



USAJOBS/USA Staffing Employee FAQs

Transitioning to USAJOBS and USA Staffing

Question: What is the USAJOBS and USA Staffing initiative?

Answer: The Department of Defense (DoD) and the Department of the Navy (DON), have identified new systems to replace the current DoD and DON resume builder and applicant intake systems (CHART and Resumix). The systems selected are USAJOBS and USA Staffing. DON will be transitioning its CHART and Resumix programs to these resume and applicant tools during the next year.

Question: USAJOBS, Application Manager and USA Staffing are involved in the application process. What is the difference between these systems?

Answer: The tools that will be used to replace the DON's legacy systems are all supported and housed by the Office of Personnel Management (OPM), the federal authority on human resources law, processes and systems. USAJOBS is the all inclusive applicant site where all federal announcements are located and where applicants can build and store their resumes while starting the application process. Application Manager is a supporting applicant tool that allows applicants to address the individual assessment questions (Knowledge, Skills and Abilities (KSAs)) required by most job vacancies. After registering with and logging into both USAJOBS and Application Manager, applicant profiles in both systems will be linked. CHART will be replaced by both USAJOBS and Application Manager. USA Staffing is the system utilized by human resources and hiring managers that receives resumes and assessment answers from USAJOBS and Application Manager to help identify those qualified candidates to be referred to the selecting official for announced job vacancies. USA Staffing will replace Resumix.

Question: How does the transition and implementation of USAJOBS and USA Staffing affect me?

Answer: During the transition period, throughout 2011, vacancies located at activities transitioning to USAJOBS and USA Staffing will have their vacancies filled using USAJOBS and USA Staffing rather than CHART and Resumix. During this transition time, job applicants are encouraged to search for civilian Navy and Marine Corps jobs at USAJOBS www.usajobs.gov as well as CHART <https://chart.donhr.navy.mil/>.

Question: When will the transition start?

Answer: The current projected time frame to begin implementation is early 2011, but is subject to completion of local union bargaining.



Question: What kind of training/resume creation assistance will be provided for USAJOBS/Application Manager?

Answer: Multiple training avenues are available depending on the needs of the individual activities. Some of the options available include online tutorials within the tool itself, hardcopy instructions and brownbag sessions.

Question: What are the benefits to USAJOBS and USA Staffing over CHART and Resumix?

Answer: Unlike CHART and Resumix, USAJOBS and USA Staffing are fully integrated with one another, allowing for real time status and information updates. USAJOBS is the one-stop federal source for all federal job applications. Its use eliminates the need for multiple accounts for different agencies application systems. Applicants will now have one-stop for all federal jobs. With USAJOBS applicants can create and store up to five resumes. This means the scope of each resume can be narrowed by including only those items of experience, education and training which directly support the particular qualifications for a position. Applicants may select the best resume to submit with the application or tailor and create a new one. Supporting documents may be uploaded and saved in their USAJOBS account. USAJOBS integrates with an application support tool, Application Manager, which provides an assessment questionnaire that enables applicants to address their qualifications specific to the competencies, skills and abilities. If a job requires the completion of a questionnaire, applicants will be routed to Application Manager to complete and submit their application package. USA Staffing provides a modern system to HR professionals, offering them better tools to help manage and identify the best qualified applicants.

Question: Where can I get more information about USAJOBS and USA Staffing?

Answer: Applicants can access information on searching and applying for federal jobs using USAJOBS, including tutorials and FAQs at <http://www.USAJOBS.gov/infocenter/>. Additional information is posted on the DON Civilian Human Resources website: <http://www.public.navy.mil/donhr/Employment/HiringReform/Pages/hiringreform.aspx>.

Applying

Question: Where will I find DON jobs to apply to?

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

Question: When will I be directed to Application Manager?

Answer: If the application requires a questionnaire, applicants will be directed from USAJOBS to Application Manager to complete their application package. Applicants will follow the step-by-step guide in Application Manager to complete and submit their application package. You'll need to create an account the first time you log into Application Manager, but after that it will be linked with your USAJOBS account and will take you directly into the system.



Question: Will DON still use Open Continuous Announcements (OCAs) to fill jobs?

Answer: Because of the requirement to address specific individual assessment questions that address knowledge, skills and abilities (KSAs) for each job vacancy, the use of OCAs will be limited to naval activities or occupations where the job duties are the same or similar allowing for standard assessment questions. DON will post OCAs for vacancies located at specific naval activities, such as pipefitters located at a shipyard, or for generic positions available across DON such as, secretary. For positions such as management analyst, where the duties vary extensively from job to job, individual announcements will need to be used to support the assessment and identification of best qualified applicants.

Resume Questions

Question: Under Resumix, applicants could only have one resume on file at a time – will that change under USAJOBS?

Answer: Yes, applicants can submit a separate and unique resume for each posted job announcement you apply to. Additionally, USAJOBS allows applicants to create and store up to five different resumes in your applicant account.

Question: Under CHART, there was a limit on the number of pages when submitting a resume, will that change under USAJOBS?

Answer: The experience section of USAJOBS has a 3000 character limit for each response. Those character limits are the only limitations of the resume profile. Additionally, applicants can attach a separate resume document. For those attached resumes, there is no character limitation.

Question: Can I use my resume from CHART to apply to a USAJOBS vacancy?

Answer: It depends on which system is being used to fill that job vacancy. If Resumix is being used, applicants can use CHART to apply, if USA Staffing is being used, applicants must apply through their USAJOBS applicant account. Each job announcement will link to the appropriate site to apply. Unfortunately, CHART resumes cannot be automatically transferred to USAJOBS accounts since they are in different formats and ask different questions. Applicants can, however, copy and paste information over or upload a saved copy of their CHART resume into the USAJOBS applicant account.

Question: How do I transfer my CHART resume to USAJOBS?

Answer: There is no automated way to transfer a resume from CHART into the USAJOBS system. Applicants can 'copy and paste' information from their CHART resume into like fields in their USAJOBS resume. Open both your CHART resume and the USAJOBS resume builder at the same time in different browser windows and copy and paste as appropriate. Applicants can also copy and save their CHART resume into a MS Word document or similar format and attach it as a resume in Application Manager.



Question: Will I be able to update my resume in USAJOBS after submission?

Answer: As long as the job announcement is still open, applicants can update their resume submission. Log into USAJOBS, go to Application Status and follow the instructions. Applicants who applied through CHART are unable to change their resumes once submitted.

Question: Can supporting documents be faxed into USAJOBS rather than uploaded?

Answer: Yes. However, uploading documents into USAJOBS is strongly encouraged, but there are faxing instructions on each Job Opportunity Announcement (JOA) in the 'How to Apply' Section.

Question: How do I upload my SF-50 or other documents?

Answer: Log into USAJobs and click on the "Saved Documents" button. Select SF-50, or other appropriate document, from the pull down menu of attachments and then select the browse button. Navigate to the folder on the computer where the document (SF-50) is saved and select the document. Enter a name for the attachment (e.g., SF-50 dated 10 Jan 2011) and select the blue upload button.

Question: I don't have a copy of my SF-50, where can I get one?

Answer: Copies of all SF-50s including the most recent, can be retrieved from MY Biz at <https://compo.dcpds.cpms.osd.mil/>. Once it's uploaded it can be used repeatedly. If unable to access MY Biz, employees can contact their HRO or their administrative office for assistance. Additionally, applicants may fax their SF-50.

How Will Your Application Be Evaluated?

Question: How is the evaluation of a resume different under USA Staffing then currently under Resumix?

Answer: Evaluation of a resume will no longer be solely based on the information, skills, education, etc. identified within a resume. The knowledge, skills and abilities (KSAs) required for the position will be described in a specific job-related assessment questionnaire. Answers to the questionnaire will be used to assess applicant possession of the KSAs. Applicants will complete the questionnaire in Application Manager by identifying their proficiency level on KSA questions. In addition, applicants will be asked to submit a resume and any other required documentation. This process allows applicants to identify their specific experience directly related to the vacancy. Once the vacancy announcement has closed, HR will review resumes and supporting documents to ensure applicants meet the basic qualification requirements. Applicants meeting basic qualifications will be further evaluated on the answers provided in their assessment questionnaire and provided a numeric score to identify who is among the best qualified and who should be referred to the hiring manager for selection consideration.



Obtaining Status on Your Application

Question: Will I receive any notification regarding the status of my application (e.g., qualified or not qualified) or will I have to check the system?

Answer: As an added benefit to applicants, USAJOBS allows applicants to set their notification preferences. There are two ways to obtain a status. Applicants can receive an email for status notification and/or they can log into their USAJOBS for confirmation and status.

Question: What information is stored in the USAJOBS application status and how long is the application status history visible?

Answer: The Application Status section will store information about the Job Opportunity Announcement (JOA) the applicant applied for (with a link to the JOA), the date applied and the "Application Status." Click on the "More Information" link to get the details of the application status. This will take the applicant to the "Details" tab of Application Manager where they can view, print and update your information. This information remains available for 18 months.

Getting Help

Question: Where do I go if I need assistance while on USAJOBS or Application Manager?

Answer:

For assistance using USAJOBS:

1. Go to the USAJOBS website: <http://www.USAJOBS.opm.gov>
2. Click on the 'Info Center' link at the top of the page.
3. Select the topic you wish to review. The site includes tutorials and FAQs on all aspects of using USAJOBS and tips for applying for jobs.

For Application Manager:

1. Go to the Application Manager website: <https://applicationmanager.gov/>
2. Click on the 'Help' link at the top of the page.
3. You can take a 'guided tour' or select a topic from the menu to review.

Question: Where can I send questions related to the transition to USAJOBS?

Answer: DON has a central email address where you can forward questions regarding the transition. Please send any questions to DONhrfaq@navy.mil.