



# Time to Hire Proactive Report

## (Report Subscription Only)

The Time to Hire Proactive Report is designed to help Client Services Division staff stay apprised of active Appointment actions contributing to the NIH's Time to Hire report. The intent of this report is to provide staff with information so that they can take a proactive approach to help ensure Appointment actions meet the 80 day hiring timeline goal.

The Time to Hire Proactive Report has three layers: a top layer, which displays the data in a graphical format; the second layer provides overview information on the action; and the third layer provides detailed information on the action.

### Report Notes:

- All calculations use calendar days.
- Time to Hire is measured using 'Actual Days', which is the number of elapsed calendar days from the Time to Hire Start and End.
- Report shows all active Appointment actions that are linked to a Title 5 Recruitment action. If an Appointment is shown on this report with an EOD Date in the past, it is because the action is still active. In these cases, the Appointment action needs to be routed to the Final Authorizer and completed in WiTS.
- **This report is subscription based only.** To start receiving this report, please submit an HR Systems Support ticket. See the Time to Hire Proactive Report Subscription Form section of this guide for information on how to subscribe. For more information about WiTS Report Subscriptions, please visit our [web page](#).
- **This report is designed for pdf format only.**

# Navigating the Report

This report uses a navigation function called “document mapping,” which offers you the ability to jump to any section of the report. To access this function, click on the Bookmarks icon on the pdf document. You can jump to any section of the report by clicking on the bookmark link.

The report header (top of each page) displays the Run Date, which is the date that the report was generated, the Branch, IC, and Team Leader parameters, and the total number appointments actions.

**Bookmarks**

- Time to Hire HR Specialist Count Chart
- Time to Hire Status Pie Chart
- Time to Hire Row Details
- Unknown - Pending EOD Date - John Smith
- Unknown - Pending EOD Date-Jane Doe
- Unknown - Pending EOD Date-Hans Lando
- Unknown - Pending EOD Date-Luke Skywalker
- Over 80 Days-Carrie Fisher

**Time to Hire Proactive Report (Active Actions)**

Run Date: 7/3/2014 9:20:21 AM    Branch: All    IC: All    Team Leader: Jim Thome    17 Appointment Actions

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**Time to Hire Status (Active Actions Only)**

Category	Count	Percentage
Unknown - Pending EOD Date	4	23.53 %
Over 80 Days	4	23.53 %
51 - 80 Days	6	29.41 %
0 - 50 Days	3	14.71 %

**HR Specialist Distribution (Top Ten Displayed)**

Specialist	Count
Jon Smith	5
Jane Doe	4
Sally Jones	3
Bruce Lin	2
Carol Williams	2

# Top Level – Time to Hire Status Charts

The top level of the report offers two charts: a pie chart and a bar chart.

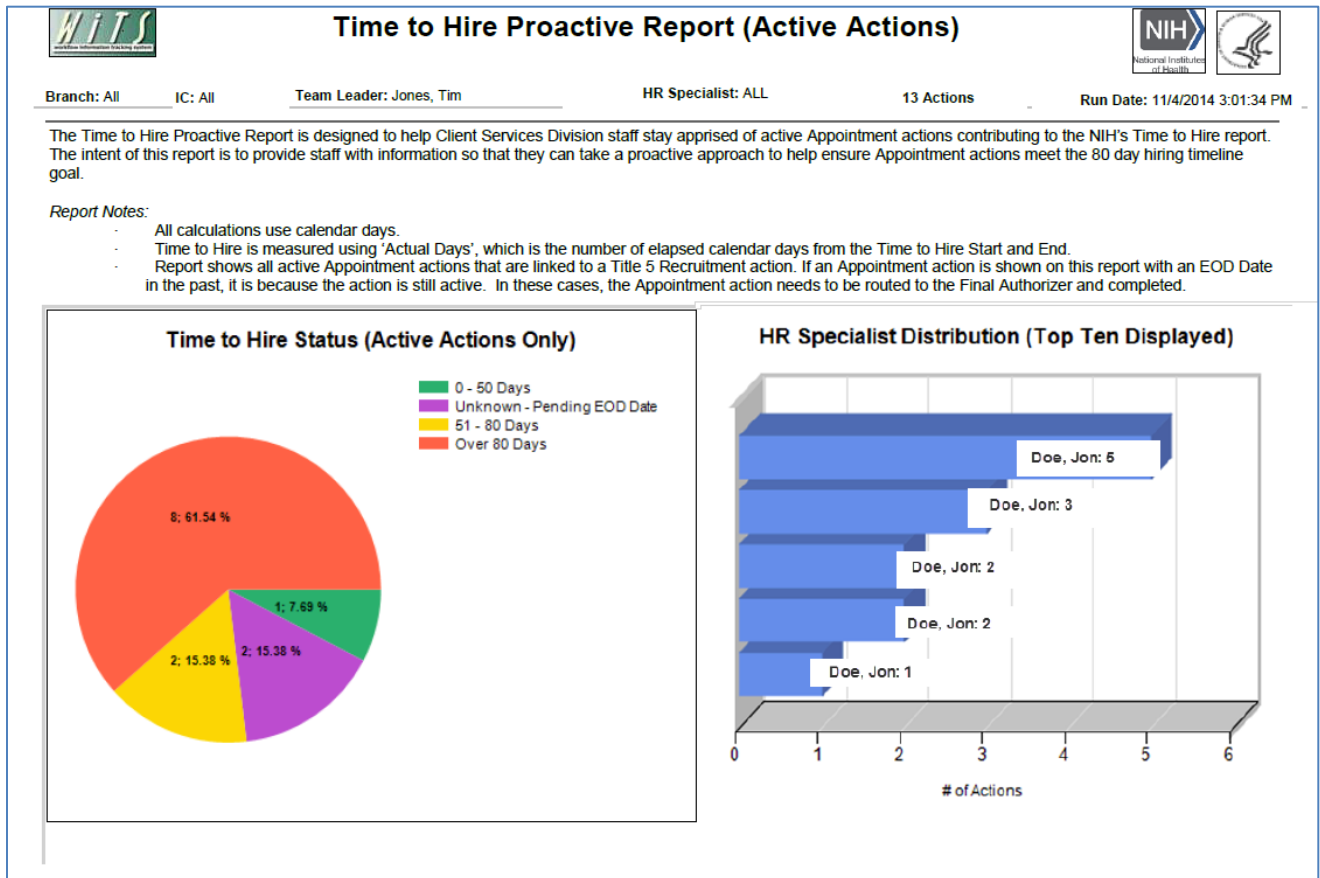
The pie chart shows the number of actions and the percentage of the total for each ‘Status.’

Here are the statuses for this chart:

- **0 – 50 Days**
  - This status indicates that the EOD Date has been set and the total Time to Hire calculation is between 0 and 50 calendar days.
- **51—80 Days**
  - This status indicates that the EOD Date has been set and the total Time to Hire calculation is between 51 and 80 calendar days.
- **Over 80 Days**
  - This status indicates that the EOD Date has been set and the total Time to Hire calculation is over 80 calendar days.
- **Unknown – Pending EOD Date**
  - This status indicates that the EOD Date has not been sent.







*\*If the total Time to Hire calculation is less than zero days (i.e., negative metric) an error status displayed in grey will appear on the chart.*

The bar chart shows the number of contributing actions on the report grouped by HR Specialist. The chart only shows the top or first ten HR Specialists.



## Second Level – Time to Hire Overview Information




This layer of the report provides overview information on each Appointment action. The report displays basic transaction and position information followed by specific Time to Hire data. The 'EOD Date 80 Day Limit' column displays the actual date that the selectee needs to enter on duty by to meet the 80 goal. The 'Actual Time to Hire Calendar Days' column displays the number of elapsed calendar days between the Time to Hire Start and EOD Date. The Time to Hire Status and Comments are displayed below the row details for each action.

 <b>Time to Hire Proactive Report (Active Actions)</b>  											
Branch: All		IC: All		Team Leader: Jones, Tim		HR Specialist: ALL		13 Actions		Run Date: 11/4/2014 3:01:34 PM	
WITS # Appointment	Team Leader / HR Specialist	Selectee Name	IC	Position Title Pay Plan Series Grade	Relationship to Recruitment	Time to Hire Start	Tentative Job Offer	Official Job Offer	EOD Date	EOD Date 80 Day Limit	Actual Time to Hire Calendar Days
684647	Jones, Tim David, Sally	Jane Doe	NCX	Management Analyst GS-0301-13	Shared Cert				9/8/2014	Unknown	
 <b>Time to Hire Status: Unknown - Pending EOD Date</b> Comments:											
695163	Jones, Tim David, Sally	Jane Doe	NCX	IT Project Manager GS-2210-12	Additional Selection				11/3/2014	Unknown	
 <b>Time to Hire Status: Unknown - Pending EOD Date</b> Comments: RECRUITMENT WITS - 677302 (Transfer outside HHS) 11/02/2014											
689374	Jones, Tim David, Sally	Jane Doe	NCX	Management Analyst GS-0301-13	Shared Cert	7/1/2014	8/28/2014	8/28/2014	9/21/2014	09/19/2014	82
 <b>Time to Hire Status: Over 80 Days</b> Comments:											


# Third Level – Time to Hire Detailed Information

This layer of the report provides detailed information for each Appointment action. Each action is displayed on a separate page. The detailed information is separated into three sections: Transaction and Appointee Details; Related Recruitment Details; and Time to Hire Metrics (Certificate Sent to Selecting Official to Entrance on Duty Date).



The Time to Hire Metrics section displays the Key Performance Indicators (KPIs) from the Date Certificate Sent to the Selecting Official to the Entrance on Duty Date. Each KPI is numbered with the measurement and definition along with the actual dates and the calculation. To the far right is an icon indicating if the KPI was met or not, or if the metric returns a negative number.

Icon	Definition
	The Key Performance Indicator was met
	The Key Performance Indicator was not met
	The Key Performance Indicator returns a negative number

Key Performance Indicator Icon Legend



## Time to Hire Proactive Report (Active Actions)

Run Date: 7/3/2014 9:24:52 AM
Branch: All
IC: All Team Leader:
11 Appointment Actions

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**Transaction and Appointee Details**

**Appointment#:** 641680

**Selectee:** Jon Doe

Relationship to Recruitment: Shared Cert

**HR Specialist:** Smith, John

IC: NCZ      Admin Code: HNZZZ

Time to Hire Status: Unknown - Less Than 0 Days

Org Initials: ODB OMG

Nature of Action Code: 702 - Promotion

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**Related Recruitment Details**

Related Recruitment#: 632000

Recruiting Branch: T

Related Announcement#: NIH-NTYY-MP-14-997320

Related Certificate# WE-14-MPP-11609SO

Related Ann. Type: MP

Related Cert. Type: MP

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**Time to Hire Metrics** *(Certificate Sent to Selecting Official to Entrance on Duty Date)*

<b>KPI#5 (25 Calendar Days)</b> <i>Date Certificate Sent to Selecting Official to Date of Hiring Decision</i>	KPI#5 Start: 12/31/2014	KPI#5 End: 1/6/2014	KPI#5 Calculation: -359	!
<b>KPI#6 (2 Calendar Days)</b> <i>Date Hiring Decision Received in HR to Tentative Job Offer Date</i>	KPI#6 Start: 1/6/2014	KPI#6 End: 1/9/2014	KPI#6 Calculation: 3	X
<b>KPI#7 (No Requirement - Additional Approval Time)</b> <i>Date Sent for Additional Approvals to Date Approval Decision Received</i>	KPI#7 Start:	KPI#7 End:	KPI#7 Calculation:	
<b>KPI#8 (2 Calendar Days) - Only Applies for Additional Approvals</b> <i>Date Approval Decision Received to Official Job Offer Date</i>	KPI#8 Start:	KPI#8 End: 1/7/2014	KPI#8 Calculation:	
<b>KPI#9 (1 Calendar Day)</b> <i>Official Job Offer Response Date to Date Security Investigation Initiated</i>	KPI#9 Start: 1/7/2014	KPI#9 End: 1/7/2014	KPI#9 Calculation: 0	✓
<b>KPI#10 (21 Calendar Days) - Cannot send letter until 21 days before EOD</b> <i>Date Official Offer Letter Sent to Entrance on Duty Date</i>	KPI#10 Start: 1/17/2014	KPI#10 End: 1/27/2014	KPI#10 Calculation: 10	✓
<b>Time to Hire KPI (80 Calendar Days)</b> <i>Time to Hire Start to EOD Date</i>	Time to Hire Start: 12/31/2014	EOD Date: 1/27/2014	Time to Hire: -338	!

Time To Hire Proactive Report

HRSAID/WiTS Team

11/5/2014

5

# Time to Hire Proactive Report Subscription Form

## Personal Information

*Please print your information*

- **My Name:**
- **My Branch:**
- **My Email Address:**

## Parameter

*Please select one option only*

- **Please select your desired parameter:**
  - Specify the Institute or Center, if you wish to receive the report for one IC:  
*Each subscription is limited to one IC. If you wish to receive a report for an additional IC, please submit another subscription request.*

## Schedule

*Team Leaders are required to receive the report at least once per month. Recommend to receive the report once a week.*

- **Daily or Weekly Schedule** (Please complete if you wish to receive the report on a daily or weekly schedule)
  - Indicate the day(s) of the week you wish to receive the report:  
Monday      Tuesday      Wednesday      Thursday  
  
Friday      Saturday      Sunday
  - Please indicate the time of day you wish to receive the report:
  - For weekly schedules only, please indicate the weekly frequency:
- **Monthly Schedule** (Please complete if you wish to receive the report on a monthly schedule)
  - Indicate the day of the month you wish to receive the report:
  - Please indicate the time of day you wish to receive the report: