



---

# USAJOBS for Applicants

Improving the Applicant  
Experience

January 2011

---



# 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
- ❑ Tutorials and FAQs available at [www.usajobs.gov](http://www.usajobs.gov)
- ❑ Phased transition to occur throughout 2011



# 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



# 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

For information visit  
[www.public.navy.mil/DONHR/employment/HiringReform](http://www.public.navy.mil/DONHR/employment/HiringReform)



# Key Improvements Provided by USAJOBS Tool

Applicant	USAJOBS <i>New</i>	CHART <i>Current</i>
My Account	<ul style="list-style-type: none"> <li>Built-in security questions to get immediate password and login assistance</li> </ul>	<ul style="list-style-type: none"> <li>Limited self service password assistance available.</li> <li>If email address changes must get webmaster assistance</li> </ul>
My Searches	<ul style="list-style-type: none"> <li>Ability to set up 10 Searches</li> <li>Email notification of job interests</li> </ul>	<ul style="list-style-type: none"> <li>Ability to set up five searches</li> <li>No email to applicants of matched searches</li> </ul>
My Jobs	<ul style="list-style-type: none"> <li>Ability to save up to 25 job interests under Saved Jobs</li> </ul>	<ul style="list-style-type: none"> <li>No comparative functionality</li> </ul>
My Resume	<ul style="list-style-type: none"> <li>Ability to create and store five separate resumes</li> <li>Ability to upload attachments</li> <li>Ability to upload resume</li> <li>Must submit a resume each time</li> <li>Spell Check available</li> <li>Ability to view applications submitted to announcement</li> </ul>	<ul style="list-style-type: none"> <li>Ability to create and store one resume</li> <li>No ability to upload attachments</li> <li>No ability to upload a resume</li> <li>Ability to “reuse” a resume already on file or submit a new one</li> <li>No spell check</li> <li>No ability to view applications submitted to announcements</li> </ul>
My Status	<ul style="list-style-type: none"> <li>Retains status in system for 18 months</li> <li>Provides status for Delegated Examining</li> </ul>	<ul style="list-style-type: none"> <li>Drops status 60 days after action is filled</li> <li>Manual notice of results for Delegated Examining</li> </ul>
Integration	<ul style="list-style-type: none"> <li>Integrated with USA Staffing</li> </ul>	<ul style="list-style-type: none"> <li>Not integrated with USA Staffing</li> </ul>
Rating Method	<ul style="list-style-type: none"> <li>Based on answers to specific assessment questions in addition to resume</li> </ul>	<ul style="list-style-type: none"> <li>Based on skills and experience identified in resume</li> </ul>



# How to Prepare for Transition

- ❑ Explore USAJOBS features and functionality
  - ◆ Create an account
  - ◆ Upload or create resumes
- ❑ Set up a search agent to automatically notify applicants of new positions
- ❑ Access tutorials at [www.usajobs.gov](http://www.usajobs.gov)

Visit [www.public.navy.mil/DONHR/Employment/HiringReform](http://www.public.navy.mil/DONHR/Employment/HiringReform) to access training and communication materials