

NAVAL AVIATION SYSTEMS



RESUMIX...

A New Approach to Merit Staffing

RESUMIX...A new Approach to Merit Staffing

This briefing covers the following...

- What is RESUMIX?
- Preparing your RESUMIX resume
- Submitting your RESUMIX resume
- Getting help

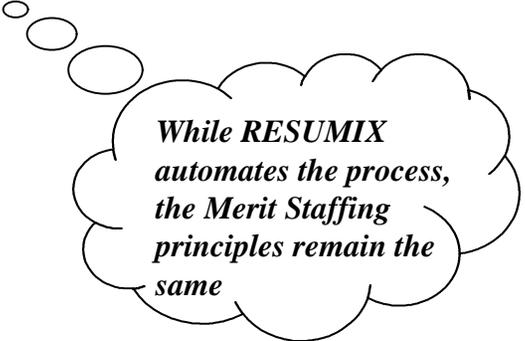
Section 1

What is RESUMIX?

RESUMIX...What is it?

RESUMIX is an automated Merit Staffing system that...

- Uses electronic resumes
- Identifies best candidates using a skills based system
- Stores resumes for re-use

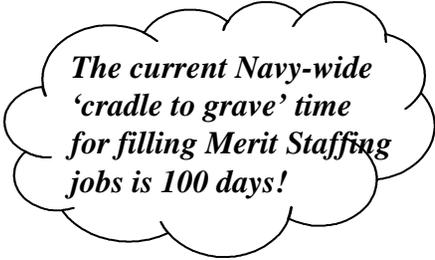


While RESUMIX automates the process, the Merit Staffing principles remain the same

RESUMIX...Why are we using it?

The Department of the Navy decided to use RESUMIX in order to...

- Fill jobs faster
- Automate the Merit Staffing process
- Make it easier for employees to apply for Merit Staffing vacancies



The current Navy-wide 'cradle to grave' time for filling Merit Staffing jobs is 100 days!



RESUMIX only applies to Merit Staffing. It is not used for external recruiting (DEA)

RESUMIX...What does it do?

RESUMIX performs all of the following steps...

- Extracts skills from PD
- Creates vacancy announcement
- Reads and stores resumes
- Searches resume inventory
- Matches applicants skills with skills from PD to identify best candidates
- Forwards certificate and resumes
- Tracks applicants
- Prepares letters

RESUMIX...How does it work?

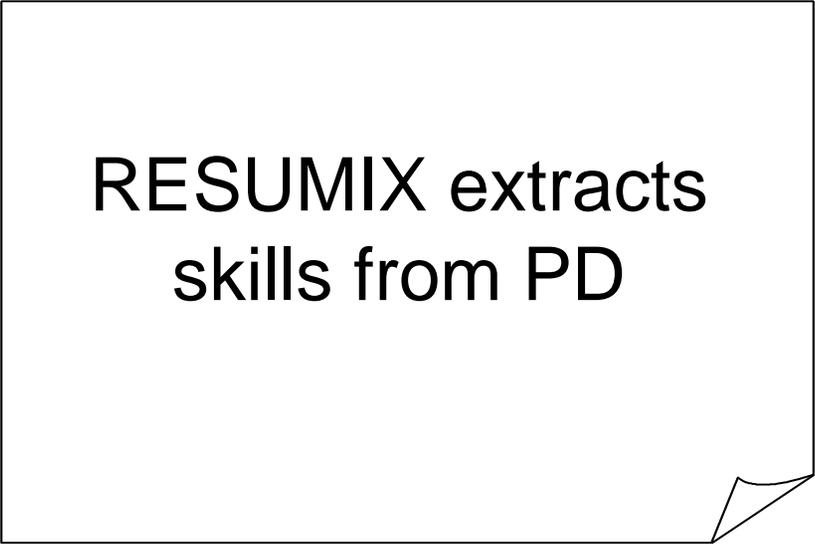


Manager submits
recruit action

For example a Program
Analyst, GS-343-12

Step 1

RESUMIX...How does it work?



RESUMIX extracts
skills from PD

Step 2

Examples of skills extracted from our Program Analyst PD are:

- Budget preparation
- Budget execution
- Navy Working Capital Fund
- Reconciliation
- Report preparation
- Data analysis
- Data call preparation
- Communications
- Problem resolution

RESUMIX...How does it work?

Manager identifies
required and desired
skills

Step 3

A required skill is very similar to a Selective Placement Factor in our present system

Manager reviews the list of skills extracted from the PD by RESUMIX and identifies **required** and desired skills. Candidates must possess a required skill to be qualified. In our example the manager may decide that Navy Working Capital Fund expertise is required. This means candidates must possess Navy Working Capital Fund skill to qualify for this position.

RESUMIX...How does it work?



Position advertised

Step 4

The position may be announced in an individual vacancy announcement or filled from an open continuous register used to fill multiple similar positions over an extended period of time.

Vacancy announcements will continue to be published on the HRO web page

RESUMIX...How does it work?



Applicants apply

Step 5

Candidates can submit their RESUMIX resume via:

- Web-based Resume Builder
- E-mail
- Mail

Section 3 of this brief will provide all the details on how to apply

RESUMIX...How does it work?

RESUMIX identifies
qualified candidates

Step 6

*In searching resumes RESUMIX
uses: 20,000 menu items
151,000 rules
14 million terms*

RESUMIX searches the resumes for required and desired skills. In our example candidates must possess the required skill -- Navy Working Capital Fund -- to be qualified.

RESUMIX...How does it work?

Human Resources
Specialist reviews
the resumes
selected by
RESUMIX

Step 7

There is a manual review performed on the resumes that pass the automated skills screening. This review is done to make sure that each candidate meets the eligibility and qualification requirements and actually possesses the required and desired skills.

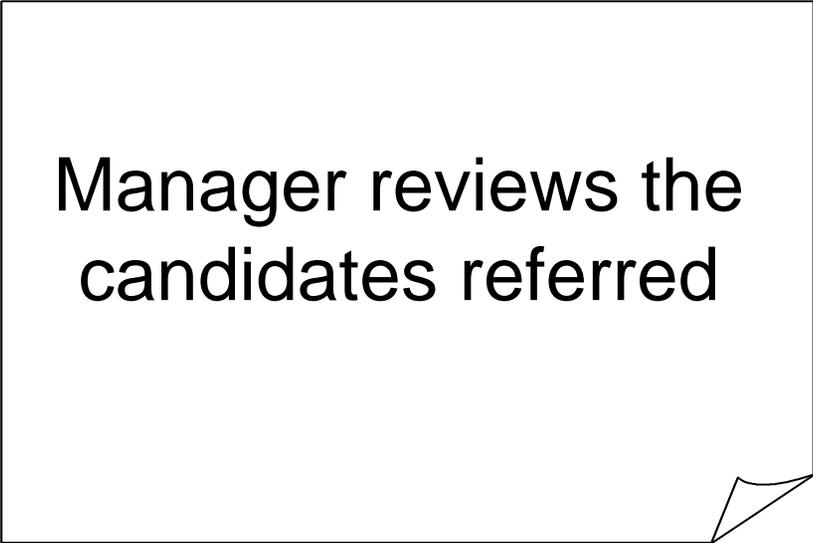
RESUMIX...How does it work?

Qualified candidates
are referred to the
manager

An alphabetical list of the
candidates and their
resumes are sent to the
selecting official

Step 8

RESUMIX...How does it work?



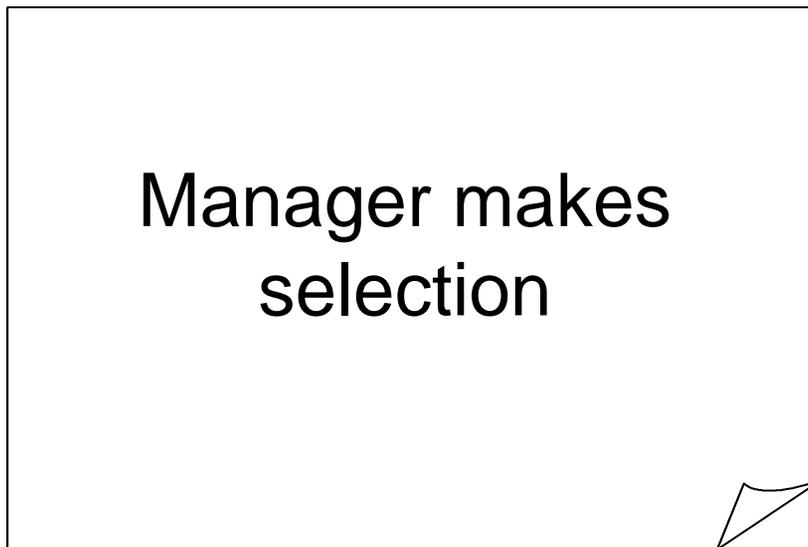
Manager reviews the
candidates referred

Step 9

Depending on the number of candidates referred, the manager may interview the candidates or use a panel or subject-matter expert to reduce the number of candidates down to a manageable number

RESUMIX...How does it work?

Manager makes
selection



Step 10

RESUMIX...What changes?

PRESENT SYSTEM

- Apply using SF171, OF612 or resume
- Submit application by mail
- Selective Placement Factors used to screen candidates

RESUMIX

- Apply using a resume
- Submit application electronically or by mail
- Required skills used to screen candidates

RESUMIX...What changes?

PRESENT SYSTEM

- KSA's used to evaluate candidates
- System based on manual ranking of candidates
- Additional write-up addressing KSA's strongly encouraged
- No limit on application length
- Separate application required for each announcement

RESUMIX

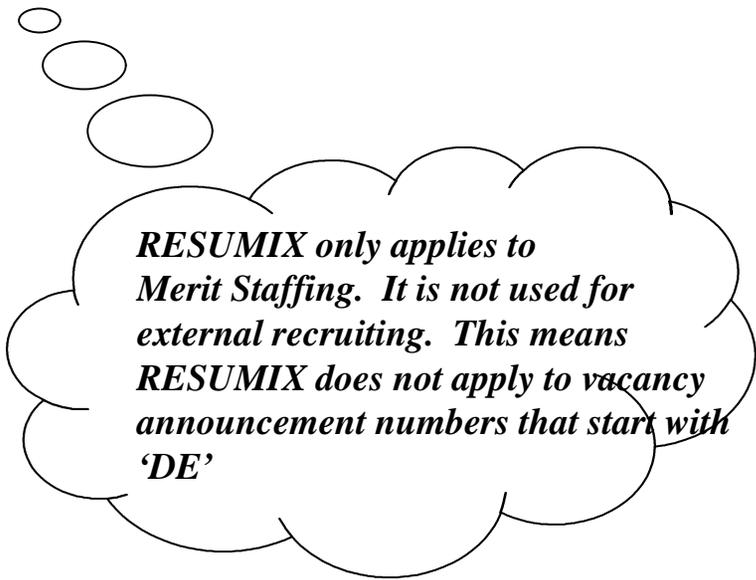
- Required/Desired skills used to evaluate candidates
- System based on electronic screening of candidates
- No additional write-up required or allowed
- 5 page limit
- Can re-use resume on file

RESUMIX...When?

We have started using RESUMIX with all Merit Staffing vacancy announcements opening on or after April 6th!



Employees can submit their resumes on file, but there is absolutely no requirement to submit a resume until you actually want to apply for a vacancy



RESUMIX only applies to Merit Staffing. It is not used for external recruiting. This means RESUMIX does not apply to vacancy announcement numbers that start with 'DE'

Section 2

Preparing Your RESUMIX Resume

Preparing Your RESUMIX Resume

This section covers...

- Preparing a good resume and
- Putting your resume in the RESUMIX format

Preparing a Good Resume

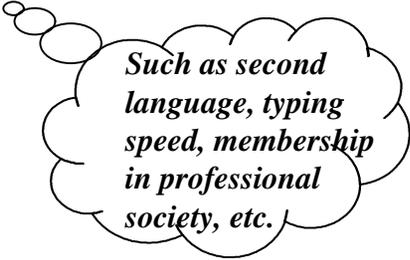
The first step in preparing a good resume is to make sure you have all your information available. Take the time to gather...

- Your most recent SF171 or resume
- Your SF50's
- Your educational records
- Your training records
- Your awards, letters of appreciation, and other commendations
- Your performance ratings

Preparing a Good Resume

Your resume should include...

- Personal data
- Experience
- Education
- Professional Training
- Licenses/Certificates/DAWIA Certifications
- Performance ratings, awards and honors
- Other



Such as second language, typing speed, membership in professional society, etc.

Each of these are discussed in more detail...

Preparing a Good Resume

Include the following **Personal Data** in your resume...

- Name
- Social Security Number
- Address
- Work and Home Telephone numbers
- Announcement Number

Preparing a Good Resume

When describing your **Experience**...

- Start with your most recent experience
- Emphasize experience that is most relevant to the type of position for which you are applying
- Include the following for each position held...
 - » Start and end dates
 - » Hours worked per week
 - » Position title
 - » If Federal position... series, title and grade
 - » Employing organization

Preparing a Good Resume

- Include the following for each position held (cont.)...
 - » Supervisor's name and phone number and whether supervisor can be contacted
 - » Description of major duties
- When describing your major duties...
 - » Pay attention to the description of duties in the vacancy announcement
 - » It's a good idea to identify your major area of expertise... e.g. propulsion... in addition to your specific area of expertise and the platforms you work on... e.g. fuel systems for the F404

Preparing a Good Resume

When describing your **Experience** the following factors can affect your chances for selection...

- How recent your relevant experience is
- How complex your duties are
- The breadth and scope of your experience
- How independently you work
- The impact of your work

Preparing a Good Resume

When describing your **Education...**

- List high school/GED
- Include all education from universities, colleges or technical schools...
 - » Include school name and location
 - » Type and year of degree earned
 - » Major
 - » Grade point average
 - » Total credit hours earned

Preparing a Good Resume

When describing your **Professional Training...**

- List courses you have completed and consider relevant to your career goals
- Include course name, length, and completion date

For example...Supervising Civilian Employees, 40 hours, 6/98; Defense Cost and Price Analysis, 80 hours, 8/97.

Preparing a Good Resume

When describing your **Licenses/Certificates**...

- List current licenses, certificates and/or contracting warrants.
- Identify city and/or state of certification and date

For example...Certified Public Accountant (CPA), Illinois, 6/95

- For Defense Acquisition Workforce Improvement Act (DAWIA) certification, identify the level and position category such as contracting or engineering

For example...DAWIA Level III Contracting, 8/96

Preparing a Good Resume

When describing your **Performance Ratings, Awards, and Honors...**

- List the recognition
- Include date(s) of receipt

For example... Outstanding rating 6/98, 6/97, 6/95
Performance Award 7/98, 7/97, 7/95
Special Act Award 3/99, 2/97
Distinguished Service Award 8/99

Preparing a Good Resume

When describing **Other Information...**

- List any information relevant to your career goals
- Include publications, language proficiencies, professional memberships, honor societies, Acquisition Professional Community (APC) membership, leadership activities, special skills, etc.

For example...Proficient in Spanish. Type 65 wpm. Phi Beta Kappa. Acquisition Professional Community Member since 1996.

Preparing a Good Resume...Resume Tips

Use strong verbs...

Don't write...

I was part of the F/A-18
E/F Test Team and
worked on the test plan

Do write...

As part of the F/A-18 E/F
Test Team I prepared and
presented the test plan to
the PMA

Preparing a Good Resume...Resume Tips

Be specific...

Don't write...

I have conducted many
briefings

Do write...

During the past three
years I conducted
annual budget briefings
at HQ to PMA ABC

Preparing a Good Resume...Resume Tips

Identify your responsibilities and accomplishments...

Don't write...

I assisted in developing
the operating budget

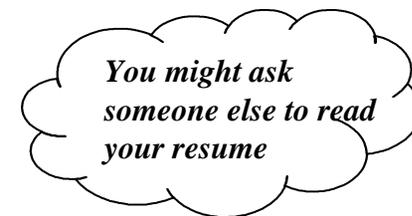
Do write...

I independently
developed the labor and
material inputs for the
FY98 operating budget

Preparing a Good Resume...Resume Tips

More tips...

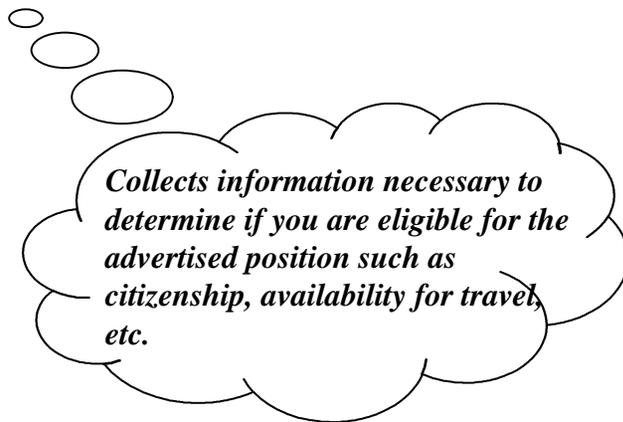
- Spell out acronyms
- Use plain language
- Use simple sentences
- Be concise
- Make sure your sequence is logical and easy to read
- Proof read your resume
- Use spell check and grammar check



Putting Your Resume in RESUMIX Format

Your RESUMIX resume must...

- Include your Social Security Number
- Include the vacancy announcement number
- Use 1 inch margins
- Use 10 or 12 pitch font (Courier or Times New Roman)
- Be on 8.5 x 11 inch white paper if submitted in hard copy
- Include answers to the Additional Data Sheet questions



A sample of the Additional Data Sheet is shown on an upcoming slide...

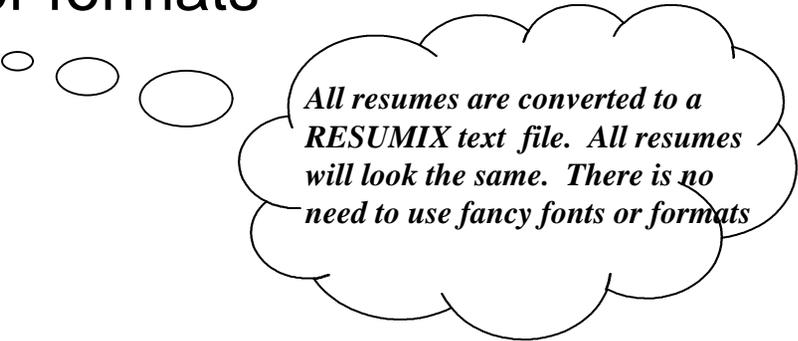
Putting Your Resume in the RESUMIX Format

Your RESUMIX resume must ...

- Be Limited to 5 pages (plus the Additional Data Sheet)
- Not include any additional documents

Do not submit copies of awards, certificates, SF-50's, PD's, DAWIA certifications, DD214's, etc.

- Not include fancy fonts or formats



All resumes are converted to a RESUMIX text file. All resumes will look the same. There is no need to use fancy fonts or formats

Putting Your Resume in the RESUMIX Format

There are three ways to prepare your resume...

- Use the web-based Resume Builder
- Use Microsoft Word or similar word processor
- Type it on white bond paper

Details on using the Resume Builder are covered in Section 3 of this brief...

Putting Your Resume in the RESUMIX Format

The next slide contains a sample resume in the RESUMIX format...

George Q. Public
SSN: 123456789 (no dashes)

1111 Job Street
Anywhere, NV 99999

Home Phone: (999) 123-4567
Work Phone: (999) 765-4321
DSN 888-4567

E-mail Address: gpublic@aol.com

SAMPLE RESUME

- * Start and end dates (month and year)
- * Hours worked per week
- * Position title
- * If Federal position, include pay plan, series, and grade
- * Salary
- * Employing organization's name/address
- * Supervisor's name and phone number
- * Whether we can contact the supervisor
- * Description of major duties/tasks:
 - Specific functions performed
 - Specific software programs used

EXPERIENCE:

January 1990 to present; 40 hours per week; Electrician; \$15.28 per hour; A & E Electrical, 123 Shock Circle, Sparks, NV 12345; Mr. Fred Smith, (702) 222-3344, may contact. Perform various tasks necessary to fabricate, assemble, install, overhaul, test, troubleshoot, and complete final operational check-out of electrical motors and equipment, electrical harnesses, junction box assemblies, panel assemblies, relays, electrical systems. Responsible for performing continuity and power checks on electrical harnesses in conjunction with continuity checks; working to verbal or written specifications utilizing blueprints, wiring diagrams, and work sketches as assigned.

April 1985 to December 1989; 40 hours per week; Engine Mechanic, WG-2805-10; \$14.92 per hour; Naval Air Station, Fallon, NV 89406; Dudley Duright, DSN 999-9999, may contact. Performed trouble diagnosis and repair of engines. Work included engine assemblies and accessories. Was responsible for modifying and adjusting parts, components, and accessories. Troubleshoot malfunctioning engines. Disassembled aircraft engines, engine assemblies and accessories. Followed safety practices and procedures.

EDUCATION:

Sparks High School, 1981, Completed 12th Grade, H.S. Diploma
Western Nevada Community College, Reno, NV; B.S. in Electrical Engineering, 1985; 3.4 out of 4.0 GPA; 180 quarter hours.

List high school/GED and post high school information. For post high school education, state college or university (include city and state), type and year of degree obtained (if applicable), major field of study, grade point average, and semester/quarter hours completed. NOTE: Transcripts are not required unless specifically requested by a recruitment publication, flyer, or announcement.

TRAINING: Safety Training, 40 hours, 12/87; Basic Electronics, 80 hours, 11/85

LICENSES/CERTIFICATES: Nevada Electrical Journeyman Contractor #1234, expires 5/00; CDL Class A, exp. 7/00

PERFORMANCE APPRAISALS & AWARDS: Outstanding 6/98, Outstanding 6/97, Special Act 11/96

OTHER INFORMATION: Fluently speak, write, and read Spanish. Typing speed: 65 wpm. Dictation: 80 wpm. Phi Beta Kappa Alumnus.

RESUME TIPS: Our electronic resume system matches position skills with applicant skills. Document your job experience by giving a narrative description of the skills you currently possess and how your experience, training and/or education helped you gain these skills. Also, mention the names of any tools, software, or special equipment you may have used. Spell out, at least once, the meaning of any abbreviations or acronyms you use.

Hard copy resumes will be scanned into our electronic system. In order to ensure that your resume scans well:

- ✓ **Type your resume on 8.5"x11" white bond paper, printed on one-side only (no copies/faxes)**
- ✓ **Leave a minimum 1" margin on all sides**
- ✓ **Use 10 or 12 pitch standard fonts (such as Courier or Times New Roman)**
- ✓ **Closely follow the Sample Resume Format above**

Please do **NOT** submit handwritten or faxed resumes, resumes with light or faded print, or those with fancy treatments such as colored print or paper, use of bold print, italics, underlines, or shadows, etc., since these may produce unreliable scanning results and possible loss of job consideration.

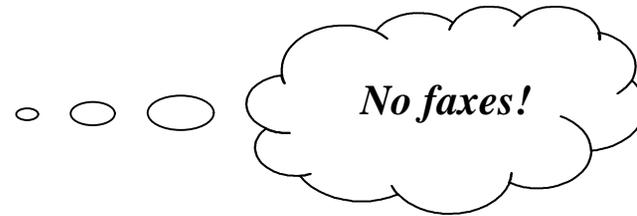
Section 3

Submitting your RESUMIX
Resume

Submitting Your RESUMIX Resume

There are three ways to submit your resume...

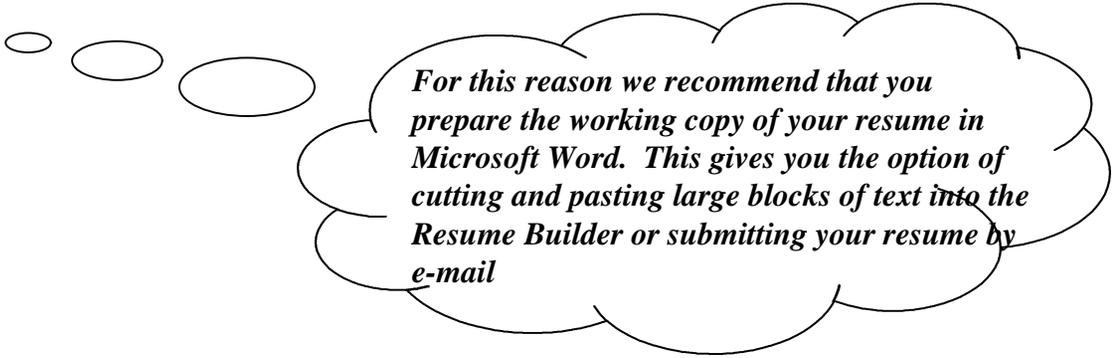
- On-line Resume Builder
- E-mail
- Hard copy via regular mail



*Each of these are
discussed in more detail...*

Submitting Your Resume using the Resume Builder

- The Resume Builder is an on-line tool to assist you in preparing your resume. You can electronically submit your resume and Additional Data Sheet directly to the Human Resources Services Center-Northeast where our merit staffing jobs are processed
- The current version of the Resume Builder requires you to complete and submit your resume in one on-line session...**You cannot save a work in progress or a working copy for future editing**



For this reason we recommend that you prepare the working copy of your resume in Microsoft Word. This gives you the option of cutting and pasting large blocks of text into the Resume Builder or submitting your resume by e-mail

Submitting Your Resume using the Resume Builder

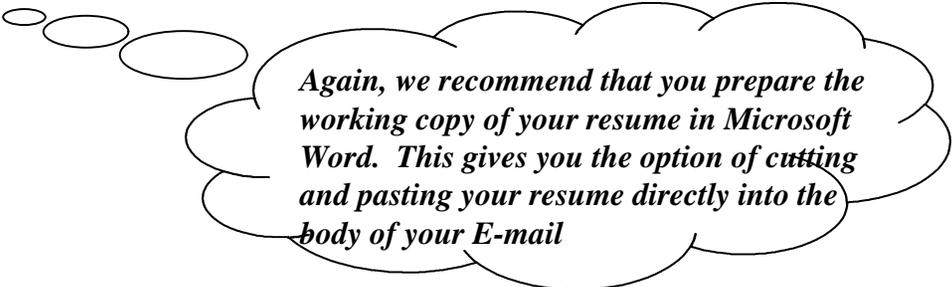
- The Resume Builder is located at...
www.donhr.navy.mil/ ... then click on Job Opportunities...then click onJobs, Jobs, Jobs.. then click on the Northeast map
- If you are applying for a specific vacancy...find the vacancy announcement...there is a link to the Resume Builder at the bottom of the announcement
- If you are interested in getting your resume on file for later use ...select the first announcement numbered and titled...

LKE-00-VOL Voluntary Resumes (coming soon)

Submitting Your Resume Using E-mail

To submit your resume using E-mail...

- Type “Resume” in the subject line of your E-mail
- Include your resume as part of the **body** of the E-mail message



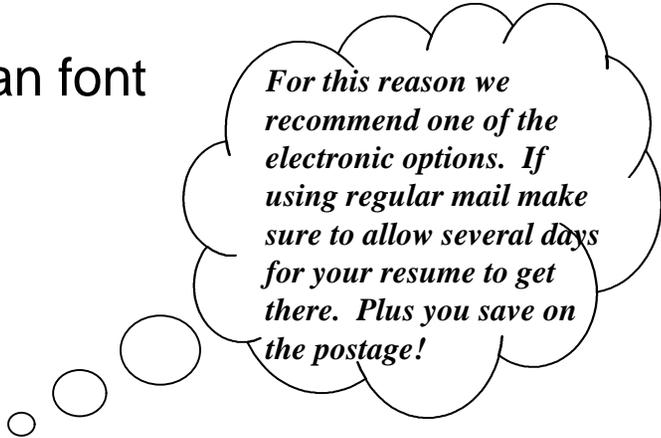
Again, we recommend that you prepare the working copy of your resume in Microsoft Word. This gives you the option of cutting and pasting your resume directly into the body of your E-mail

- E-mail file attachments (such as a Microsoft Word file) will not be accepted (fear of viruses)
- Include your responses to the questions in the Additional Data Sheet at the end of your resume text
- Send your E-mail to...wantajob@ne.hroc.navy.mil

Submitting Your Resume Using Regular Mail

To submit your resume using regular mail...

- Make sure your resume follows the format instructions in Section 2...
 - » typed,
 - » 10 or 12 inch Courier or Times New Roman font
 - » 1 inch margins,
 - » 8.5 x 11 inch white paper
 - » No more than 5 pages
- Include the Additional Data Sheet
- Your resume must be received by the closing date
- Mail your resume to: 111 S. Independence Mall East (Bourse Bldg.)
Philadelphia PA 19106-2598



For this reason we recommend one of the electronic options. If using regular mail make sure to allow several days for your resume to get there. Plus you save on the postage!

Submitting Your RESUMIX Resume

Remember...

No matter how you choose to submit your resume...include your Social Security Number and the vacancy announcement number on your resume!

Submitting Your RESUMIX Resume

What happens to your resume...

- Your resume is screened by RESUMIX for the position for which you applied
- Your resume is also stored in RESUMIX.
- This means you can re-use your resume to apply for other jobs without submitting another copy...

Submitting Your RESUMIX Resume

- Each vacancy announcement will give you specific instructions for re-using your resume... but all you have to do is submit an e-mail or a self nomination form (we will make the form available on the HRO web page)
- You can submit a new resume at any time
- You can only have one resume in RESUMIX at a time. Your new resume will replace the old one
- Your resume will remain active for one year. After one year you must submit a new resume or request a one year extension if you want to be considered for any positions

Section 4

Getting Help

Getting Help

If you need help...General questions and information...

Call or visit the Human Resources Advisor that services your Competency ***or***

Send your questions to vescecm@navair.navy.mil.
Please type "RESUMIX" in the subject line ***or***

Visit the HRO web page at...

<http://www.lakehurst.navy.mil/hro-lakehurst> - we will post
Frequently Asked Questions and other useful links

Getting Help

If you need help...

Accessing a computer to prepare or submit your resume. General use computers are available at the following locations:

- » Job Information Office, Building 120, 3rd Floor
- » Public Libraries

Getting Help

If you need help...

Preparing and submitting your resume...

Civilian employees may go to the Job Information Office in Building 120, phone # 323-2212

Getting Help

If you need help...

With reasonable accommodations...

Call the EEO Office at 323-2905