Understanding Your DEU Dashboards

The WiTS DEU Service Level Agreement (SLA) and Pending Announcements Dashboards were created to assist the CSD DEU in meeting timeline goals in coordination with hiring reform efforts. These dashboards display your pending DE-related recruitment and appointment cases and the date by which you will need to take certain key actions to keep the process on track.

DEU Pending Announcements Dashboard

WiTS #	Branch HRS	DEU QR	DEU HRS	IC	Org	SAC Code	Position(s)	Vacancy Announcement Number	Date Announcement Post	Date Announcement Open	Date Announcement Close
490300	Clark, Shuntonya	[Not Available]	[Not Available]	OD	OEODM DICS	HNAD7	EEO Specialist GS-0260-13	NIH-OD-DE-2011-502668	07/29/11	07/30/11	08/03/11
493393	Campion, Patrick	[Not Available]	[Not Available]	NCI	DEA ORRPC SRLB	HNC534	Health Scientist Administrator GS-0601-13, 14	NIH-NCI-DE-11-512312	07/29/11	07/30/11	08/03/11

This dashboard is designed to give you a 'heads up' on vacancy announcements that have been posted by the Branches that will be coming to the DEU for action. All active Recruitment actions with vacancy announcements where the *Date Announcement Posted* falls within your selected date range will be displayed. Please note that these items will be visible until the day after the vacancy announcement closes, at which time they will begin counting toward your SLAs and be visible on your SLA dashboard.

DEU Service Level Agreements (SLA) Dashboards

These dashboards display information related to the three major DEU steps in the recruitment and appointment processes: *Approving the Vacancy Announcement*, *Issuing the Certificate to the CSD Branch*, and *Reviewing/Approving the Selection of Candidates*.

Your DEU Work Area Pages offer four separate dashboards: the DEU Chief and members of CSD Leadership have a "Workload View" that displays information about the DEU in total; DEU HRS and DE QRs have views that display their Recruitment cases; DE Approvers have a view which displays their Appointment cases. DEU staff who are assigned as DE HRS, DE QR and as DE Approver will see all three dashboards on their Work Area Pages.

Workload view

The Workload view offers CSD DEU Chief and CSD Leadership the option of selecting a specific QR, HRS or Approver for whom to view cases.

Staff SLA Views (3):

The SLA views are specific to the staff member and display the Branch, the IC the hiring standard, the number of actions that are currently active for the hiring standard, and the number of actions currently exceeding the hiring standard.

Branch	IC	Hiring Standard Name	# of Actions for Hiring Standard	# of Actions Exceeding Hiring Standard	View Details
Play	Test	Issue Cert to Branch	3	2	

At the end of each row, you can click on the "View Details" icon to see specific information about the actions. The columns and associated data that are displayed within the Details view vary with the hiring standard.

SLA: Review/Approve Vacancy Announcement

CSD says that the vacancy announcement should be reviewed by the DEU within 3 calendar days of receipt from the Branch.
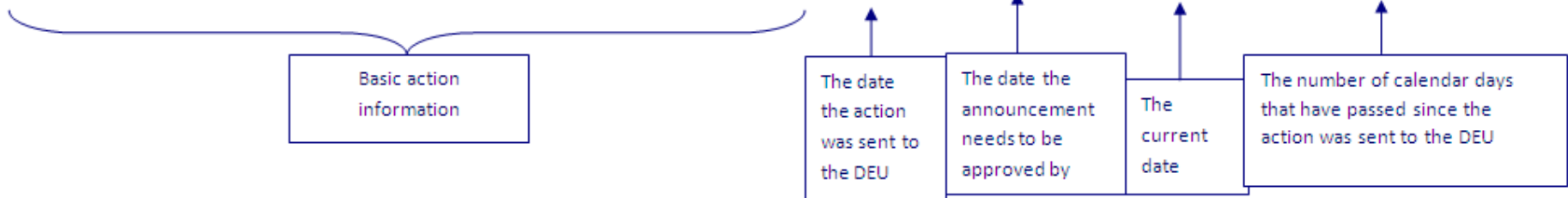
This metric begins with the "Date Received in DEU." If the action has not been sent to the DEU, the action will not appear on the Dashboard. Once the announcement has been approved by the DEU, the action will be removed from the Dashboard.

Number of Days to Approve Announcement - 3 Calendar Days
DEU QR View

0 - 1 Days: █ (green)   2 - 3 Days: █ (orange)   4 or More Days: █ (red)

WiTS #	DEU QR	Branch HRS	IC	Org	SAC Code	Position	Vacancy Announcement Number(s)	Date Received in DEU	Approve Announcement by	Today's Date	Number of Calendar Days Elapsed from Date Received in DEU
23250	Akers, Jessica	Verge, Terrye	Test	Play/Testing Branch	TEST	Audiologist GS-0665-12	NIH-TEST-DE-123456	07/06/11	07/09/11	07/29/11	23
23419	Akers, Jessica	Verge, Terrye	Test	Play/Testing Branch	TEST	TEST DE GS-1234-04	TEST DE NIH	07/06/11	07/09/11	07/29/11	23

Basic action information

The date the action was sent to the DEU

The date the announcement needs to be approved by

The current date

The number of calendar days that have passed since the action was sent to the DEU

SLA: Issue Certificate to Branch

CSD says that the certificate should be issued to the Branch within 11 calendar days of the announcement close.
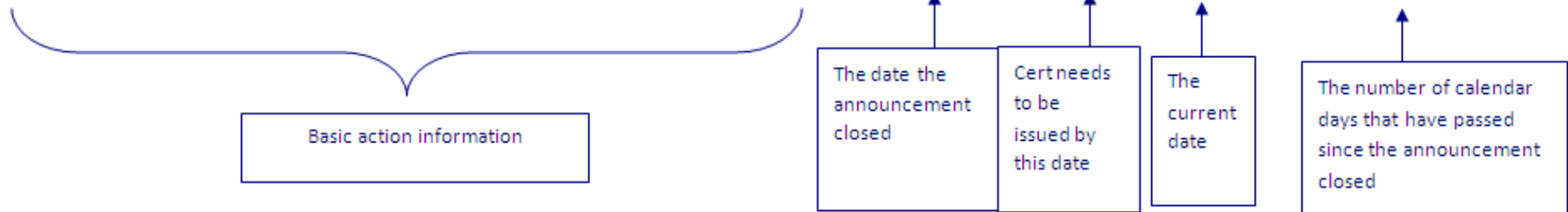
This metric begins with the "Date Announcement Closed." If nothing has been entered in this field, the action will not appear on the Dashboard. Once a date is entered in the "Date Certificate Issued" field, the action will be removed from the Dashboard.

Number of Days to Issue Certificate to Branch - 11 Calendar Days
DEU HRS View

0 - 7 Days: ■ 8 - 11 Days: ■ 12 or More Days: ■

WiTS #	DEU HRS	Branch HRS	Announcement #	IC	Org	SAC Code	Position	Announcement Close	Issue Cert to Branch by	Today's Date	Number of Calendar Days Elapsed from Announcement Close
20916	D'Andrea, Michael	Aytha, Satish	dsadasd dsad dsadsa	Test	Play/Testing Branch	TEST	Washington Redsksins DT GS-1111-04 IT Specialist GS-1111-04 --04	06/30/11	07/11/11	07/29/11	29
23214	D'Andrea, Michael	Verge, Terrye	NIDCD-09-349292	Test	Play/Testing Branch	TEST	Audiologist GS-0665-12	07/05/11	07/16/11	07/29/11	24
23482	D'Andrea, Michael	Verge, Terrye	98765DEAnn	Test	Play/Testing Branch	TEST	NASCAR SuperStar GS-1111-13, 14	07/28/11	08/08/11	07/29/11	1
20903	D'Andrea, Michael	Verge, Terrye	NIH-TEST-DE-11-123456	Test	Play/Testing Branch	TEST	TEST OLD ACTION GS-0111-02	07/31/11	08/11/11	07/29/11	Currently Open

Basic action information

The date the announcement closed

Cert needs to be issued by this date

The current date

The number of calendar days that have passed since the announcement closed

SLA: Approve Selection

CSD says that the DEU should review the selected candidate within 2 calendar days of receipt from the Branch.

This metric begins with the "Date Received in DEU." If the action has not been sent to the DEU, the action will not appear on the Dashboard. Once the selection has been reviewed by the by the DEU, the action will be removed from the Dashboard.

Number of Days to Approve Selection - 2 Calendar Days
DEU Selection Approver View

0 Days: ▮   1 - 2 Days: ▮   3 or More Days: ▮

WiTS #	DEU Approver	Branch HRS	Selectee	IC	Org	SAC Code	Position	Date Received in DEU	Approve Selection by	Today's Date	Number of Calendar Days Elapsed from Date Received in DEU
23402	D'Andrea, Michael	Verge, Terrye	Doe, John	Test	Play/Testing Branch	TEST	Jedi Knight GS-9999-10	07/06/11	07/08/11	07/29/11	23
23472	D'Andrea, Michael	Verge, Terrye	Lee, John	Test	Play/Testing Branch	TEST	IT Specialist GS-2210-13	07/14/11	07/16/11	07/29/11	15
23483	D'Andrea, Michael	Verge, Terrye	Gordon, Jeff	Test	Play/Testing Branch	TEST	NASCAR SuperStar GS-2424-14	07/18/11	07/20/11	07/29/11	11
23484	D'Andrea, Michael	Verge, Terrye	Earnhardt Jr., Dale	Test	Play/Testing Branch	TEST	Biochemist GS-0401-11	07/18/11	07/20/11	07/29/11	11
23492	D'Andrea, Michael	Verge, Terrye	Petty, Richard	Test	Play/Testing Branch	TEST	NASCAR SuperStar GS-2424-14	07/19/11	07/21/11	07/29/11	10
23494	D'Andrea, Michael	Verge, Terrye	Labonte, Bobby	Test	Play/Testing Branch	TEST	NASCAR SuperStar GS-2424-14	07/19/11	07/21/11	07/29/11	10
23549	D'Andrea, Michael	Verge, Terrye	McNabb, Anybody But	Test	Play/Testing Branch	TEST	Redskins Starting QB GS-1111-14	07/28/11	07/30/11	07/29/11	1

Basic action information

The date the action was sent to the DEU

The date that the selection needs to be approved by

The current date

The number of calendar days that have passed since the action was sent to the DEU