



**Tips and Tidbits  
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**Question: What is missed consideration? What is the remedy? What determines whether missed consideration has occurred? How does this relate to priority consideration? How often does this happen?**

Missed consideration occurs when an applicant is among the best qualified for a position; meets all other screening requirements; and, submits a timely self nomination but is not placed on the referral list.

The determination of whether missed consideration has occurred **normally** comes about when an applicant submits an inquiry to [applicanthelp@us.army.mil](mailto:applicanthelp@us.army.mil) to ascertain the reason(s) behind an unfavorable resume rating/disposition (i.e. you were not referred because you were not among the best qualified, your resume did not reflect the types of skills requested by the selecting official for this position, etc.). Upon receipt of an inquiry of this nature, the HR Specialist initially conducts a manual review of the applicant's resume against the skills identified as pertinent to successful performance in the position vacancy. If it is determined that the applicant does in fact possess the necessary skills for potential referral, then further review of the resume is performed to validate if all other Office of Personnel Management (OPM) requirements can be met (i.e. area of consideration and time-in-grade restrictions, specialized experience, etc.). If the applicant successfully satisfies these subsequent screenings, depending on how far the selection process has progressed, missed consideration *may* have occurred.

If the referral list has been issued but no selection has taken place or a selection has occurred but no tentative job offer has been extended, the HR Specialist will reissue the referral list to include the name and resume of the applicant who should have been originally included among those eligible for selection. In this instance, missed consideration has not taken place insofar as the applicant is afforded consideration prior to the position being committed. The oversight/administrative error is remedied by way of an amended referral list.

In those instances where a job offer has been extended, missed consideration *has* taken place. Accordingly, the applicant is entitled to "priority consideration" as a result of the missed opportunity for consideration. As per the provisions of MCoE Regulation 690-335, Merit Promotion and Inservice Placement Plan, "applicants who miss consideration because of administrative or other error will be granted priority consideration for the next like vacancy." A like vacancy is one with the same position title, series, grade, and at the same geographic location as the vacancy for which consideration was missed. Referral of missed consideration eligibles is initiated **after** all mandatory DoD Placement Programs has been cleared and does **not** mandate selection. As a priority consideration candidate, an applicant's resume is provided to the selecting official while the referral list is held in abeyance. If the selecting official opts not

to choose the candidate, the referral list is issued and the priority consideration candidate may [continue to] be considered along with the rest of the applicants.

All applicants entitled to priority consideration receive written notification explaining the reasons why priority consideration is being afforded. The applicant also receives a memorandum informing them when priority consideration has been granted. Priority consideration is granted only once for each instance of missed consideration.

Missed consideration occurs very infrequently. The primary reason for this is RESUMIX, the automated software that Specialists use to assist them in the applicant screening process. RESUMIX, programmed with over 100,000 skills with a variety of definitions for each of the skill sets in the database, “reads” each applicant's resume against the skills extracted as necessary for successful job performance. The identification of these skills is accomplished by way of a thorough job analysis [conducted by the HR Specialist and then further identified by Management]. In only a few instances has the automated system not clearly captured the skills identified in an applicant's resume. Accordingly, this has resulted in virtually no occurrences of missed consideration. In addition to the use of RESUMIX, each Specialist conducts quality control reviews to ensure applicants who should be on the referral list, are on the referral list. In no instance is the RESUMIX screening used as the sole determination factor as to those eligible for inclusion on the referral list. Ten to fifteen percent of applicant resumes determined not to be qualified are independently reviewed/ “eye-balled” by a Specialist.

For additional information, please contact your servicing HR Specialist.

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