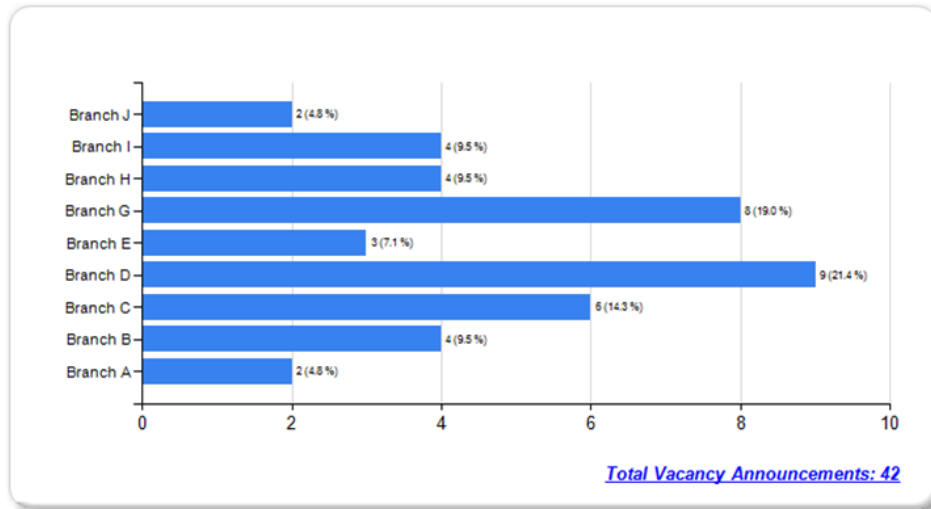# Understanding Your WiTS / HHS Careers (USAS) Dashboards

The *WiTS / HHS Careers (USA Staffing) Dashboards* were designed to provide WiTS users with the ability to quickly access vacancy announcement and certificate data from HHS Careers.

Vacancy Announcements Opened

This dashboard provides statistics as well as detailed information about the number of Vacancy Announcements opened during a specified time period.

Based on your selection in the criteria panel, you can generate your dashboard by announcements opened within a certain time period; you can also specify whether you want your data displayed by Branch (as shown above), IC, Area of Consideration or Series.

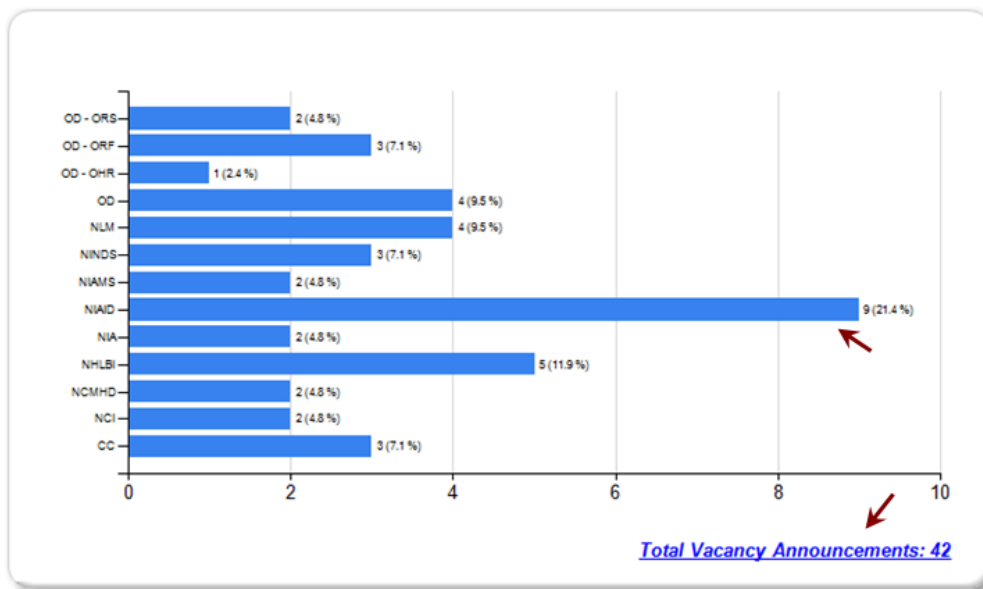The Dashboard will only display data for announcements **opened or after 9/22/2011.**

Branch View: Displays data for by CSD Branch
IC View: Displays data by Institute/Center
Area of Consideration: Displays data by AoC of the announcement (Competitive, Merit Promotion, etc.)
Series: Displays data by the Top 20 Series and other series

After you have made your selections on the criteria panel, click 'Get Dashboard' to generate your dashboard.

The overall view displays statistical information about the number of Vacancy Announcements opened. By clicking on the bar related to the specific IC (or Branch, or Series, etc.), or by clicking 'Total Vacancy Announcements' link at the bottom left of the chart, you will be able to see detailed information about the announcements contained in the graph:

Vacancy Announcements Opened (by IC)

Total Vacancy Announcements: 42

HHSC VIN #	WITS #	Ann. #	Position Title	Area of Consideration	Series	Open Date	Close Date	# of Apps	IC	Branch	Branch HRS	View Applicant Reports	
537553	496117	NIH-NCI-MP-12-537553	Program Specialist	Internal Merit Promotion	0301	10/24/11	10/28/11	0	NCI	A	Langford, Edward	Roster	Notifications
537917	486820	NIH-NCI-MP-11-537917	Molecular Geneticist	Merit Promotion	0440	09/24/11	09/30/11	4	NCI	A	Butler, Nadine	Roster	Notifications
538389	475265	NIH-NCI-MP-11-538389	Staff Assistant	Merit Promotion	0301	09/24/11	09/28/11	38	NCI	A	Mcleod, Steven	Roster	Notifications
538687	505164	NIH-NCI-DH-12-538687	Medical Officer	Competitive	0602	11/09/11	11/18/11	7	NCI	A	Mohler, Carol	Roster	Notifications
539817	506106	NIH-NCI-DE-11-539817	Supervisory, Business Operations Officer	Competitive	1101	10/18/11	10/22/11	32	NCI	A	McCargo, Maxine	Roster	Notifications
540713	506236	NIH-NCI-MP-11-540713	Lead Administrative Officer	Merit Promotion	0341	09/24/11	09/30/11	15	NCI	A	Brockwell, Brenda	Roster	Notifications
542160	502466	NIH-NCI-MP-12-542160	Director, TCGA Program Office	Merit Promotion	0601	10/15/11	10/19/11	3	NCI	A	Mohler, Carol	Roster	Notifications

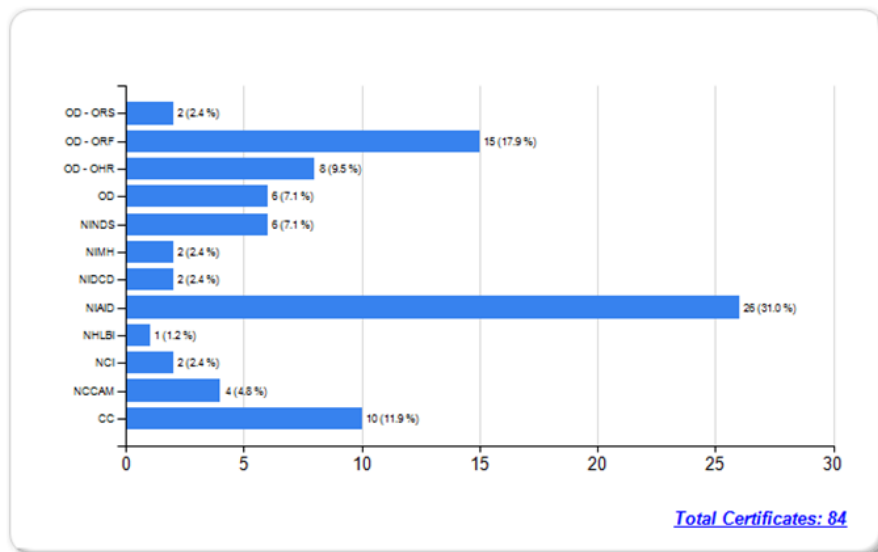The table displays the following information about each announcement:

- *HHSC VIN #* - the Vacancy Identification Number assigned by HHS Careers
- *WiTS #* - the transaction number assigned by WiTS
- *Ann. #* – the Vacancy Announcement number
- *Position Title* – the title of the position being announced
- *Area of Consideration* – the area of consideration assigned in HHSC
- *Series* – the series announced
- *Open Date* – the opening date (the 1st day applicants are able to apply). Note: If this is blank, the data was not entered in WiTS.
- *Close Date* – the closing date of the announcement (the last day applicants are able to apply). Note: If this is blank, the data was not entered in WiTS.

- *# of Apps* – the number of applications received as of the date the dashboard is generated
- *IC* – the Institute/Center
- *Branch* – the servicing CSD Branch
- *Branch HRS* – the servicing CSD Branch HR Specialist
- *View Applicant Reports* – links to the Applicant Roster and Applicant Notification Reports for the announcement

Certificates Issued

This dashboard provides statistics as well as detailed information about the number of Certificates Issued during a specified time period.

Certificates Issued (by IC)

Based on your selection in the criteria panel, you can generate your dashboard by certificates issued within a certain time period; you can also specify whether you want your data displayed by IC (as shown above), Branch or Series.
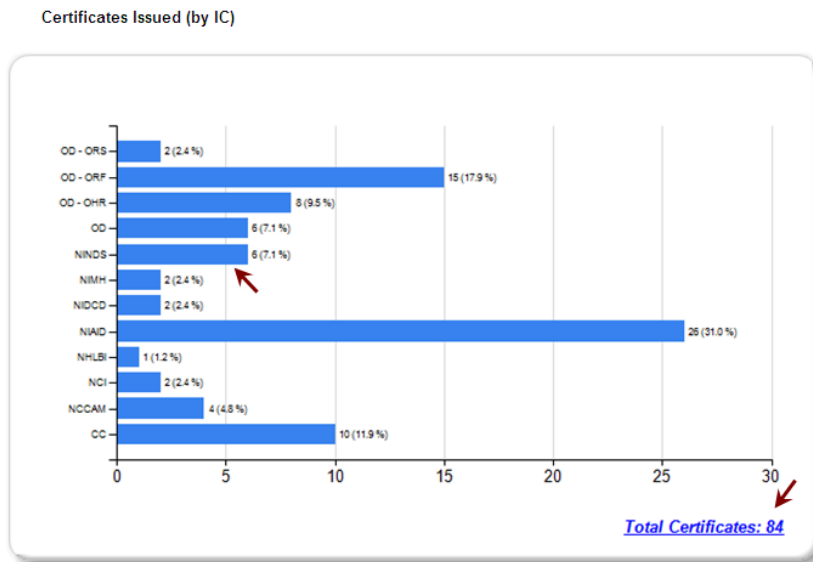

The Dashboard will only display data for **certificates that are issued from vacancy announcements opened on or after 9/22/2011.**

Branch View: Displays data for by CSD Branch
IC View: Displays data by Institute/Center
Series: Displays data by the Top 20 Series and other series

After you have made your selections on the criteria panel, click 'Get Dashboard' to generate your dashboard.

Updated: 5.7.2013

The overall view displays statistical information about the number of certificates issued. By clicking on the bar related to the specific IC (or Branch, or Series, etc.), or by clicking 'Total Vacancy Announcements' link at the bottom left of the chart, you will be able to see detailed information about the certificates in the graph:

Certificates Issued (by IC)

HHSC VIN #	WITS #	Certificate #	Position Title	Series	Grade	Issue Date	IC	Branch	Branch HRS
529064	497474	WE-12-DEU-02224S0	Supervisory Technical Information Specialist	1412	13	10/04/11	NLM	H	Burns, Susan
469454	484517	WE-12-DEU-02230S0	Librarian	1410	09	10/04/11	NLM	H	Burns, Susan
469454	484517	WE-12-DEU-02238S0	Librarian	1410	11	10/04/11	NLM	H	Burns, Susan
525222	486835	WE-12-DEU-02432S0	Public Affairs Specialist	1035	12	11/04/11	NIBIB	H	Canada, Ron
525222	486835	WE-12-DEU-02433S0	Public Affairs Specialist	1035	13	11/04/11	NIBIB	H	Canada, Ron

The table displays the following information about each certificate:

- *HHSC VIN #* - the Vacancy Identification Number assigned by HHS Careers
- *WiTS #* - the transaction number assigned by WiTS
- *Certificate #* – the certificate number
- *Series* – the series certified
- *Grade* – the grade certified
- *Issue Date* – the date the certificate was issued
- *IC* – the Institute/Center
- *Branch* – the servicing CSD Branch
- *Branch HRS* – the servicing CSD Branch HR Specialist

Note: The Overall and drill down views can be printed and/or exported to Excel, PDF or Word by clicking on the icon on the toolbar: