

RESUMIX Q&A

February 2001 Update

1. Q: What exactly is STAIRS/RESUMIX?

A: STAIRS is the acronym for Standard Automated Inventory & Referral System. The software that supports STAIRS is called RESUMIX. An announcement number beginning with 'SE', then a 4-digit occupational series number is an announcement under STAIRS. Ex: SE0334

2. Q: How can I get a copy of an SE#### announcement?

A: Announcements are available on the web at www.hropensacola.navy.mil or www.donhr.navy.mil. If an applicant does not have access to the Internet, their local library or state employment service usually allow Internet access to the general public.

3. Q: Who can apply under the SE#### announcements?

A: The AREA OF CONSIDERATION section of each announcement indicates who can apply.

4. Q: Where do I find specific instructions on How to Apply for SE#### announcements?

A: The HOW TO APPLY section of each announcement provides a COMPLETE set of instructions for applying.

5. Q: Can I continue to use an SF-171 or OF-612 to apply for jobs?

A: No. The preferred method of submission is through the Navy's on-line Resume Builder located at the end of each job opportunity announcement. Do not confuse Navy's on-line resume builder with other resume building systems on the Internet. For example, OPM has an on-line resume builder that applicants can use; however, it does not contain REQUIRED information contained in the Additional Data Sheet portion of the Navy's on-line resume builder at www.hropensacola.navy.mil or www.donhr.navy.mil. Applicants should NOT

send in both a hard copy and an electronic resume, nor should they send duplicate resumes through resume builder. Typed resumes may also be submitted by e-mail and US mail (including FedEx and other mail services).

6. Q: Can I wait until I know a position is being advertised, so then I can address the specific experience called for in the position as opposed to submitting a generic resume/application?

A: First, Resumix positions are open continuously, and if you wait to apply when you "hear" about an opening or vacancy, it may already be too late for your resume to be considered because the recruitment action for the vacancy may already be in progress. Second, the basic premise for the resume is to provide an overall view of your job skills. Resumix allows a large number of skills to be matched for each job series, so it is best to be as thorough as possible in describing your total job skills over the course of your career. Thus, it should not be necessary for you to "slant" your skills toward a particular job, but rather be as complete as possible in defining your skills and duties in all your work experiences.

7. Q: Do I have to submit a separate resume for each occupational series I want consideration for?

A: No. Once your resume has been added to the STAIRS applicant pool, you may self-nominate for other announced series by using the Application Express button located at the bottom of the appropriate job announcement on our web page. Alternatives to using the Application Express button include sending the self-nomination information to Wantajob@se.broc.navy.mil or mailing a hard copy of the self-nomination information to 9110 Leonard Kimble Road, Stennis Space Center, MS, 39522.

Important Note: When you submit a new resume, even if it is a duplicate of the one already submitted, the new resume will cause all additional series self-nominations and Additional Data Sheet information you had on file to be inactive. If you submit a new resume, you will need to self-nominate again for the other series.

8. Q: Do I have to turn in other forms or documents along with my resume?

A: In addition to a resume, applicants are required to submit responses to the Additional Data Sheet. If using the on-line resume builder found at www.hropensacola.navy.mil OR www.donhr.navy.mil, the data sheet questions are found at the end of the resume builder. If applying via e-mail or hardcopy, responses to the additional data sheet should be listed at the end of an applicant's resume.****NOTE**** Applicants do not need to attach DD 214s, SF 50s, transcripts, VA letters, etc., unless it specifically states so in the announcement. Tentative selectees will need to immediately supply certain documents to verify appointability, e.g., SF-50, DD-214, VA letter, SF-15, licensing/certification copies, etc.

9. Q: Do I have to answer KSAs like I did with previous announcements?

A: No. Responses to individual KSAs are no longer required. Applicants should concentrate on accurately describing their job experience in relation to the job series for which they wish consideration.

10. Q: If I am sending my resume via e-mail, do I need to be aware of any special requirements?

A: Yes. Electronic resumes need to be sent within the body of the e-mail message itself. DO NOT send your resume as an attachment. Any e-mail received containing a resume as an attachment will not be opened and processed. Applicants will be notified should this occur. The e-mail address used to submit an electronic resume is wantajob@se.hroc.navy.mil.

11. Q: How will I know the HRSC has received my resume?

A: Applicants using Resume Builder or submitting through e-mail will immediately receive an AutoReply message that the resume has been received and will receive written notice once the resume is entered into the system. Applicants submitting hard-copy resumes will receive a written notice that the resume was received and placed into the system.

12. Q: When I receive an e-mail notice that my resume has been received, does that mean my resume is in the system, available to be referred immediately?

A: No. The e-mail is an AutoReply that tells you your submission was received by the Center. You will receive a written notice when your resume has been input into the applicant pool.

13. Q: Will I be notified if there is a problem in processing my resume?

A: Yes. Applicants will be notified if their resume cannot be processed to the applicant pool. Incomplete data sheets or lack of appointment eligibility are the most common reasons resumes are not processed into the pool.

14. Q: My resume has been processed into the applicant pool. Does that mean that I've provided all the information necessary to qualify for jobs?

A: No. Processing into the pool is not a quality check of your resume. Resumes must contain information adequate to make qualification, time in grade, and eligibility determinations. Make sure you provide complete data for periods of employment, including dates and the title, series, and grade of positions held; ensure all additional data sheet answers are correct and complete. An applicant who is a career Navy employee and does not show that he is a current Navy employee on the Additional Data Sheet would not be matched for a job in which the area of consideration is current Navy employees. An applicant who describes federal work experience but does not indicate the dates, title, series, or grade would be rated not qualified because there is not enough information on the resume to determine time in grade or quality level of experience. Also, an applicant in a career ladder should show the dates and grade of the last promotion received. Basically, the qualification determination process has not changed. Determination is made from the information in the resume and applicants continue to be responsible for the correctness and completeness of the resume. Applicants whose resumes do not provide the requisite information will be rated not qualified.

15. Q: How do I know I've been considered for a position once I submit my resume?

A: Notification is given in the following four instances:

1. A post card is sent advising if resume was accepted and processed or rejected.
2. A letter is sent advising if applicant was found to be ineligible or not qualified.
3. A letter is sent advising if applicant was referred, but not selected.
4. A letter is sent advising if applicant was referred and selected (commitment letter).

16. Q: Is it possible for me to be qualified for a job and not be referred for consideration?

A: Yes. STAIRS identifies best qualified candidates based on key skills identified by the manager. It is possible to be basically qualified for a position and not possess any of the key skills required to be best qualified. Basic qualifications are reviewed only after identification of applicants matching the key skills for the specific position being filled.

17. Q: When resume builder changes, should I resubmit my resume?

A: Usually, no. Improvements are made periodically to the builder and to the RESUMI X software without affecting the applicant pool. Specific notice will be posted on the web if applicants must resubmit their resumes.

18. Q: If I choose to update my resume, will it happen instantly or will the update take days/weeks/months?

A: Currently, it should only take 2-3 business days for your resume to be updated in the applicant pool. Eventually, an Auto-Flow feature will enable the HRSC to accept online submissions of resumes straight into Resumix System allowing the update to happen immediately.

19. Q: How should my resume be submitted to wantajob?

A: Follow the instructions in the job kit. All resumes should be done in 12-pitch instead of 10-pitch, due to conversion errors.

20. Q: Should I list all training on my resume?

A: List only recent, relevant training. Resumix identifies training courses as skills. Resumix identifies the first 199 skills or skill items in a resume. It is possible to list so many training courses that the 199 skills will be identified before items such as education, professional certifications, and licenses, etc. could be reached in the resume.

21. Q: Can I list a specific geographic location or activity that I want to limit consideration to?

A: Select the geographic location from the Additional Data Sheet that includes the specific area or activity you are available for. Then, you may put the city or activity location in Section VI in the resume builder or in the "other information section" if your resume was submitted via wantajob@se.hroc.navy.mil. When you provide this information, we will only refer you for positions in the location or with the activity you specify.

22. Q: How long will my resume remain active in STAIRS?

A: Your current resume remains active until you are selected for a permanent position, retire or for 1 year, whichever occurs first.

23. Q: Will I be notified when my resume is near expiration?

A: Yes. HRSC will notify applicants when their resume is within 30 days of the 1-year expiration and tell you how to extend your resume for an additional year.

24. Q: Why do the job opportunity announcements beginning with SE#### have only general information regarding grade level, location, duties, etc.?

A: Job opportunity announcements beginning with SE#### are used to generate the applicant pool under the STAIRS. When necessary, career flyers for specific recruitments will be issued to solicit additional resumes to the applicant pool.

25. Q: Where do I find additional information on a particular job series I am interested in?

A: Information on representative types of duties for a particular series can be found on OPM's web page at www.opm.gov under the Classification section.

26. Q: Where can I find additional information on qualifications standards related to a particular series?

A: Information on the qualifications required for a certain job series can be found on OPM's web page at www.opm.gov under the Qualifications section.

27. Q: Will I be notified if I qualify for each series or job I apply for?

A: No. Under STAIRS, only those applicants that have matched key skills for the position under recruitment are subject to qualification determination. Applicants who do not match key skills are not reached for further review under STAIRS. Applicants matching key skills of the job and meeting all qualification requirements are referred for consideration. Applicants who matched key skills, but were not qualified will receive a notice advising why they were not qualified.

28. Q: If I am considered for a position but not selected, will I receive any type of notice?

A: Yes. Those applicants will receive a hard copy notice indicating the specific position/location for which they were referred but not selected.

29. Q: On the Additional Data Sheet, I can only give one answer to the question of lowest Federal civilian pay plan and grade. What if I would like to be considered for either GS or FWS?

A. Many applicants want to be considered for both GS and FWS (WG/WS/WT, etc.) pay plans. In order for an applicant to be considered for another Pay Plan, they need to send a self-nomination to wantajob@se.hroc.navy.mil. The email needs to include the following information: Name, SSN, and Pay Plan with low grade they will accept.

30. Q: In answering the Additional Data Sheet question on temporary employment, how should I answer if I wish to be considered for possible temporary promotion jobs?

A: When completing the Additional Data Sheet online, the employee should indicate they would like to be considered for Temporary positions. If this block is not checked, the employee could be overlooked when vacancies come open within a Department for positions such as temporary supervisory positions. Checking the "Temporary" block will ensure that you are considered for temporary in-house positions. Just make sure you understand the status of any position before you actually accept it.

31. Q: What should I do if I forget my Resume Builder password?

A: Send an e-mail message to RESUMIXQUESTIONS@se.hroc.navy.mil requesting that your account be reset. Be sure to include your name as it appears on your resume and your social security number.

32. Q: Is my resume removed from the system once I am selected for a permanent position?

A: Yes. If you accept a permanent position, your resume is removed from the system. You should submit a new resume that includes the updated information from the position you last accepted. If you are promoted within a Career Ladder Program or Upward Mobility Program, your resume is not removed from the system, but you should update it to reflect your current duties at the higher grade level.

