



National Institute of Environmental Health Sciences
Your Environment. Your Health.

CareerTrac Reports

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September 17, 2013

National Institute of Environmental Health Sciences



Outline

- What is CareerTrac?
 - System Goals
 - System Principles
- System Highlights
 - Reports and Queries
 - What can be done with the data
- Questions

CareerTrac Goals

- Provide a structured database that tells us (NIEHS and Grantees):
 - What have Trainees accomplished based on the training received?
- Improve Access to Existing Data
 - Web-based access
 - Institutional training grant (T32) directors must track trainees for 10+ years. *.pdf data not searchable.
- Automate trainee tracking for PIs
 - Structured, searchable, database that retains information from year to year
- Automate key information for reports



Key CareerTrac Principles

- Role Based Access
 - PI only sees trainees in their program
 - Program Officers can see everything (QVR/eSPA model)
- Minimize work for PIs & provide incentives for use
- Wherever possible, extract data from existing sources
 - IMPAC II (X-Train); PubMed/SPIRES; etc.
- Do not duplicate existing resources
- Retain trainee information beyond the life of the grant
- Balance flexibility with structured data



Reports and Queries

NIH National Institute of Environmental Health Sciences

CareerTrac
Tracking Trainees to Success

Trainees **Search** Admin Help

Logged in as collinsonj | [Change Password](#) | [Logout](#)

Search Types

- ▶ Custom Queries
- ▶ System Reports
- ▼ My Reports

Search Filters: General

Institution: NIEHS

Grant Number:

Principal Investigator: ADLER, KENNETH
ALBUQUERQUE, EDSON
ALEJANDRO, NAPOLEON

Search Criteria

CareerTrac Reports

Search Types: Select search type. If Custom Query, filter menu options are displayed.

Filters: Report filters selected in the search menu are displayed in the center of the screen. (Example shown for Employment)

Search Criteria: Cumulative list of filters that have been selected from multiple report type options.

Result Column Sets: Selects which columns are included in the report.

The screenshot shows the CareerTrac web application interface. At the top, there is the NIH logo and the text 'National Institute of Environmental Health Sciences' and 'CareerTrac Tracking Trainees to Success'. Below this is a navigation bar with 'Trainees', 'Search', 'Admin', and 'Help' tabs. The 'Search' tab is active, and the user is logged in as 'collinsonj'. The main content area is divided into several sections:

- Search Types:** A dropdown menu on the left with options like 'Custom Queries', 'General Filter', 'Pre-Training', 'In-Training', 'Employment' (highlighted), 'Fellowship', 'Honors/Awards', 'Post-Training Education', 'New Competitive Funding', 'Posters at Scientific Meetings', 'Product or Policy Development', 'Publications', and 'Students'. There are also links for 'System Reports' and 'My Reports'.
- Search Filters: Employment:** A central panel with various filters:
 - Year: 2013
 - Training Status: Pre-Training, In-Training, Post-Training
 - Job Title: (empty text box)
 - Job Description: (empty text box)
 - Country of Employment: A dropdown menu with options like 'TURKS/CAICOS I', 'TUVALU', 'UGANDA', 'UKRAINE', 'UNITED ARAB EM', 'UNITED KINGDOM', and 'UNITED STATES' (selected).
 - Employer: A dropdown menu with options like 'BARNARD COLLEGE', 'DUKE UNIVERSITY', 'UNIVERSITY OF GEORGIA', 'UNIVERSITY OF KANSAS' (selected), '2ND MILITARY MEDICAL UNIV, SHANGHAI, CHI', 'A.B. PRISMA', and 'A.N BELOZERSKY INSTITUTE OF PHYSICO-CHEM'.
 - Employment Sector: A dropdown menu with options like 'Academia', 'Industry', 'Government', 'Not For Profit', and '{Other}'.
 - What is the Major Emphasis of this Position?: A dropdown menu with options like 'Other', 'Administration', 'Clinical', 'Policy', and 'Research'.
- Search Criteria:** A panel on the right showing a cumulative list of selected filters:
 - Search Filters: Employment (with a red X icon)
 - Year: 2013
 - Search Filters: Employment (with a red X icon)
 - Training Status: In-Training
 - Search Filters: Employment (with a red X icon)
 - Country of Employment: UNITED STATES
 - Search Filters: Employment (with a red X icon)
 - Employer: UNIVERSITY OF KANSAS
- Result Column Sets:** A panel on the bottom right with a list of checkboxes:
 - General
 - Pre-Training
 - In-Training Info
 - In-Training Education
 - Career Highlight
 - Employment
 - Fellowship
 - Honors/Awards
 - Post-Training Education
 - New Competitive Funding
 - Posters at Scientific Meetings

Custom Queries

From the **Custom Queries** menu, select a filter screen. Employment shown to the right.

Build your query selecting multiple fields in the **Search Filter** screens.

Notice that the selected filters accumulate in the **Search Criteria** section. Click the red x to remove one filter without resetting everything.

Finally choose one or many **Result Column Sets** to display, then click the search button at the bottom.

The screenshot displays the NIH CareerTrac interface. At the top, the NIH logo and 'National Institutes of Health' are on the left, and 'CareerTrac Tracking Trainees to Success' is on the right. A navigation bar includes 'Trainees', 'Search', 'Admin', and 'Help'. The user is logged in as 'admin'. The 'Search Types' menu on the left has 'Employment' selected. The 'Search Filters: Employment' section contains fields for Year (2013), Training Status (In-Training checked), Job Title, Job Description, Country of Employment (United States selected), Employer (University of Pittsburgh-Johnstown selected), Employment Sector (Academia selected), and What is the Major Emphasis of this Position? (Other selected). The 'Search Criteria' section on the right shows a list of applied filters, each with a red 'x' to remove it. The 'Result Column Sets' section on the right shows a list of checkboxes for various result categories, with 'General' checked.

Custom Queries, Con't

Result Column Sets

- General
- Pre-Training
- In-Training Info
- In-Training Education
- Career Highlight
- Employment
- Fellowship
- Honors/Awards
- Post-Training Education
- New Competitive Funding
- Posters at Scientific Meetings
- Product or Policy Development
- Publications
- Students

Search: Completes the requested search criteria and returns the Result Column Sets specified.

Reset: Clears all selections

NOTE: The browser's "back" button will clear all search items. Make sure to reset and specify the Search Criteria and Result Column Sets each time.

For best results, do not use your browser's "back" button.



Search Results

Search Criteria:

Criteria are repeated as a confirmation of your search.

Report Column Sets:

Columns selected in the search appear here and serve as tabs for the results list in the bottom portion. White highlight indicates the column set currently displayed.

The screenshot shows the NIH CareerTrac interface. At the top, there are navigation tabs for 'Trainees', 'Search', 'Admin', and 'Help'. The 'Search Results' section is active, showing search criteria: 'Tenant: NIEHS-DEMO', 'Grant: D32ES000002', and 'Training Status: Post-Training'. Below this is a table with columns: 'General', 'Pre-Training', 'In-Training Info', 'In-Training Education', and 'Accomplishments'. A 'Search Results (5 records found)' section includes an 'Export to Excel' button and a 'Save Report' button. Below these are tabs for different column sets: 'General', 'Career Highlight', 'Employment', 'Fellowship', 'Product or Policy Development', 'Publications', and 'Students'. The 'General' tab is currently selected and highlighted in white. The main results table has the following data:

Tenant	Name (Last, First)	Grant Number	Status	PCC	PI Name (Last, First)	Training Start Date	Training End Date	Primary E-mail
NIEHS-DEMO	BLACK, SIRIUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	02/27/1988	03/17/1992	sblack@hogwarts.edu
NIEHS-DEMO	DUMBLEDORE, ALBUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	10/17/2010	07/15/2012	
NIEHS-DEMO	GRYFFINDOR, GODRIC	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	07/14/1996	07/26/1998	
NIEHS-DEMO	RIDDLE, TOM	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	01/16/2003	08/26/2006	
NIEHS-DEMO	SNAPE, SEVERUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	06/24/2008	06/26/2011	



Search Results, Con't

Export Report:
Exports all data to MS Excel. Each column set is included as a different tab in the file. For this search, that means seven tabs: General, Career Highlight, Employment, Fellowship, Product or Policy Development, Publications, and Students.

The screenshot shows the CareerTrac interface. At the top, there are logos for NIH and CareerTrac. Below that are navigation tabs: Trainees, Search, Admin, and Help. The user is logged in as 'admin'. The main section is titled 'Search Results'. Under 'Search Criteria', there is a table with columns: General, Pre-Training, In-Training Info, In-Training Education, and Accomplishments. The search results show 5 records found. A table below lists the results with columns: Tenant, Name (Last, First), Grant Number, Status, PCC, PI Name (Last, First), Training Start Date, Training End Date, and Primary E-mail. The 'Export to Excel' button is circled in red.

Tenant	Name (Last, First)	Grant Number	Status	PCC	PI Name (Last, First)	Training Start Date	Training End Date	Primary E-mail
NIEHS-DEMO	BLACK, SIRIUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	02/27/1988	03/17/1992	sblack@hogwarts.edu
NIEHS-DEMO	DUMBLEDORE, ALBUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	10/17/2010	07/15/2012	
NIEHS-DEMO	GRYFFINDOR, GODRIC	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	07/14/1996	07/26/1998	
NIEHS-DEMO	RIDDLE, TOM	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	01/16/2003	08/26/2006	
NIEHS-DEMO	SNAPE, SEVERUS	D32ES000002	Post-Training	PCC001	DUMBLEDORE, ALBUS	06/24/2008	06/26/2011	

Search Results, con't

Note: The list of trainees that appears is determined by the Search Criteria selected. If some of the trainees do not have data entered for each of the columns selected, the fields will be empty.

Trainees
Search
Admin
Help
Logged in as admin

Search Results

Search Criteria

General	Pre-Training	In-Training Info	In-Training Educa
Tenant: NIEHS-DEMO Grant: D32ES000002 Training Status: Post-Training			

Search Results (5 records found) [Export to Excel](#)

General
Career Highlight
Employment
Fellowship
Product or Policy Development
Publications
Students

Tenant	Name (Last, First)	Grant Number	PCC	PI Name (Last, First)	Employment Start Year	Employment End Year	Training Status
NIEHS-DEMO	BLACK, SIRIUS	D32ES000002	PCC001	DUMBLEDORE, ALBUS	2000		Post-Training
NIEHS-DEMO	DUMBLEDORE, ALBUS	D32ES000002	PCC001	DUMBLEDORE, ALBUS	2012		Post-Training
NIEHS-DEMO	GRYFFINDOR, GODRIC	D32ES000002	PCC001	DUMBLEDORE, ALBUS	2004		Post-Training
NIEHS-DEMO	RIDDLE, TOM	D32ES000002	PCC001	DUMBLEDORE, ALBUS	2007		Post-Training

Search Results, con't

Save Report: Save and name the custom query to allow it to be run again in the future. Report Columns must be selected each time the report is run.

	Pre-Training	In-Training Info	In-Training Education	Accomplishments
ing				

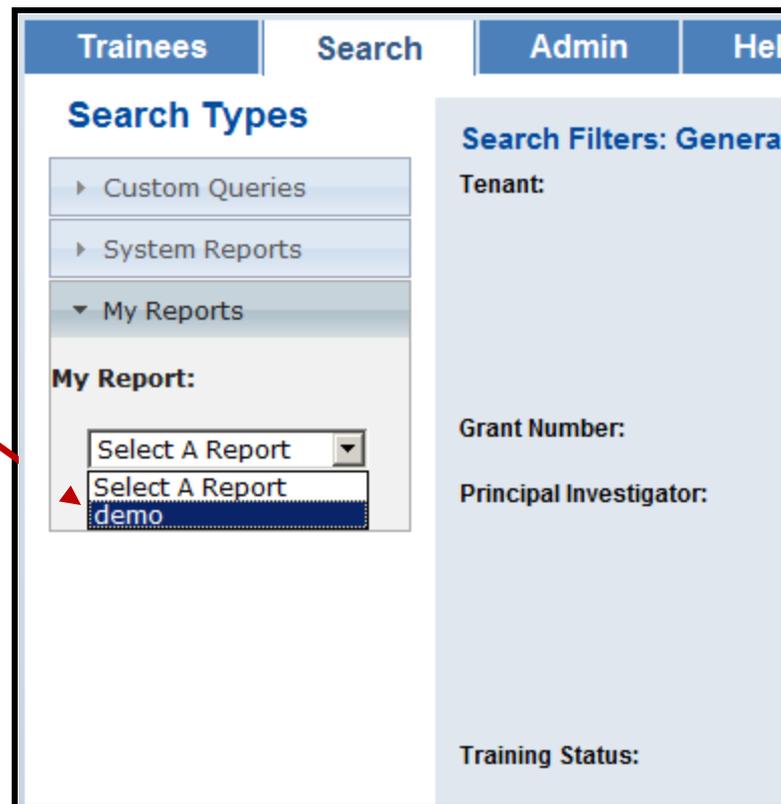
Export to Excel ⓘ Save Report ⓘ

Development Publications Students

<u>Name (Last, First)</u>	Employment Start Year	Employment End Year	Training Status	Country of Employment	
LEDORE, ALBUS	2000		Post-Training		Progr

My Report

My Report: Custom queries that were saved will appear in this section. It applies the same search criteria and filters. Columns desired must be selected each time the report is run.



The screenshot shows a web application interface with a top navigation bar containing 'Trainees', 'Search', 'Admin', and 'Help'. Below the navigation bar, there are three main sections:

- Search Types:** A list of options including 'Custom Queries', 'System Reports', and 'My Reports' (which is expanded to show a 'My Report:' section with a dropdown menu containing 'Select A Report' and 'demo').
- Search Filters: General:** A sidebar containing several filter fields: 'Tenant:', 'Grant Number:', 'Principal Investigator:', and 'Training Status:'.

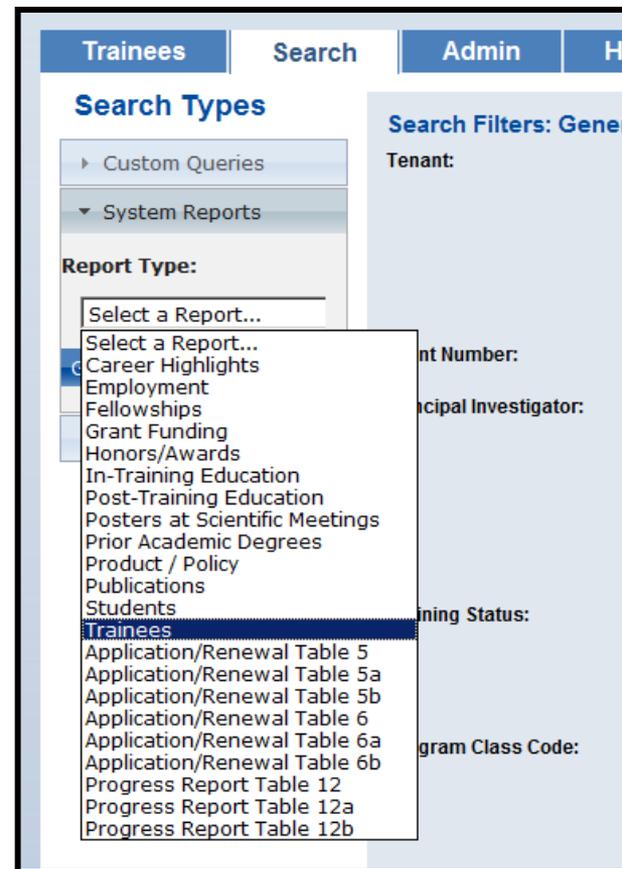
A red arrow points from the text on the left to the 'My Report:' dropdown menu in the screenshot.

System Reports

System Reports: Limited filtering supported for several commonly used reports.

Only the “general filters” may be selected for system reports. Result columns are pre-set for all system reports.

See additional report guidelines in the CareerTrac User V3 Query and Reports Manual (available from the Help Tab): <https://careertrac.niehs.nih.gov/files/CareerTrac%20v3%20Query%20and%20Reports.pdf>.



New Search

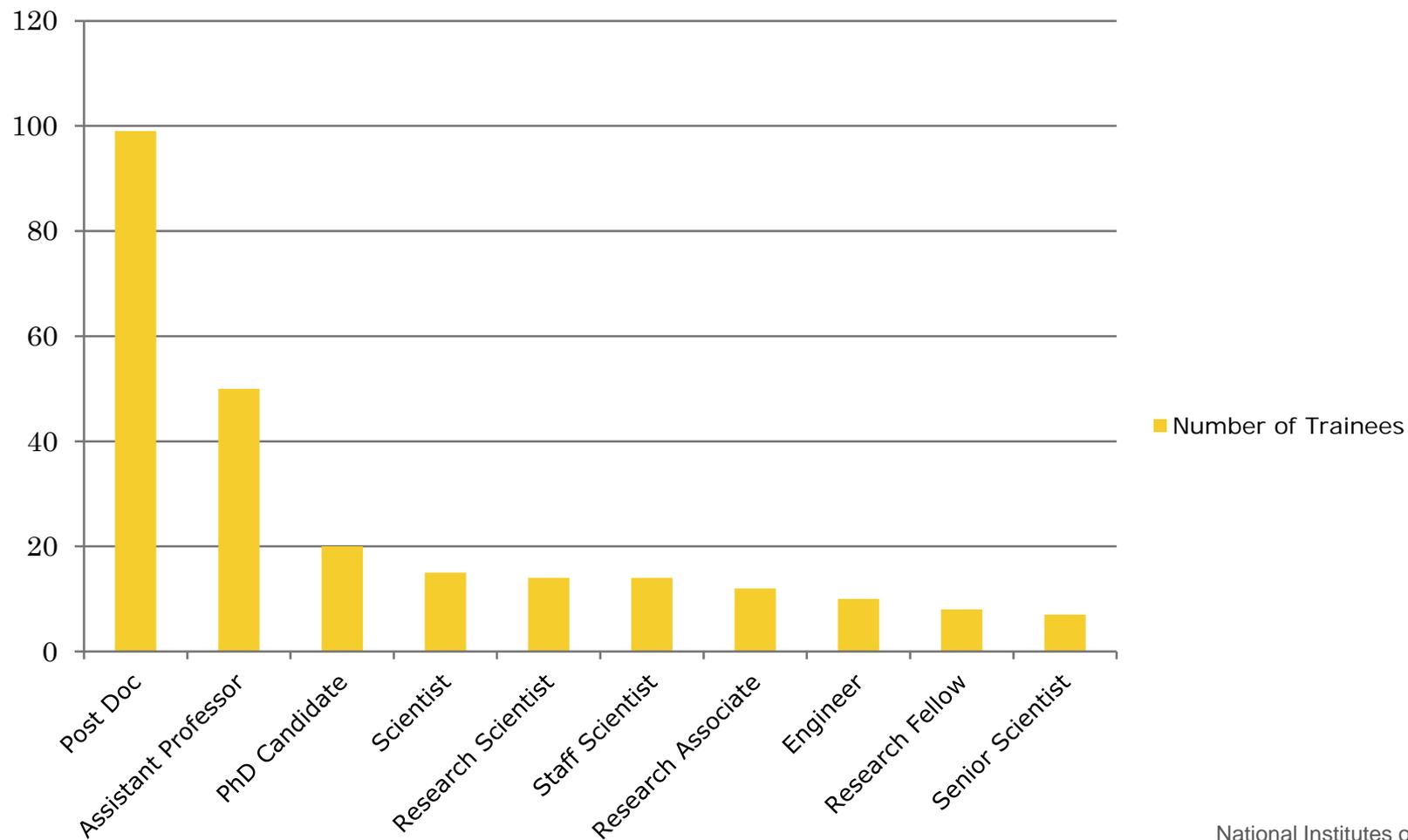
New Search: From the results/reports screen, do not hit the back button to start a new search.

Instead, select the search tab again and the search criteria will be reset.



Possible Analyses

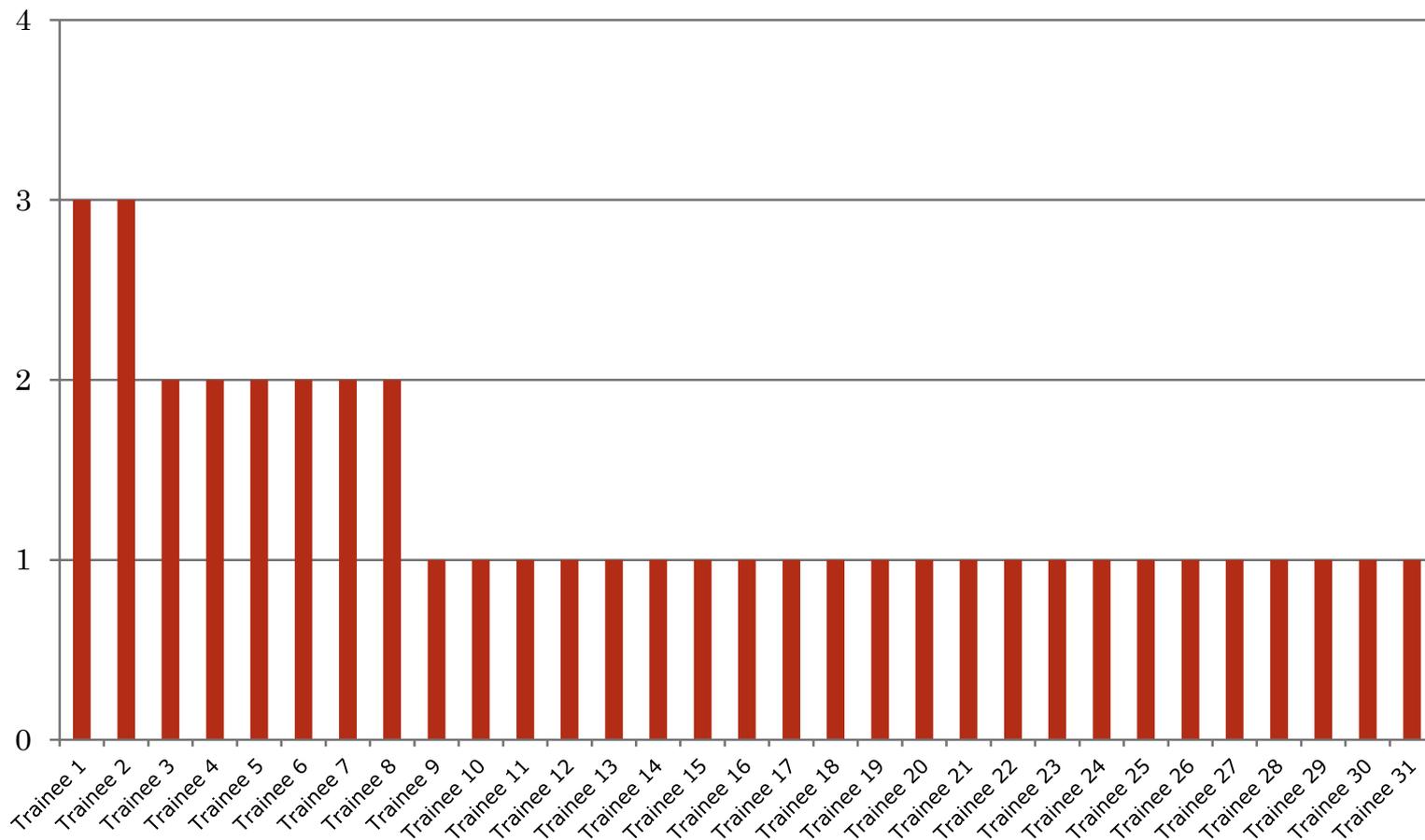
Top 10 Job Titles





Possible Analyses

Number of Publications per Trainee





Other Analysis Ideas

- Employment Sector
- Scientific/Technical Emphasis
- Mentors
- ?

Thanks!

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CareerTrac Help
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