



Transitioning to USAJOBS and USA Staffing for Merit Staffing



Policy Directives

Office of Management and Budget (June 2009) and Presidential (May 2010) Memoranda

- ❑ Improve the applicant experience
 - ◆ Communicate with applicants throughout the process
 - ◆ Eliminate essay-style questions from initial application materials
 - ◆ Accept cover letter and resumes
 - ◆ Reduce job announcements to five pages
- ❑ Reduce time to fill vacancies
 - ◆ Fill vacancies within 80-101 days
 - ◆ Use and assess available technology
- ❑ Increase collaboration between hiring managers and HR
 - ◆ Plan current and future workforce requirements
 - ◆ Participate in identification of knowledge, skills and abilities (KSAs), competencies and position tasks
 - ◆ Engage continually throughout the hiring process
 - ◆ Track and report on timeliness of decisions and process



Transition to USAJOBS

- ❑ USAJOBS to replace Civilian Hiring and Recruitment Tool (CHART)
- ❑ USAJOBS is the official federal government site for job announcements
 - ◆ One-stop source for applicants as well as current employees
- ❑ Phased transition will continue throughout 2011
- ❑ Tutorials and FAQs available at www.usajobs.gov



USAJOBS

[Search Jobs](#) | [My Account](#) | [Info Center](#)

[SIGN IN OR CREATE AN ACCOUNT](#)

USAJOBS[®]

"WORKING FOR AMERICA"

What: (keywords)

Where: (U.S. city, state or zip code)

[Browse Jobs >](#)
[Advanced Search >](#)
[International Search >](#)

[Search Jobs](#)

[First Time Visitors](#) | [Why Work for America?](#) | [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students and Recent Graduates](#) | [Senior Executives](#)

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This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



Search Jobs Keyword Tips

What: (keywords)

Where: (U.S. city, state or zip code)

Browse Jobs > Advanced Search > International Search >

Info Center

[Accessible Version](#)

BROWSE ADVICE ON:

- USING USAJOBS**
 - [Tutorials](#)
 - [The Job Search](#)
- FEDERAL EMPLOYMENT**
 - [Using Keywords to Maximize Your Search Results](#)
- APPLYING FOR A FEDERAL JOB**
 - [Security Center](#)

SPECIAL INFO FOR:

- INDIVIDUALS WITH DISABILITIES
- VETERANS
- STUDENTS AND RECENT GRADUATES
- SENIOR EXECUTIVES

PREVIOUS

feature



Civilian Expeditionary Workforce (CEW)

Join CEW and experience a unique

Frequently Asked Questions

Find and view answers to our most frequently asked questions, or search for answers by a particular topic or keyword(s). Check out some of the more popular questions below:

Popular Questions:

Contact Us

If your question is still unanswered, or you have a comment or suggestion, [contact us](#). We will get back to you as soon as possible. Your interest and patience are appreciated.



Improve the Applicant Experience

- Transition to USAJOBS
 - ◆ One-stop shopping for federal positions
- Applicants receive status updates at key critical decision points
 - ◆ Application received
 - ◆ Application assessed for qualifications and referred to selecting official (or not)
 - ◆ Applicant selected (or not)
- Job announcements shorter and simpler, written in plain language
- Notification of posting for jobs of interest



Benefits of USAJOBS to Applicants

- Creates and stores up to five resumes
- Spell-checks resumes and work experience information
- Uploads job application attachments and resume
- Sends email notification of job postings
- Creates and saves 25 job search interests
- Displays job application status
- Provides access to copies of announcement submission



From USAJOBS to USA Staffing's Application Manager

NOTE: If the job announcement requires the completion of a questionnaire, then applicants will be directed to Application Manager

- Enables applicants to manage applications
 - ◆ Complete, submit and track application packages
- Guides applicants through answering assessment questionnaires and uploading required documents
- Provides access to copies of previously submitted application packages
- Displays detailed application status and notifications (email or postal letter) for announcements

Welcome to USA Staffing® Application Manager

Existing Account? Log In Here:

User Name:

Password:

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

[Notification of Scheduled Maintenance](#) [Forgot User Name or Password](#) [Problems Logging In?](#)

Create an Account:

Create one now -- It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

[Instructions on how to apply for a job without using Application Manager](#)

Full Terms and Conditions of Use

Application Manager powered by USA Staffing® is a U. S. Government information system to be used only in the manner authorized. You are authorized to use this system's menus, controls, and features to do any and all of the following as a job applicant or potential job applicant, subject to any limitations that may be imposed, such as due dates and deadlines, or any requirement that a particular assessment be completed personally by the job applicant.

- Prepare, complete, and submit application packages, questionnaires, and other assessments.
- View, print, modify, and save questionnaires and assessment responses and documents.
- View the status of application packages you have in progress and correspondence addressed to you.

You are prohibited from accessing or attempting to access this system or records it contains to access information about anyone who has not given you permission to do so, because the data and documents on this system include Federal records that contain sensitive information protected by various Federal statutes, including the Privacy Act, 5 U.S.C. § 552a.

My Application Packages

(Click VacancyID to see a checklist of all the items you need to complete your application package, and the status of each.)

Vacancy ID : 160536		Job Title : Program Support Assistant (HR/OA)		
Status	Modified Date	Closing Date	USAJOBS Control Number	
Complete	11/18/2007 4:04:54 AM	11/23/2007	1053177	
Vacancy ID : 211009		Job Title : HR SPECIALIST (Recruit/Class/NAF/EMR/LMR/Training/Systems)		
Status	Modified Date	Closing Date	USAJOBS Control Number	
See Details Tab	12/11/2008 4:21:02 PM	01/15/2009	1355788	
Vacancy ID : 386799		Job Title : Human Resources Assistant		
Status	Modified Date	Closing Date	USAJOBS Control Number	
Complete	10/4/2010 10:48:33 PM	10/08/2010	2043854	
Vacancy ID : 399162		Job Title : CONTRACT SPECIALIST (FCIP)- ACWA		
Status	Modified Date	Closing Date	USAJOBS Control Number	
See Details Tab	11/16/2010 2:36:32 AM	11/25/2010		

Start a New Application

(If you already have a Job Announcement in mind, and you know the VIN or Announcement Number, this is the place to start. If you need to search for a job first, click [here](#) to go to USAJOBS.)

Vacancy Identification Number

or

USAJOBS Control Number

My Profile

(Change reusable information about yourself, such as your address, phone numbers and email addresses. Also, change your password and the way Application Manager works for you.)

UserName:

jdoe

Email:

jdoe@gmail.com



Dual Announcements During Transition

- ❑ During the transition to USA Staffing and USAJOBS, vacancy announcements will be posted as follows:
 - ◆ On both CHART and USAJOBS for those activities which have **not** yet transitioned
 - ◆ Exclusively on USAJOBS for those activities which **have** transitioned to the USA Staffing and USAJOBS tools



USA Staffing

- ❑ Web-enabled software that automates the recruitment, assessment, referral and notification processes
- ❑ OPM staffing tool
 - ◆ HR professional's technological interface for USAJOBS
- ❑ Flexible: supports DoD-specific procedures
- ❑ DON has successfully used this tool for delegated examining recruitment



Selection Manager

- ❑ Hiring manager's component of USA StaffingOPM staffing tool
- ❑ Provides access to the candidate referral list

The screenshot displays the Selection Manager interface. At the top, there is a navigation bar with links for HOME, MY ACCOUNT, BATCH DOCS, and LOGOUT. Below this is a 'Certificate View' section with a 'Hiring Actions View' button (unchecked) and an 'Applicants of Interest' button (checked). The certificate details are as follows:

Vacancy	Position Title	Certificate Number	Grade	Location	Specialty
103764	HR Specialist	MT-10-BIS-0169250	11	Springfield, OH	HR Specialist (Recruitment and Placement)

Below the certificate details are three buttons: 'Return List to HR Office', 'Set All', and 'Clear All'. To the right, there is a 'Due: 5/14/2010' indicator and a 'Print' button.

The main content area has three tabs: 'Applicant List' (selected), 'Certificate Information', and 'Selection Notes'. The 'Applicant List' tab shows a table of applicants:

Applicant Name	Last 4 of SSN	Veterans Pref	Priority Category	Selection Action	Action Date	Docs	Responses	App Notes	
Hummel, Kurt	1128	NV	ICTAP	<input type="text"/>					<input type="checkbox"/>
Hudson, Finn	1126	CPS - Adj		<input type="text"/>					<input type="checkbox"/>



Selection Manager Features

- Receive alerts of new referral lists and upcoming due dates via email
- Electronically document hiring decisions, sign and return the referral list
- Share access to referral lists with others involved in the hiring process
- Mark individual candidates to view easily later



Increase Collaboration:

Hiring Managers and HR Professionals



Increase Collaboration

Hiring managers and HR professionals work together to:

- Collaborate in the development of job analyses and assessment questionnaires
- Determine which hiring authorities, flexibilities, etc., are likely to result in the best candidates
- Participate in active recruitment of candidates –colleges, job fairs and other outreach venues
- staffing plan and recruitment strategies



Job Analysis

Hiring managers and HR professionals identify tasks performed and competencies required



Job Analysis

- ❑ Systematic procedure for gathering, documenting and analyzing information about the requirements of the job
- ❑ Identifies the major duties of the job and the competencies required to perform them
- ❑ Documents specific job tasks related to each identified KSA
- ❑ A good job analysis is the basis for creating assessments and is instrumental in rating applications and identifying the best-qualified candidates



Job Analysis for Hiring Managers

Eight key steps in the job analysis process

- Gather information, such as position description, qualification standard, etc.
- Involve a subject matter expert and an HR professional
- Identify critical job duties
- Identify needed KSAs and competencies
- Identify selective placement factors
- Identify tasks for each KSA
- Validate analysis
- Document decisions



Key Changes

- Actively recruit and market your positions - individual announcements will be used for each vacancy instead of open continuous announcements
- All POCs listed on the RPA will receive an email notification with a link to the announcement when it has been posted.
- No longer using Resumix skills - Don't need names of potential candidates
- Applicants will self rate and self rank by answering task based questionnaires. Their answers form the basis for who is certified for selection



Key Changes(cont.)

- ❑ An acknowledgement email will be sent to the CHR POC when a complete RPA is received by HRSC. A complete RPA includes the following:
 - ◆ A classified PD
 - ◆ Area of Consideration identified (HRSC will follow up to confirm)
 - ◆ CHR point of contact
 - ◆ Provide the Selecting Official contact information – will receive system generated emails about certificate availability/expiration (not required)
- ❑ Incomplete RPAs will be returned to the CHR POC
- ❑ The hiring manager is the SME for his/her positions. They will receive a certificate of eligibles and qualified candidates. Review of the resumes and interviewing is essential for the manager to narrow the number of candidates to consider for a position.



HR SYSTEMS AND BUSINESS TRANSFORMATION

The Department of the Navy (DON) has begun a multiyear effort to improve hiring processes to better attract and retain a skilled and talented workforce – improving the applicant’s experience, reducing time to fill vacancies and collaborating across all areas.

USAJOBS will replace the CHART system for applicants; USA Staffing will replace the RESUMIX tool used by hiring managers and human resource professionals. The chart below provides key improvements using the new process when compared with the current system.

Function or Process	USAJOBS/USA Staffing (<i>new</i>)	CHART/RESUMIX (<i>current</i>)
FOR THE APPLICANT		
Where to apply	USAJOBS	CHART
Resume	<ul style="list-style-type: none"> • Create & store 5 resumes • Spell-check capable • Ability to upload attachments and resumes • Email notification of job postings • Ability to store 25 job interests • Submit via fax, hardcopy, online 	<ul style="list-style-type: none"> • Create & store 1 resume • Cannot upload attachments or resumes • Submit via hardcopy & online
Application Status	Remains in system 18 months	Drops status 60 days after action filled
Rating	Based on answer to assessment questions and updated by experience within resume	Based on description of skills and experience within resume
Job Searches	<ul style="list-style-type: none"> • Ability to set up 10 searches 	<ul style="list-style-type: none"> • Ability to set up five searches
FOR THE HIRING MANAGER		
Job Analysis	<ul style="list-style-type: none"> • Identify KSAs and/or competencies • Approve task statements and rating schedule 	<ul style="list-style-type: none"> • Identify 6-8 key skills
Online Certificates	<ul style="list-style-type: none"> • Access to dashboard of certificates • Ability to store relevant selection rates with certificate • No email capability 	<ul style="list-style-type: none"> • Access to one certificate at a time • Email capability to applicants
Account Management	<ul style="list-style-type: none"> • Automatic reminders • Reset password • Robust help feature throughout 	<ul style="list-style-type: none"> • No automatic reminders • Password request required • Tips available
FOR THE HUMAN RESOURCES PROFESSIONAL		
Announcements	<ul style="list-style-type: none"> • One posting to USAJOBS • Uploads to Twitter, Facebook, etc. 	<ul style="list-style-type: none"> • Double post to CHART & USAJOBS • No Twitter or Facebook interface
Job Analysis	<ul style="list-style-type: none"> • Verification of job analysis 	Verification of 6-8 key skills
Crediting Plan	Create draft Crediting Plan and rating schedule	Enter 6-8 key skills in system
Rating and Ranking	<ul style="list-style-type: none"> • Based on applicant answers to assessment questions • Improved screening capability to identify qualifications 	<ul style="list-style-type: none"> • Based on number of skill hits • Limited screening ability to identify qualifications

Improving the Applicant Experience • Reducing Time to Fill Vacancies • Collaborating Across the DON

Real world challenges, real life rewards • www.public.navy.mil/DONHR/employment/HiringReform