



## Understanding the Applicant Roster and Applicant Notification Reports

The *Applicant Roster* and *Applicant Notification* reports were created as a result of the WiTS / USA Staffing (HHS Careers) interface as a way to supplement the reports contained within HHS Careers. The reports described in this user guide are accessible within the WiTS Recruitment form, but retrieve and display data from HHS Careers.

### How the Interface Works

Vacancy, Applicant, and Certificate data is retrieved from HHS Careers, once a day, between the hours of 1:00am and 3:00am (ET). The interface is one way—flowing from HHS Careers to WiTS. The interface was activated on 09/22/2011; therefore, only data from vacancy announcements that opened on or after 09/22/2011 are included in the reports.

### Triggers

WiTS obtains data from HHS Careers when the HR Specialist or applicant takes certain actions:

#### **Vacancy Data:**

- When the HR Specialist marks the complete checkbox on the Announcement>Preview page, HHS Careers sends WiTS data related to the vacancy announcement.

*Note: Clicking on “Update USA Jobs” does not transmit vacancy announcement information to WiTS. To re-transmit your vacancy announcement information, you have to un-complete and then re-complete your vacancy announcement. Due to this limitation, interface vacancy data from HHS Careers is not used by WiTS on reports.*

#### **Applicant Data:**

- When an applicant applies to a vacancy announcement or changes their answers.
- When an HR Specialist re-rates or rates an applicant, changes or adjudicates veteran’s preference, changes an applicant’s biographic information, or makes any other change to the applicant’s record.
- When the HR Specialist sends the applicant a correspondence letter or email within HHS Careers.

*Note: WiTS does not obtain data for applicants in a Pending status (e.g., PF – Pending Forms). Once you clear an applicant in a pending status, their data will be transmitted to WiTS the following morning.*

#### **Certificate Data:**

- When the HR Specialist issues or reissues a certificate and sends it to the Customer.
- When the HR Specialist completes the audit process for a certificate.

## Locating and Accessing the Reports

Because WITS receives data from HHS Careers once a day (seven days a week) between the hours of 1:00am and 3:00am (ET), HR Specialists should use these reports with discretion. *Note: Any work performed during the normal business hours will not be reflected in WITS until the following calendar day.*

- HR Specialists can use the *Applicant Roster* report to review the ratings and veteran’s preference for the applicant pool. All changes to ratings and veteran’s preference will be reflected on the Applicant Roster report the following calendar day.
- HR Specialists can use the *Applicant Notification* report to review the correspondence that was sent to the applicant pool. All correspondence sent to the applicant pool will be reflected on the report the following calendar day.

The *Vacancy Identification Number (VIN)* and the *Vacancy Announcement #* are used to link the data between the two systems.

Vacancy Identification (VIN) #*:	<input type="text" value="107243"/>	
Vacancy Announcement #*:	<input type="text" value="NIH-TEST-VIN-107243"/>	Announcement Type*: <input type="text" value="MP"/>
Date Announcement Posted:	<input type="text" value="09/14/2011"/>	Date Announcement Opened: <input type="text" value="09/15/2011"/>
Date Announcement Closed:	<input type="text" value="09/21/2011"/>	Date Announcement Cancelled: <input type="text"/>
Open Continuous Announcement?:	<input type="text" value="No"/>	


Both reports are accessed from within the WITS Recruitment action.

Transaction Information	Pre-Recruitment Information	Vacancy Announcement Information	Applicant Rating Information	Certificate Information
* Required Fields				
Announcement Number*:	<input type="text" value="NIH-TEST-VIN-107243"/>	Rater*:	<input type="text" value="DEU"/>	
Evaluation Method*:	<input type="text" value="Traditional"/>	<small>(Hold CTRL key and click all options that apply)</small>		
Total Number of Applicants*:	<input type="text" value="74"/>	Total Number of Qualified Applicants*:	<input type="text" value="20"/>	
<a href="#">View Applicant Roster</a>				
Total Number of Referred Applicants*:	<input type="text" value="10"/>	Date Minimum Quals Completed*:	<input type="text" value="09/26/2011"/>	
Date Applicants Notified of Qual/Elig Status*:	<input type="text" value="09/27/2011"/>	Date Applicants Notified of Referral Status*:	<input type="text" value="09/27/2011"/>	
<a href="#">View Applicant Notifications</a>				
Date Apps to SME/QRB:	<input type="text"/>	Date App Evaluation Completed By SME/QRB:	<input type="text"/>	



After the HR Specialist selects an *Announcement Number #* on the *Applicant Rating Information* tab, the Recruitment form will display the hyperlinks to both reports.

## Understanding the Applicant Roster Report

The *Applicant Roster Report* provides the HR Specialist with critical information on the ratings and veteran’s preference for the applicant pool. The report groups applicants in the same manner as a certificate is grouped. Applicants are grouped by unique *Series, Grade, Location, and Specialty Code*. Depending on the number of unique grades, locations, specialty codes, and series your vacancy announcement contains, the number of groupings will differ.



### Applicant Roster for HHS Careers VIN 1234567

Run Date: 11/26/2014 9:47:40 AM
Applicant data updated daily between 1:00am and 3:00am

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Please verify that the Vacancy Identification Number (VIN) is correct. If not, please update the VIN on the Vacancy Announcement Information tab. For DE announcements, please contact the WiTS Team through an HR Systems Support ticket to have the VIN updated.

See the Report Notes section on the last page for key definitions and important information.

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**WiTS #:** 6123456

**VIN:** 1234567 [\(View Applicant Flags\)](#)

**Total Number of Applicants:** 63

**Announcement #:** NIH-NZT-MP-14-1234567

**IC:** NZT

**Branch:** Q

**Position Title:** Program Specialist - NZT - MP

**Series:** 0301

**Grade:** 09

**Specialty Code:** 001

**FPL:** 11

**Location:** 240000031

**Open Date:** 08/19/14

**Close Date:** 08/23/14

**HRS:** Doe, Jane

**Number of Applications:** 44

Last Name	First Name	Augmented Rating	Final Rating	Claimed Veteran's Preference	Adjudicated Veteran's Preference	Applicant Flags
DOE	JOHN	ID	ID	NV	NA	* Status Candidate * Non-Competitive
DOE	JOHN	105	100	TP	TP	* VRA * VEOA * Status Candidate
DOE	JOHN	94	94	NV	NA	* Status Candidate
DOE	JOHN	89	89	NV	NA	* Status Candidate
DOE	JOHN	105	100	TP	TP	* VEOA * Status Candidate
DOE	JOHN	ITIG	ITIG	NV	NA	* Status Candidate
DOE	JOHN	105	100	TP	TP	* VEOA * Status Candidate

- **WiTS#:** This is the WiTS number that is assigned to the VIN.
- **VIN:** This is the VIN that is entered into the ‘Vacancy Announcement Information’ tab in WiTS.
- **Total # of Applicants:** A distinct count of individuals who applied to the vacancy announcement. *(For example, if an individual applies to several grade levels, they are only counted once)*
- **Announcement #:** This is the Announcement Number associated with the VIN. This field comes from HHS Careers, not WiTS.





- **IC/Branch:** These fields come from the Transaction Information tab on the WiTS Recruitment action.
- **Position Title:** This is the position title associated with the VIN. This field comes from HHS Careers, and not WiTS.
- **Series/Grade/Specialty Code/FPL:** These fields come from the Announcement>Specialty/Grade section within HHS Careers, and not WiTS.
- **Location:** This field comes from the Announcement>Locations section within HHS Careers.
- **Open Date/Close Date:** These dates come from WiTS within the Vacancy Announcement Information tab, and not from HHS Careers.
- **HRS:** This field comes from the Transaction Information tab within WiTS.
- **Number of Applications:** A distinct count of individuals who applied for each Applicant Listing Grouping. An Applicant Listing Grouping is a unique list for every grade, series, specialty code, and location combination.
- **Augmented Rating:** This is the applicant's adjusted rating score (i.e., additional 5 or 10 points) based on their veteran's preference status.
- **Final Rating:** This is the applicant's unadjusted rating score, which excludes additional veteran's reference points.
- **Claimed Veteran's Preference:** This is the applicant's claimed veteran's preference code.
- **Adjudicated Veteran's Preference:** This is the applicant's adjudicated veteran's preference code.
- **Applicant Flags:** All of the Applicant Flags that are associated to the applicant.

## Understanding the Applicant Flags Report

To view the Applicant Flags for your vacancy, click on the 'View Applicant Flags' hyperlink within the Applicant Roster Report.

<b>WITS #:</b>	6123456	
<b>VIN:</b>	1234567	<a href="#">(View Applicant Flags)</a> ←
<b>Total Number of Applicants:</b>	63	
	<b>Announcement #:</b>	NIH-NZT-MP-14-1234567
	<b>IC:</b>	NZT
	<b>Branch:</b>	Q
	<b>Position Title:</b>	Program Specialist - NZT - MP

Upon clicking on the 'View Applicant Flags' hyperlink, a new window will open displaying all of the Applicants who have flags associated with their application. This report can be exported into an Excel, Word, or PDF format.

	<b>Applicant Flags for HHS Careers VIN 1234567</b>			
Run Date: 11/28/2014 9:00:06 AM		[Applicant data refreshed nightly]		
<b>WITS #:</b> 1234567				
<b>VIN:</b> 9876541				
Last Name	First Name	Applicant Flag		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Status Candidate		
DOE	JANE	Reinstatement		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		
DOE	JANE	Non-Competitive		

## Understanding the Applicant Notification Report

The *Applicant Notification Report* provides the HR Specialist with critical information on the progress of meeting the applicant notification touch-points. The Applicant Notification report groups *Referred, Selected, and Non-Referred/Ineligible* applicants together.

Run Date: 3/13/2012 10:19:30 AM

HHS Careers Applicant Data is updated nightly

WiTS #:	[REDACTED]																																			
HHSC VIN:	[REDACTED]																																			
Total # of Apps**:	7																																			
Announcement #:	NIH-NIAMS-MP-2011-[REDACTED]																																			
Referral Status:	Non-Referred / Ineligible Applicant																																			
# of Apps**:	2																																			
<table border="0"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Record Status Code</th> <th>Acknowledge. Notification Date</th> <th>Qualified / Eligible Email Notification Date</th> <th>Referral / Eligibility Email Notification Date</th> <th>Disposition / Outcome Notification Date</th> </tr> </thead> <tbody> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>IN</td> <td>09/26/11</td> <td>10/04/11</td> <td>10/04/11</td> <td>Not Emailed</td> </tr> <tr> <td>[REDACTED]</td> <td>[REDACTED]</td> <td>IN</td> <td>09/24/11</td> <td>10/04/11</td> <td>10/04/11</td> <td>Not Emailed</td> </tr> </tbody> </table>		Last Name	First Name	Record Status Code	Acknowledge. Notification Date	Qualified / Eligible Email Notification Date	Referral / Eligibility Email Notification Date	Disposition / Outcome Notification Date	[REDACTED]	[REDACTED]	IN	09/26/11	10/04/11	10/04/11	Not Emailed	[REDACTED]	[REDACTED]	IN	09/24/11	10/04/11	10/04/11	Not Emailed														
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- **WiTS#:** This is the WiTS number that is assigned to the VIN.
- **HHSC VIN:** This is the VIN that is entered into the Vacancy Announcement Information Tab in WiTS.
- **Total # of Apps:** This is the total number of applicants who applied to the VIN, which excludes those in a Pending Status.
- **Announcement #:** This is the Announcement Number associated with the VIN. This field comes from HHS Careers, and not WiTS.
- **Record Status:** This is the applicant's record status code in HHS Careers.
- **# of Apps:** This is the number of applicants within each grouping (i.e., Selected, Referred, or Non-Referred/Ineligible Applicants). This count excludes those in a Pending Status.
- **Acknowledge Notification Date:** This is the date of the latest Acknowledgement letter emailed to the applicant.

- **Qualified / Eligible Email Notification Date:** This is the earliest date that the Notification Letter, Referral Letter, Notice of Results (NORs), or Cancellation Letter was emailed to the applicant.
- **Referral / Eligibility Email Notification Date:** This is the earliest date that the Notification Letter, Referral Letter, Notice of Results (NORs), or Cancellation Letter was emailed to the applicant.
- **Disposition / Outcome Notification Date:** This is the earliest date that the Disposition Letter or Cancellation Letter was emailed to the applicant.

### How applicants are grouped on the Notification Report

- **Selected Applicants**—Are applicants with an Audit Code of “A-Selected” or a Return Status Code of “Hired.”

Rating	Audit Code	Return Status
EL	NS - Not Selected	Active
EL	NS - Not Selected	Active
EL	A - Selected	Hired

- **Referred Applicants**—Are applicants with a record status code of “AC”, “TA”, or “TC”; or any applicant who is currently referred on at least one certificate.
- **Non-Referred / Ineligible Applicants**—Are applicants who are not selected or not referred.

## Summary Applicant Notification Table

The *Summary Applicant Notification* table is a helpful tool for the HR Specialist. It lets you know how many and what percentage of applicants were notified at each touch-point. The summary table also lets you know how many and what percentage of applicants were referred, not referred, or selected.

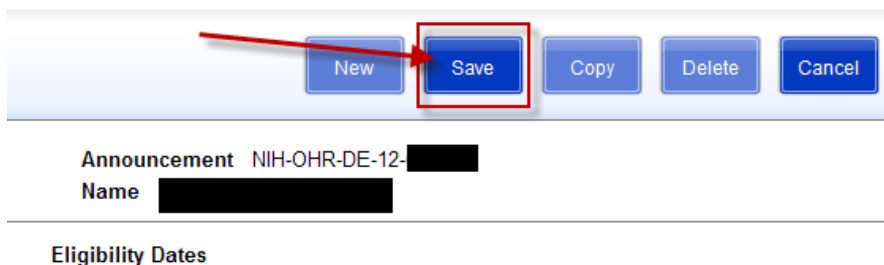
### Summary Applicant Information

Total # of Applicants	7	
Total # of Non-Referred / Ineligible Applicant	2	28.57%
Total # of Referred Applicants	4	57.14%
Total # of Selected Applicants	1	14.29%
Total # of Applicants who Received Acknowledgement Notification	7	100.00%
Total # of Applicants who Received Qualified/Eligible Email Notification	7	100.00%
Total # of Applicants who Received Referral/Eligibility Email Notification	7	100.00%
Total # of Referred Applicants who Received Disposition/Outcome Email Notification	4	100.00%

## Troubleshooting

Here are some troubleshooting tips if you notice errors on the reports:

- 1. If you are missing an applicant on your Applicant Roster report:**
  - a. Please check the 'Application Processed' date and time for the missing applicant in USA Staffing.
    - i. Some applicants who apply later in the evening (e.g., 10:00pm to 11:59am) may not be officially processed in USA Staffing until the following day. In these cases, please re-check your Applicant Roster report the following day.
- 2. If you are missing data on the Applicant Notification Report (e.g., missing Referral Letter Date)**
  - a. Please go into the applicant's record in USA Staffing and *click* the 'Save' button. Then check the report the following day.
    - i. On occasion, some applicant information is not sent to WiTS. Clicking the 'Save' button will re-send all of the applicant's information to WiTS.



If the above methods are not successful, please submit an HR Systems Support request.