

Introducing USAJOBS and USA Staffing

The Department of the Navy (DON) application process has been simplified with the transition to the USAJOBS and USA Staffing tools. The DON is transitioning from the current resume builder and applicant intake systems (CHART and RESUMIX) to USAJOBS and USA Staffing.

USAJOBS: The applicant website where all federal announcements are located and where applicants can build and store their resumes while starting the application process. USAJOBS will provide current employees and job seekers with better tools to apply for positions.

USA Staffing Application Manager: A supporting tool for applicants to complete the application process.

USA Staffing: The system utilized by human resources professionals and hiring managers that receives resumes from USAJOBS to help identify qualified candidates. It will give hiring managers and HR professionals the tools at their desktops to make key hiring plans and decisions.

USA Staffing Selection Manager: A supporting hiring manager's tool for viewing certificates, selecting candidates and tracking hiring actions.

All Department of the Navy civilian jobs are now posted on the USAJOBS website: <http://www.usajobs.gov/>.

During the transition period, some announcements posted on USAJOBS may refer applicants back to CHART for the application process, so applicants are encouraged to keep active resumes in both USAJOBS and CHART until the transition is complete.

Key Changes for the HRO

- You need to actively recruit and market your positions because individual announcements will be used for each vacancy instead of open continuous announcements.
 - An email notification with a link to the announcement will be sent once it has been posted. All POCs listed on the RPA will receive this notice.
- We are no longer using Resumix skills and therefore 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.
- An acknowledgement email will be sent to the HRO POC when a complete RPA is received.
A complete RPA includes the following:
 - A classified PD
 - Area of Consideration identified (We will contact you to follow up)
 - HRO point of contact
 - Additionally, providing the Selecting Official information will ensure they receive system generated emails about certificate availability/expiration (not required).
- Incomplete RPAs will be returned to the HRO POC.
- Use of USAJOBS and Application Manager instead of CHART for searching and applying for jobs.
- Use of USA Staffing Selection Manager instead of CHART Admin to access certificates.
- HRO should have a representative responsible for assisting applicants and hiring managers with their USAJOBS accounts and USA Staffing Selection Manager accounts.
- 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.
- Internal policies governing selection for each activity may vary. Activities may want to review such policies in consideration of USAS implementation.

What Hiring Managers Need to Know – What to Communicate to the Hiring Manger

- Applicants will self rate and self rank by answering task based questionnaires. Their answers form the basis for who is certified for selection.
 - Hiring Managers will receive a list of eligible and qualified candidates. As the SME's, they are the final filter to review the resumes and determine who is the best fit for their position.
 - You need to actively recruit and market your positions because individual announcements will be used for each vacancy instead of open continuous announcements.
 - An email notification with a link to the announcement will be sent once it has been posted. All POCs listed on the RPA will receive this notice.
 - Certificates will be issued with an expiration date of 15 days. If not returned within 15 days, an automatic 10-day extension will be granted. Activities can request an additional 20 days (to equal 45 days total) from the HRSC.
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What Applicants Need to Know – What to Communicate to the Applicant

- All Department of the Navy civilian jobs are now posted on the USAJOBS website, so applicants should search for DON jobs by using the USAJOBS website. USAJOBS includes job postings for all federal agencies. Use the search tips below to assist you in narrowing your search:
 - If you have the Job Announcement Number: Type the Job Announcement Number in the **Keyword** search box on the homepage: <http://www.usajobs.gov/>; or
 - To search for Department of the Navy Jobs: <http://jobsearch.usajobs.gov/a9DON.aspx>; or
 - To search for jobs from all federal agencies (including Department of the Navy): <http://www.usajobs.gov/>
 - Click **Advanced Search**. Select search criteria such as series number, location, agency, job title, etc.
 - During the transition period, some announcements posted on USAJOBS may refer applicants back to CHART for the application process, so applicants are encouraged to keep active resumes in both USAJOBS and CHART until the transition is complete.
 - Applicants should create a USAJOBS account and transfer resumes from CHART by copying and pasting or uploading their CHART resumes into their USAJOBS account.
 - Some job opportunity announcements require you to use the Application Manager to complete your application. In this case, USAJOBS will automatically direct you to the Application Manager.
 - Applicants must submit a resume and prove their eligibility by uploading documentation to support meeting any eligibility requirements, such as education, certification, within the area of consideration, etc. (SF-50, DD214, unofficial transcripts or other documentation to support meeting education requirements). Specific instructions are included in each announcement with information on what is required.
 - Along with submitting a resume and uploading supporting documents, applicants will be required to complete a questionnaire to self rate their knowledge, skills and abilities pertaining to the position
 - All announcements on USAJOBS will be individual announcements with a closing date, so employees will need to search and apply for announcements for current vacancies. Applicants can create job searches and sign up for email notification of job postings.
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Useful Resources

- For Applicants: Learn more about USAJOBS and USA Staffing Application Manager**
 - Applicant Toolkit: <http://www.public.navy.mil/donhr/Employment/hiringreform/Pages/ApplicantToolkit.aspx>
 - USAJOBS Information and tutorials are available at: <http://www.usajobs.gov/infocenter/>
 - You can access the Application Manager directly at any time to complete your application. Go to: <https://applicationmanager.gov/>.
- For Hiring Managers: Learn more about USA Staffing Selection Manager**
 - Review the Hiring Manager Toolkit on the Office of Civilian Human Resources website: <http://www.public.navy.mil/donhr/Employment/hiringreform/Pages/HiringManagerToolkit.aspx>
 - Selection Manager Quick Start Guide: <http://help.usastaffing.gov/selectionmanager/images/6/61/SelectionManagerQuickStartGuide.pdf>
 - Selection Manager Help Index: <http://help.usastaffing.gov/selectionmanager/index.php/>
- Additional information and resources are available on the Hiring Reform website:** <http://www.public.navy.mil/donhr/Employment/hiringreform/Pages/hiringreform.aspx>