

# OCHR FACTSHEET

## Transition to USA Staffing

*For Hiring Managers and Human Resources Professionals*

*Issued: January 2011*

### HIRING REFORM

This Fact Sheet:

- Highlights the key improvements offered by the transition to USA Staffing.
- Provides references for finding additional information on hiring reform.

### USA Staffing for Hiring Managers and HR Professionals

The Department of the Navy continues to move forward in its efforts to improve the hiring process and reduce the time to fill vacancies. Part of the improvement includes the transition from RESUMIX to USA Staffing (for hiring managers and human resources professionals) and from CHART to USAJOBS (for applicants).

The streamlined USA Staffing technology gives hiring managers the tools at their desktop to make key hiring plans and decisions. Likewise, USAJOBS provides current employees and job seekers with better tools to apply for positions.

### Key Improvements Provided by the USA Staffing Tool

Function or Process	USA Staffing (new)	RESUMIX (current)
<b>FOR THE HIRING MANAGER</b>		
Job Analysis	<ul style="list-style-type: none"> <li>• Identify KSAs and/or competencies</li> <li>• Ability to approve task statements and rating schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Identify 6-8 key skills</li> <li>• No capability to review task statements/rating schedules</li> </ul>
Online Certificates	<ul style="list-style-type: none"> <li>• Access to dashboard of certificates</li> <li>• Ability to store relevant selection rates with certificate</li> <li>• No email capability</li> </ul>	<ul style="list-style-type: none"> <li>• Access to only one certificate at a time</li> <li>• No selection rate capability</li> <li>• Email capability to applicants</li> </ul>
Account Management	<ul style="list-style-type: none"> <li>• Automatic reminders</li> <li>• Reset password</li> <li>• Robust help feature throughout</li> </ul>	<ul style="list-style-type: none"> <li>• No automatic reminders</li> <li>• Password request required</li> <li>• Tips available</li> </ul>
<b>FOR THE HUMAN RESOURCES PROFESSIONAL</b>		
Announcements	<ul style="list-style-type: none"> <li>• One posting to USAJOBS</li> <li>• Uploads to Twitter, Facebook, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Double post to CHART &amp; USAJOBS</li> <li>• No Twitter or Facebook interface</li> </ul>
Job Analysis	<ul style="list-style-type: none"> <li>• Verification of job analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Verification of 6-8 key skills</li> </ul>
Crediting Plan	<ul style="list-style-type: none"> <li>• Create draft crediting plan and rating schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Submit 6-8 key skills in the system</li> </ul>
Rating and Ranking	<ul style="list-style-type: none"> <li>• Based on applicant answers to assessment questions</li> <li>• Improved screening capability to identify qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Based on number of skill "hits"</li> <li>• Limited screening ability to identify qualifications</li> </ul>

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Function or Process	USAJOBS (new)	CHART (current)
<b>FOR THE APPLICANT</b>		
Where to apply	<ul style="list-style-type: none"> <li>• <a href="http://USAJOBS.gov">USAJOBS.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="http://chart.donhr.navy.mil">chart.donhr.navy.mil</a></li> </ul>
Resume	<ul style="list-style-type: none"> <li>• Create and store up to five distinct resumes</li> <li>• Spell-check capable</li> <li>• Ability to upload attachments and resumes</li> <li>• Email notification of job postings</li> <li>• Ability to store up to 25 job interests</li> <li>• Submit via fax, hardcopy, online</li> </ul>	<ul style="list-style-type: none"> <li>• Create and store one resume</li> <li>• No spell-check capability</li> <li>• Cannot upload supporting attachments</li> <li>• No email notification of job postings</li> <li>• No capability to store job interests</li> <li>• Submit via hardcopy and online</li> </ul>
Application Status	<ul style="list-style-type: none"> <li>• Remains in system for 18 months</li> <li>• Delegated examining capability</li> </ul>	<ul style="list-style-type: none"> <li>• Drops status 60 days after action filled</li> <li>• No delegated examining</li> </ul>
Rating	<ul style="list-style-type: none"> <li>• Based on answer to assessment questions</li> </ul>	<ul style="list-style-type: none"> <li>• Based on skills and experience within resume</li> </ul>
Job Searches	<ul style="list-style-type: none"> <li>• Ability to set up 10 saved job searches</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to set up five saved job searches</li> </ul>

## Getting Started – Important Information for Applicants

During the transition to USA Staffing and USAJOBS systems, vacancy announcements will continue to be posted to both CHART and USAJOBS. Announcements will be posted on:

- CHART and USAJOBS for those activities which have NOT yet transitioned to the new systems
- USAJOBS exclusively for those activities which HAVE already transitioned to the new systems

To prepare for the new system, hiring managers should encourage their **employees** to:

- Make copies of existing resumes from CHART
- Update resumes to reflect current qualifications
- Create a USAJOBS account at [www.usajobs.gov](http://www.usajobs.gov)
- Upload resumes and supporting documents to USAJOBS account

Until the DON's transition from CHART to USAJOBS is complete, applicants are encouraged to keep active resumes in both CHART and USAJOBS

## Where to Find Additional Information

Additional information regarding hiring reform can be found on the DON Hiring Reform website [www.public.navy.mil/donhr/Employment/HiringReform/Pages/Toolkits.aspx](http://www.public.navy.mil/donhr/Employment/HiringReform/Pages/Toolkits.aspx). This website provides:

- Resources for each step of the hiring process
- Online training and tools related to hiring
- Fact sheets on topics and tools such as recruitment, USAJOBS and USA Staffing
- Answers to frequently asked questions

## Still Need Assistance?

For additional questions on hiring reform, email the DON Hiring Reform Team at [DONhrfaq@navy.mil](mailto:DONhrfaq@navy.mil)

Real world challenges, real life rewards

[www.public.navy.mil/DONHR/Employment/HiringReform](http://www.public.navy.mil/DONHR/Employment/HiringReform)



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