

The AUTO FLOW feature in Resumix is operational so when an employee submits a resume via the Resume Builder, the Application Express button can be used to immediately self-nominate for other job series for which the employee wishes to be considered. Prior to the implementation of AUTO FLOW, the employee had to wait until the postcard was received from the HRSC verifying that the resume had been entered into Resumix before self-nomination could be made for other positions.

The information below has been issued by the HRSC SE to clarify some details for submitting an on-line resume into the Resumix System. Please provide highest dissemination of this guidance.

Based on comments, calls and queries we are getting, some applicants are continuing to have problems in applying correctly. The two primary problem areas are:

- (1) failure to self-nominate for additional series each time they submit a new resume, and
- (2) omission of information on ADS. Most frequent errors are failure to check that they are current Navy employees and failure to check their own geographic location if they want to be considered for vacancies at their current organization.

We have developed the following step-by-step outline, broken out by the 3 possible applicant situations, to clarify how to apply. We also have included a few reminders, including completing the ADS, under notes. Neither the outline nor the reminders are meant to be all-inclusive. They are merely quick references you may want to use in your marketing effort.

A. How to apply if you have no resume on file:

1. Go to the announcement you want to apply under.
2. Scroll to the bottom of the announcement, click on the "Take me to Resume Builder" button.
3. Build and submit your resume following the resume builder instructions.
4. Add any additional series: scroll to the bottom of each additional announcement you want to be considered for, click on the "Application Express" button.
5. Follow the instructions in "Application Express" to self-nominate for each additional series.

B. How to apply if you already have a resume on file:

1. Go to the announcement for the series you want to also be considered for.
2. Scroll to the bottom of the announcement, click on the "Application Express" button.
3. Follow the instructions in "Application Express" to self-nominate for the series. (Do not click on "Take me to Resume Builder" - this will prompt you to create a new resume, which you don't need to do if you already have one on file.)

C. How to apply if you already have a resume on file and want to update the information in that resume or on your ADS:

1. Go to the announcement you want to submit your new or updated application under.
2. Scroll down to bottom of the announcement, click on the "Take me to resume builder" button.
3. Build and submit the new resume following the resume builder instructions.
4. Add additional series, including the ones you selected on your earlier resume:
5. Select "Application Express" button at the bottom of each announcement you want to be considered for.
6. Follow the instructions in "Application Express" to self-nominate for each series.

NOTE:

1. Resumix screens you based on the information you provide in your resume and Additional Data Sheet (ADS).
2. Remember to select your current geographic location on the ADS if you want to be considered for positions at your current activity.
3. Remember to select 'current Navy employee' on the ADS, if you are a current Navy employee.
4. You may have only ONE resume on file in RESUMIX. When you submit a new resume, all data connected with the previous one, including additional series, is retired.
5. Remember not all HRSCs are using the same process that Southeast does. Make sure when applying that you follow the instructions for that particular HRSC.
6. More than one HRSC may have jobs available in a certain geographic location. It is a good idea to check announcements from the other HRSCs to look for jobs you may be interested in.