

QUESTIONS AND ANSWERS ABOUT THE RESUMIX SYSTEM

- 1. Q. Will an applicant receive a receipt confirming his/her application reached the HRSC?**

A. *Every applicant will be notified, in writing, when his/her resume is received by the HRSC.*
- 2. Q. Will the HRSC provide a copy of an applicant's skills summary while the announcement is open, for the job the resume was sent for? Or will the summary of skills only be provided after the selection for the position is made?**

A. *Resume summaries will only be provided as a result of a notice of rating; therefore, this would occur after the selection.*
- 3. Q. If you are applying for two different jobs at the same time, which resume will be kept on file?**

A. *Whichever resume the system receives last will be the one retained on file. If you file for two different jobs at the same time and use different resumes for each job, you may want to send in another resume at a later date, to ensure the one you want on file is the last one received by Resumix.*
- 4. Q. When will Resumix be implemented throughout the Northeast Region?**

A. *Implementation dates are staggered. Contact your servicing HRO for information.*
- 5. Q. How do you contact the HRSC to request that your resume, already on file, be considered for a specific announcement?**

A. *You can reuse the resume you have on file by e-mailing (to wantajob@ne.hroc.navy.mil) your request to self-nominate. The job announcement will give you specific information on self-nomination procedures.*
- 6. Q. How long does a resume stay on file?**

A. *Resumes will remain on file for one year from the date of receipt; however, applicants may extend, for an additional year, by faxing or e-mailing (to wantajob@ne.hroc.navy.mil) their request.*
- 7. Q. Are there times when merit promotion announcements do not accept electronic resumes?**

A. *Once implemented, there will be no exceptions. However, Delegated Examining Authority (DEA) announcements will continue to use the present system for filling.*
- 8. Q. Who will be responsible for building the local grammar?**

A. *The HRSC will build the local grammar into the Resumix system, based on requirements identified by the manager.*
- 9. Q. Can applicants electronically access their own resume or get a copy of it, after it is submitted in Resumix?**

A. *An applicant cannot electronically access a copy of the resume on file. Applicants should make a copy of their resume before submitting it to the HRSC.*
- 10. Q. Is a one or two page resume acceptable?**

A. *Yes, a resume may be up to five typed pages long.*
- 11. Q. Should an applicant's resume be position or skill based?**

A. *Applicants should make sure they include all the knowledges, skills, and*

abilities they have acquired and applied in each job described in their resume.

12. Q. Is Resumix word specific?

A. Yes. However, there will be synonyms and **commonly** misspelled words built into the system to allow for applicants to receive credit.

13. Q. How are selective placement factors or screen-out elements handled in Resumix?

A. There is no change from the current process. Required selective placement factors or screen-out elements will be spelled out in the announcement. A selective placement factor is a required skill. You must have that skill to qualify.

14. Q. Will applicants be identified as "qualified" versus "highly qualified"?

A. No. All candidates matching the highly desired skills will be certified and referred to the manager.

15. Q. Is the additional data sheet counted against the five-page limitation on the resume?

A. No. It should accompany the resume when you send it.

16. Q. Will the system pull words based on acronyms or should the words be spelled out?

A. It is suggested you spell out the acronym the first time you use it. The system will not be proficient in reading acronyms unless the acronym is built into local grammar.

17. Q. After the selection is made, and you receive notification you were ineligible, and not referred, can you question this determination?

A. Yes, by calling the phone number on the announcement.

18. Q. How long does it take for an updated resume to replace the resume already on file in the system?

A. Resumes will be scanned within 24 hours from date of receipt.

19. Q. If any supporting documentation is required, can you fax it to the HRSC to be put with the rest of your electronically sent resume?

A. Additional documents (documents other than the resume and additional data sheet) will not be required or accepted. All applicants will be reviewed for qualifications and eligibility based on the information provided in the resume. If additional documentation is needed to confirm qualifications of a tentatively selected candidate, and if that information is not in the applicant's OPF, the applicant will be contacted by the HRSC, and required to submit the additional documentation at that time.

20. Q. When will the web page and the 1-800 number be available?

A. The Web Page is available at www.donhr.navy.mil. Although in the original plans, a 1-800 number will not be offered at this time.