

08 April 2002

From: Director, Human Resources Service Center, Northeast

To: All HRSC-NE Serviced Employees:

Subj: MERIT PROMOTION USING RESUMIX

1. In the past year the Department of Navy (DON) has been moving towards a significant increase in the use of automation to provide a number of personnel services. One of these areas is the use of the resumix system to fill merit promotion vacancies. Resumix is an automated staffing system, which evaluates resumes via the use of a skill matching database. With various improvements in the system, the addition of new employees unfamiliar with this automated way of applying for jobs, and more significantly, the additional experience gained by the Human Resources Service Center – Northeast (HRSC-NE), it seems an excellent time to share useful information to ensure each applicant receives the maximum consideration for available vacancies and gets the most out of the resumix system's capabilities. I anticipate that continued improvements in resumix software would necessitate additional informational bulletins similar to this mailing.
2. The following information is offered for your use. I'd urge that you place it with your personal records dealing with promotion opportunities so that you can refer to it when needed.
 - The HRSC-NE will be expanding the use of "Open Continuous" (OC) announcements to take advantage of resumix's ability to quickly provide certificates of eligibles to managers to allow for improved turnover and replacement training. This use of OC announcements permits employees to apply at anytime for positions and receive consideration without constantly monitoring closing dates or losing consideration due to leave or travel. You should see an expanded listing of all OC announcements on the www.donhr.navy.mil web site on or about 15 April 02. Additional announcements will continue to be added as vacancies develop.
 - All future NE announcements issued via the Department of the Navy Human Resources (DONHR) web site will contain a link, that will provide you information on using the resume builder and other valuable topics. From experience, we strongly recommend the use of the DONHR resume builder as the best vehicle for assuring consideration of your resume. Using the resume builder option button, located at the bottom of each announcement provides an easy method for creating a resume that is automatically formatted for use in Resumix. The resume builder prevents transmission of your resume until all required fields are complete including the HRSC NE Additional Data Sheet (ADS) questions. Additionally, use of this resume builder provides confirmation that your resume is complete and successfully submitted for

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consideration. Resumes submitted via other forms of submittal are frequently received without required documentation causing an applicant to lose consideration for positions. As an example, each Regional Office has an ADS that is specific to the activities that they service. You have to be careful to submit the HRSC-NE ADS when submitting your resume for positions advertised by the NE region. We periodically receive resumes that don't have ADS or have other forms attached. The resume cannot be considered. Other forms of submittal also result in delayed consideration as the information must be manually input or electronically scanned into the resumix system. The resume builder is absolutely the best way to assure maximum consideration.

- Once you have created a resume via the DONHR Resume Builder, you may submit your resume to a current announcement, or you can submit the resume to a voluntary announcement (i.e. – HRO prefix-02-VOL). The voluntary announcement is open to permit you to submit your resume to the resumix database without applying for a specific position at this time. After submitting your resume, if you are interested in applying to a specific job, you use Application Express.
- Application Express – Application Express is a Resumix process that allows you to apply for additional announcements by using the resume you currently have on file in the Resumix database. You simply click on the Application Express button located at the bottom of the new announcement and follow the instructions provided. Your current resume is considered for that announcement. Fast and Simple.
- Resume Development – Resumes used for Resumix should list “hard” skills and examples of tasks completed or skills achieved. “Hard” skills are those skills or experiences, which are defined in specific task terms. Example – “Prepared Military Construction (MILCON) Funding Requirements Document”, “Installed Catapult Arresting Gear System aboard aircraft carriers”, “Re-designed Military Housing Floor plan at Station X-Y-Z”. When using acronyms like MILCON, also use their full word title – military construction. Skills should be specific to personal experiences. They should not simply repeat duties description from announcements or position descriptions. They do not need to be “literature”, but rather an actual reflection of work experiences and tasks completed. These “hard skills” vice “soft skills” (such as “communicates well”, “team player”, and “self starter”) are matched against the technical skills identified by the managers of the position.

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- When creating your resume you should concentrate on likely career path choices. You should prepare a resume, which details all relevant experience to the positions you will likely compete for in the future. Example: If you are currently a GS-201-11 Personnel Management Specialist, including your previous GS-318-6 Secretarial experience serves no useful purpose to future goals of a GS-12 position in the personnel management series. Those “hard skills” gained in a secretarial position are unlikely to match skills in a personnel management position at the GS-12 level. Additionally, with the use of OC announcements, each “revised” or tailored resume overwrites the previous resumes in the system and requires you to re-identify all positions previously applied to so that you can continue to be matched for future vacancies. This is done via the submittal of a Resume Update Request form, located and available to you by clicking on any vacancy announcement’s general information button, or by individually resubmitting the new or revised resume via application express to all announcements you wish to retain consideration for. As you can see, it is significantly more practical to write a comprehensive resume which addresses all experiences which are supportive of your career goals.

3. So, what do you need to do now to be successful in utilizing Resumix to achieve your career goals?

Number #1 – Always read the general information sections on the Resumix system available on every announcement by clicking on the links, titled “Resumix Information”. This will keep you up to date on any tips for successful consideration, provide reminders on required submissions, and answer some frequently asked questions, etc.

Number #2 – Write one good resume for consideration for all positions you are likely to apply for during the year. Update it only when you have gained a new and significant skill. DO NOT attempt to “tailor” resumes. Attempts to maintain consideration for all jobs while changing resumes have not proven successful for employees.

Number #3 – Use the Resume Builder. This will ensure "immediate" availability of your resume for consideration. Since many announcements are “open continuous”, consideration for vacancies can occur at any time. The manual intervention required with the other methods delay the process.

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Number #4 - Remember to complete the current Additional Data Sheet (ADS). If you are using the Resume Builder, the ADS is included. The resume builder has been programmed to require your completion of the information before transmitting. You will NOT be considered for any vacancy if the HRSC-NE ADS is not completed and available at the time of consideration.

Number #5 – Apply for vacancies/positions you would accept if offered – you should take the time to identify the geographic area that the position is in and identify on the ADS only those areas where you are willing to work.

Number #6 – Keep track of your resume!

- Your resume becomes unavailable if: (1) it is more than one year old; (2) it is rejected due to poor quality e-mail or hard copy scanning or other failures to follow instructions; (3) you are hired/promoted permanently in any position via a resumix certificate; (4) you leave the NE Region; (5) you request to have your resume removed, or (6) you fail to transmit the fully completed ADS for the NE region.
- Remember each region runs independent resume pools. A resume submitted in NE Region is not available for other regions.

4. I hope this information answers any questions you have had on the Resumix Application Process as well as explains our expanded use of OC announcements. I wish you the best of luck in your future promotion competitions.

/S/
J.R.CONWELL