

Code 50
2 March 2004

From: Director, Human Resources Service Center, Northeast
To: All HRSC-NE Serviced Employees

Subj: DEPARTMENT OF THE NAVY'S CIVILIAN HIRING AND RECRUITMENT TOOL (CHART)
BULLETIN #2

Encl: Tips on CHART

Note: This letter is a revision to an identical letter released on 2 February 2004. There is one change, involving a new website address for CHART (see first paragraph below). This very recent change was made to enhance the security of the CHART website.

With the recent deployment of CHART, the Department of the Navy (DON) has taken significant steps to provide our employees with the tools necessary to streamline the application process. CHART allows you to actively monitor and control the status of your resume and the announcements you applied to within the DON. If you haven't already done so, I urge you to log into the website, <https://chart.donhr.navy.mil/>, and explore what it has to offer. If you had created an account in the previous DON Resume Builder, it has automatically transitioned to CHART, with the same password. If you've forgotten your password, there is a very user-friendly "Forgot Password" process. If this is your first time in CHART, simply enter the basic information required in "Create Account," and you'll be ready to work on your resume in minutes. The new functionality throughout the website is explained in the feature titled "Quick Tips."

I will highlight for you some of the more important improvements that have been made.

The former Resume Builder has been enhanced and incorporated into "My Resume." There you can create and edit your resume, section by section. Since you can save your work and continue later, you can complete your resume at your convenience. You can add, edit, and even delete periods of your work experience and education, as is appropriate to your current career goals. By using "My Resume," you are eliminating any chance of your resume being rejected for incomplete data; the program continually scans for necessary information and guides you to completion. To ensure that you are following all of the requirements for filling out the fields, I urge you to read the "Quick Tips" carefully and pay attention to any error messages that may appear. Error messages will appear first in a pop-up box and also at the top of the page in red print.

Many applicants change their address, telephone number or e-mail address occasionally. To view and edit your contact information, use the "My Account" section of CHART. Once updated, you can then send your updated contact information to every HRSC that has an active resume on file for you by clicking on the option titled "Send your updated contact information to Centers." You will receive an immediate response from the system informing you of the Centers that have received the changes.

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Although each Navy region still has a separate Resumix database, you can use CHART to monitor your resume in all regions. To confirm that you have an active resume on file, use the "My Job Interests" section of the website. Once you select the region that you want to review, you will be able to see if you have an active resume filed for that region, as well as view all announcement numbers for which you have applied using that active resume. You can also see the announcements to which you have applied using your previous resume. CHART ended the requirement that you reapply for all previous vacancies when you submit a new resume. Now when you submit a new resume, the system will run nightly

reviews to copy all announcement numbers attached to your previous resume to your new resume. Should you no longer wish to be considered for an announcement, you can terminate consideration through "My Job Interests" by selecting that announcement and removing yourself from consideration.

To view the status of your resume, use the "My Status" function. As in the "Job Interest" area, you can tell if you have an active resume on file. In addition, you can use this page to extend your resume for another year if it has expired or is due to expire within 30 days. The "My Status" area replaces the written notification of results previously mailed to you concerning your resumes. You are able to view whether you were referred for a vacancy and whether that vacancy was filled or cancelled. You will be told if you were found ineligible for any reason. These notifications are instantaneously available when the certificate is issued and you were in the final group of applicants considered for the vacancy. The specifics are described in detail in the "Quick Tips" section of "My Status."

The "Search for Jobs" feature has significantly enhanced the job searching process. "Search for Jobs" is a powerful search tool that allows you to enter specific criteria (i.e., geographic location, minimum salary, series) to match against the thousands of Navy announcements worldwide posted by all of the DON Human Resources Service Centers. To make the "Search for Jobs" process as efficient as possible, log into your account in CHART prior to searching. Doing so will allow you to bypass the gatekeeper questions that determine whether you have status to compete for internal promotion opportunities. More importantly, the "Apply Now" button will only appear at the bottom of announcements if you have already logged into your account. The best method to submit your resume is through the "Apply Now" button.

Another new and powerful tool is the "My Searches" function, which allows you to create automated job search agents that will use search criteria that you select. The "My Searches" agent will capture when a new case announcement matching your criteria is posted. Case announcements are those that have a defined closing date and represent a specific position and immediate vacancy. Open Continuous vacancy announcements do not elicit a response in "My Searches" since they have no closing date. The notification is stored in the "My Searches" area. To see responses to your searches, you open "My Searches" and click on the option titled 'view.' The results will be displayed or a message will tell you that you have had no matches since you last accessed the website. Future enhancements to the CHART website will provide notification to your e-mail address in your resume.

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A summary of all resume activity for the last 60 days is displayed in the "My Notices" section. Here, among other things, you can find confirmation that your resume has been submitted for a vacancy or that your resume was extended.

I hope this information answers any questions you may have had on the CHART and its impact on the Resumix application process. I've attached a series of Tips that you may also find helpful. I will continue to update you on developments in the recruitment area as they occur. We anticipate a consolidation of all regional databases by the end of 2004, which may permit further enhancements to the CHART system. I look forward to sharing those with you as well.

I wish you the best of luck in future promotion competitions.

JOHN R.CONWELL