

## **Department of the Navy Resume Builder**

The Department of the Navy's online Resume Builder has been improved to provide added functionality to prospective employees, to the HRSC's, and to the Navy community at large. To achieve this, the Resume Builder has been completely re-done on the programming level. These are the features and benefits it now provides to our public.

### **Prospective Employees**

#### **Features:**

- Completely rewritten in Visual Basic Script to take advantage of Active Server Pages technology.
- Security Log In pages created to protect user information. Users will create login profiles to access Resume Builder.
- Secure Socket Layer (SSL) encryption implemented to protect information during transmission.
- Implementation of SQL database to store information.
- Immediate email processing to provide user with confirmation of Resume submission.

#### **Benefits:**

- Faster response time. Active Server Pages technology will speed up processing time. This is achieved by processing requests directly on the server without having to use a separate module (PERL) to execute the Resume Builder.
- Secure access of user information. Personal Login profiles and SSL encryption protects user information stored in our database and transmitted to them.
- Convenience on use and updates. The Resume Builder will fill in all the information that the user stores in their personal profiles, facilitating submission to various job opportunities with the Department of the Navy. Changes can be done directly through the Resume Builder and stored in our database, providing 7 days a week, 24 hours a day access in maintaining current personal information.
- Immediate confirmation of Resume submission via email.

## **HRSC**

### **Features:**

- Region Identification of email based on information in Vacancy Listing.
- Email processing directly on server via SMTP (Simple Mail Transfer Protocol).
- ASCII text files with Resume Content attached to email.
- Implementation of JavaScript and Active Server Pages technology.
- Tracking file email generated with detail of Resumes submitted.

### **Benefits:**

- Assured reception of Resume to the appropriate HRSC due proper email direction is based on the information provided in the Vacancy Listing.
- Assures reception of Resume due email is processed directly on the server via SMTP (Simple Mail Transfer Protocol) and if there is a communication problem, it is queued and retried periodically. Resumes will not be lost due to communications problems.
- Generation of ASCII text files attached to email to provide backup of Resume content. ASCII text files will be used in Resumix auto flow development.
- Auto redirection to avoid users book marking Resume Builder's security login and Vacancy Listing assuring proper information of Job Application matching Resume submitted.
- Auto detects JavaScript capable browsers avoiding incorrect information submitted on Resumes.
- Automatic tracking email sent at the end of the day detailing Resumes submitted for the region facilitating problem tracking and Resumes submitted.

## **HQ**

### **Features:**

- Daily backup of Web server and database.
- Mirror hard drives in place for prompt restoration in event of drive failure.
- Tracking email generated daily to HRSC's.
- Implementation of JavaScript and Active Server pages technology.

### **Benefits:**

- Continuity of operation based on daily implementation of backups and mirror hard drives failsafe in the event of drive failure.
- Documentation of Resumes processed by Resume Builder for reports from HRSC's.
- Speed of execution and ease of use to the users increasing the pool of qualified candidates to fill the Department of the Navy's Vacancy Listings.

The Resume Builder has undergone rigorous testing of all of its features and functions by the development team at HROC San Antonio as well as by all of the Regional Service Centers (HRSC). This process has refined an improved product ready to be deployed to the benefit of the community at large.