual number of elapsed days or by the sum of the KPI days.
  - *Actual Days* are a count of the total time elapsed from the Date Need Validated to EOD Date.
  - *KPI Days* are the sum of the days spent in each of the KPI metric stages.

After selecting your desired parameters, **click** on the ‘Get Dashboard’ button to retrieve your data.
The Dashboard View

The dashboard shows the number and percentage of Appointment actions ‘Over 80 Days’ and ‘80 Days or Less’, as well as the average number of days per EOD. You can click on either of these sections in the chart to drill-down to the contributing actions. If you wish to see all contributing actions, you can click on the ‘Total # of EODs’ link at the bottom of the Dashboard. If you wish to clear your parameters and re-run the dashboard, you can click on the ‘Clear Selections’ button.
First Drill-Down View

After clicking on one of the sections in the chart, or the on the ‘Total # of EODs’ link, the First Drill-Down view will appear. This view displays summary information on the contributing actions.

<table>
<thead>
<tr>
<th>WITS Appt. Trans #</th>
<th>Relationship to Recruitment</th>
<th>Certificate Type</th>
<th>HR Specialist</th>
<th>Branch</th>
<th>IC</th>
<th>Position Title, Pay Plan - Series-Grade, FPL</th>
<th>Date Need Validated</th>
<th>Date Cert Sent To SO</th>
<th>EOD Date</th>
<th>Number of Actual Days</th>
</tr>
</thead>
</table>

The First Drill-Down view displays the following information for each action:

- **WITS Appt. Trans #**: The WiTS Appointment number associated with the Appointment action. This number is a hyperlink to the Second Drill-Down.

- **Relationship to Recruitment**: Identifies the relationship of the Appointment action to the associated Recruitment action. The Relationship to Recruitment Action determines what field starts the Time to Hire Metrics.
  - **1st Selection**: Time to Hire Metrics start with ‘Date Need Validated’ on the Recruitment form.
  - **Additional Selection or Shared Certificate**: Time to Hire Metrics start with ‘Date Certificate Sent to Selecting Official’ on the Appointment form.

- **Certificate Type**: The type of certificate that the appointee was hired from.
  - **DE**: a conventional certificate originating from a Delegated Examining announcement.
  - **NC-DE**: a non-competitive certificate originating from a Delegated Examining announcement.
  - **MP**: a conventional certificate originating from a Merit Promotion announcement.
  - **NC-MP**: a non-competitive certificate originating from a Merit Promotion announcement.
  - **DH**: a certificate originating from a Direct-Hire announcement.
  - **Applicant List**: an applicant list or certificate originating from a non-traditional announcement (e.g., Student, Recent Graduate, Management Intern, etc).

- **HR Specialist**: The Human Resources Specialist associated with the Appointment action, not the Recruitment action.

- **Branch**: The CSD Branch that is associated with the Appointment action, not the Recruitment action.

- **IC**: The Institute or Center that is associated with the Appointment action, not the Recruitment action.

- **Position Title, Pay Plan, Series, Grade, and FPL**: The position information associated with the Appointment action.

- **Date Need Validated**: The date that begins the Time to Hire metrics.
  - **1st Selection**: ‘Date Need Validated’ on the Recruitment form.
  - **Additional Selection or Shared Certificate**: ‘Date Certificate Sent to Selecting Official’ on the Appointment form.
• **Date Cert Sent To SO**: The date the certificate that this appointment was made from was sent to the Selecting Official.

• **EOD Date**: The employee’s Entry-on-Duty date.

• **Number of Actual Days or KPI Days**: The number of calendar days that make-up the Time to Hire Metrics.
  - **KPI Days**: Calculation is based on the sum of the KPIs for the Appointment action.
  - **Actual Days**: Calculation is based on the actual number of elapsed days for the Appointment action.

In addition to these fields, this view also displays the Action Status Description and the Comments.

**Second Drill-Down View**

After clicking on the WiTS Appointment number in First Drill-Down view, the Second Drill-Down View will appear. This expanded view displays all of the data fields related to the NIH’s KPIs.

![Second Drill-Down View](image)

**Note**: Both Drill Down options can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar: