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.

WiTS: QRG—Understanding Your Time to Hire Dashboard   Updated: 5.7.2013
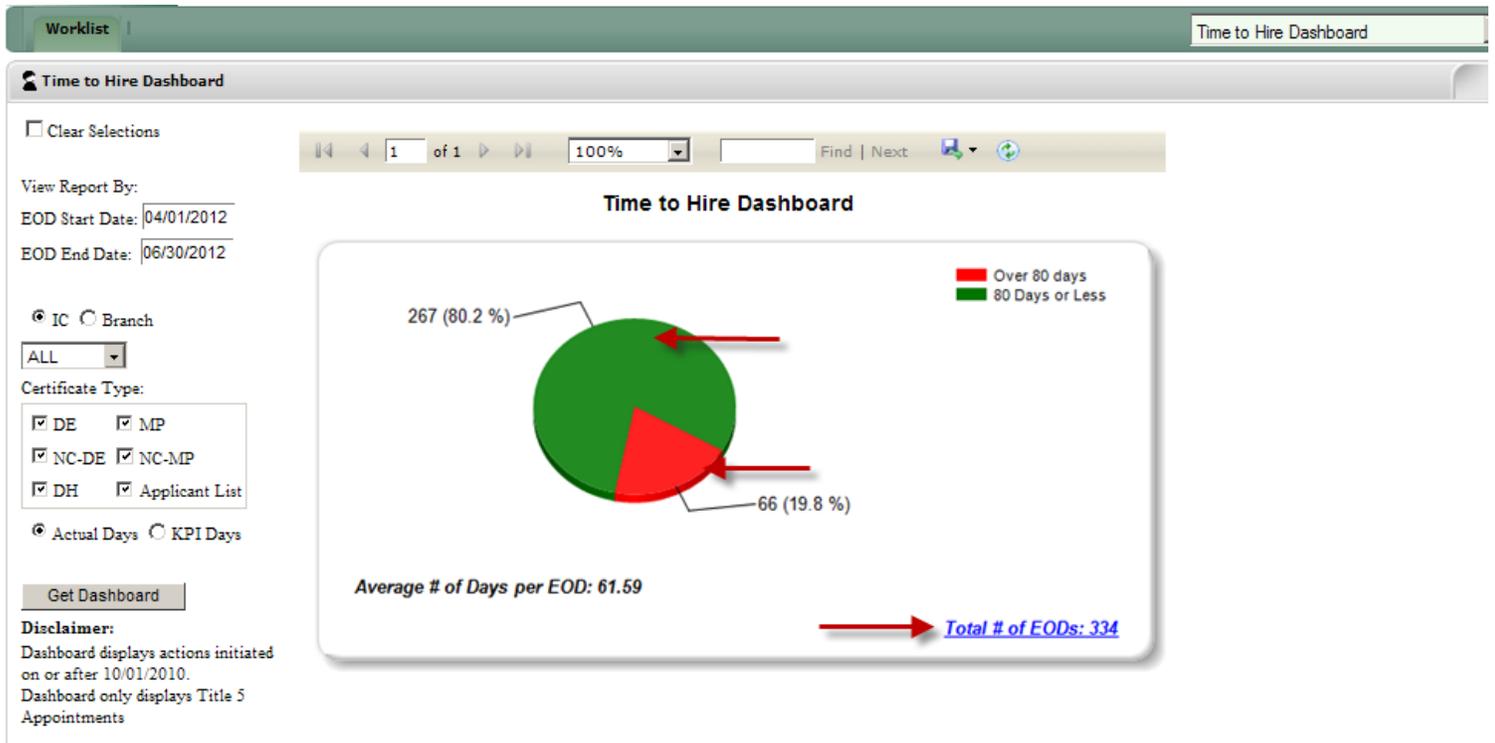
First Drill-Down View

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.

Time To Hire

Branch: ALL

IC: ALL

Cert Types: DE,NC - DE,DH,MP,NC - MP,Applicant List

EOD Date between 01/01/2012 to 12/31/2012 (using Actual days)

WiTS Appt. Trans #	Relationship To Recruitment	Certificate Type	HR Specilaist	Branch	IC	Postion Title Pay Plan - Series-Grade FPL	Date Need Validated	Date Cert Sent To SO	EOD Date	Number of Actual Days
516119	Shared Cert	DH	Van Bemmel, Christine	G	OD	Supervisory Contract Specialist GS-1102-14 FPL-14	12/13/2011	12/13/2011	01/17/2012	35

Completed

Vice: ▮ on Temp Promotion
01/15/2012 Employee Due WIGI, needed to wait for WIGI to be applied to compelte appointment.
01/13/2012 Rcvd GS-14 Approval to extend offer
01/09/2012 Recv Transcripts
01/05/2012 Recieved signed cert with selection

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.

WiTS Recr Trans # / [Appt. Trans #]	IC Admin Code Org Initials	HR Specialist / Team Leader	Branch	Relationship to Recruitment	Selectee Name	Ann Type / Ann #	Cert Type / Cert #	Position Title - Pay Plan -Series -Grade -FPL	Date Need Validated	Date Ann Posted	Date Ann Opened	Date Ann Closed	Date Cert Sent to SO	Date of Hiring Decision	Date Hire Decision Rec'd in HR	Tent. Job Offer Date	Official Job Offer Date	Official Job Offer Resp Date	Date Security Inves. Initiated	Date Official Letter Sent	EOD Date	Total Number of KPI Days
503622 / [522661]	NIA HNN-7 DN	McCullough, Caroline Dulovich, Judith	I	1st Sel		DE / NIH-NIA-DE-12-579978	DE / WE-12-DEU-03431S0	Research Program Analyst GS-0601-12 FPL-12	01/23/12	01/23/12	01/30/12	02/03/12	02/14/12	03/08/12	03/08/12	03/09/12	03/22/12	03/22/12	03/22/12	04/06/12	04/22/12	55

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