APPLICATION PROCESS FOR FEDERAL JOB VACANCIES

2010 Federal Employees Week

WHAT IS A VACANCY ANNOUNCEMENT?

- Agencies method to advertise its vacancies.

- Agencies create & manage announcements independently.

- Describe position information, including salary, duties, qualification requirements, closing date and application procedures.

- Review each section of vacancy announcement <u>carefully.</u>

- Closing date last date you can apply for the job.

- The vacancy announcement will specify the acceptance period for electronic submissions or if hard copy is required.

- Announcements are removed from the website on the closing date.

CPOL-CIVILIAN PERSONNEL ONLINE

ARMY VACANCY ANNOUNCEMENT BOARD

ARMY VACANCY ANNOUNCEMENT BOARD CONT'D

AREA OF CONSIDERATION

▪ Describes individuals whom agency will accept applications
 to compete for the position. (See Handouts)

▪ May be a broad or a limited group.

▪ Area of consideration may be referred as "Who May Apply" within
 vacancy announcement.

▪ If you are not within area of consideration and you are not eligible
 for a non-competitive/special hiring authority, you will not be
  considered.

HOW DO I APPLY?

- Prepare resume through Army Resume Builder.

- Download copy of Army Job Application Kit.

- Follow guidance provided in the kit especially the Do's & Don'ts.

- Identify meaningful skills you possess, related to position applying for.

- Describe experience in detail.

TERMS TO KNOW

- Army Civilian Resume Builder: a database that anyone can use to create and edit a resume and then submit that resume to the Centralized Resumix Database.

- Centralized Resumix Database: where an applicant's resume has to be on file for consideration for RESUMIX announcements

- ANSWER: (Applicant Notification System Web-Enabled Response); the place where applicants can view their resume and supplemental data and also view the status of self-nominations that have been submitted

TIPS ON RESUME WRITING CONT'D

- List all jobs previously held to include your current in order from present to past.

  Include: Date held, hrs per week, position title, supervisors name/telephone number, salary (annual).

- Write down the key areas of the work you performed for each position held.

- Take those key areas and expound.

- Make sure your resume is easy to read.

TIPS ON RESUME WRITING

- Remember, it's a summary, not an autobiography.
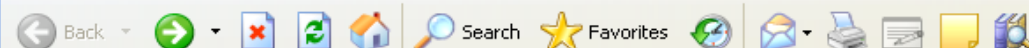
- Use concise, unambiguous sentences and avoid over-writing.

- Keep the overall length of your resume short.

- Depending upon your experience, two pages is ideal.
(A three page resume should be considered only if it is **absolutely necessary** to do justice to your career experience).

   *Stress your past accomplishments and the skills you used to get the desired results.

The Army Civilian
Resume Builder
& ANSWER

ATTENTION APPLICANTS: On 26 Jan 2005 we deployed a new Army Civilian Resume Builder & ANSWER tool. Users who previously had an account with Resume Builder or ANSWER should click here for information on how to retrieve your resume.

If you already have a current resume in Resumix, please do not resubmit your resume unless you have made significant changes. With a current resume in Resumix, you may continue to self-nominate (apply) for Army vacancies.

Due to extremely high submission rates, changes may not appear for as long as 48 hours. If you have already submitted your resume and supplemental data from the new Army Resume Builder to Resumix, but cannot yet confirm receipt in ANSWER, please do not resubmit your resume.

Welcome to The Army Civilian Resume Builder and ANSWER

The Resume Builder is designed to assist users in entering their resume into the Army's Centralized Resumix System. Users can enter their resume as well as provide supplemental data to indicate their qualifications and preferences. Once a resume is entered using this system, the record is integrated with the other staffing tools used by the Army to recruit and place applicants.

The Applicant Notification System Web-Enabled Response (ANSWER) tool is designed to allow users to check the status of their Resume, track their application history, view Self-Nomination history and view their current Resume and Supplemental Data listed in the Central Resumix Database. Users can toggle between the Resume Builder and ANSWER.

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

New Users >>

▸ Register a new account
▸ Create Your Resume
▸ Submit Your Resume

Register

Registered Users >>

▸ View Existing Resume
▸ Edit Existing Resume
▸ Submit Your Resume

Login

Internet

File Edit View Favorites Tools Help

Back | Search | Favorites
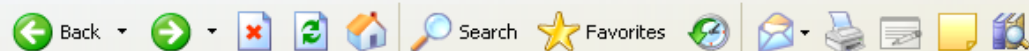
Address https://cpolst.belvoir.army.mil/public/resumebuilder/builder/Logon | Go | Links

The Army Civilian
Resume Builder
& ANSWER

Resume Builder Logon Page

Please enter your Userid and Password
Note: Enter Digits only

Userid (SSN)

Password

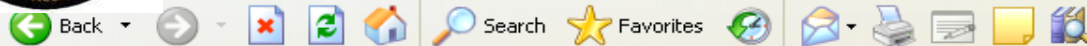Forgot your Password?

Login

For Non-Classified Use Only

Done | Internet

The Army Civilian
Resume Builder
& ANSWER

Resume Builder Password Retrieval

Fill in the information below to retrieve your Password.

Entries must match exactly as you registered or last updated them. After your information has been retrieved, you will be automatically re-directed back to the login page where you can log into the Resume Builder. Once you have logged into the system, your password can be changed by editing the password fields on the registration/personal information page.

If you cannot retrieve your password, please send an email to applicanthelp@cpsrxtp.belvoir.army.mil requesting your information.

First Name   Last Name

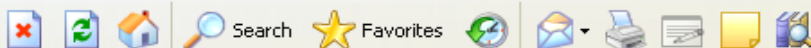SSN   (Numbers only)   First 5 digits of your Zip Code

Submit   **Cancel**

orites   Tools   Help

Search   Favorites

(New Users:) Please fill out the following form to register.

(Returning users:) Please review and update your Registration Information below

PRIVACY ACT AND PUBLIC BURDEN STATEMENT

All fields denoted by a (*) are required

Password can be changed at any time, simply retype password and confirm password.

* Password   ●●●●●●●●   * Confirm Password   ●●●●●●●●

* SSN   ●●●●●●●●●   * Confirm SSN   ●●●●●●●●●   Numbers only (no dashes)
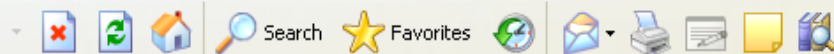
》 Contact Information

** Note: The contact information provided below will appear on your Resume.

* First Name   ron   Middle   [blank]   * Last   goober

* Address Line 1   222 goober st

Address Line 2   [blank]

* City   goober   * State   Alabama

* Country   United States   * Zip Code   32456

E-mail Address   bubba@earthlinky.net

* Telephone	Country Code	Area Code	Phone Number	Extension
Home		256	464-0000	

Done   Internet

Favorites   Tools   Help

Search   Favorites

cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume   Go   LINKS

The Army Civilian
Resume Builder

Help   Logout

Work Experience Worksheet:

Complete the following form and click on the button to insert the entry into your Resume. Review and edit entries directly within the text box on the Builder page to achieve the best possible result. New data will automatically be entered at the top of the text box in the Builder.

** When creating a new resume, enter the oldest experience first and work forward chronologically.

Organization Company Name	
Position Title	
City	

State		Country	

Start Date (MM/DD/YYYY)		End Date (MM/DD/YYYY)		If "Present" leave blank

Supervisor's Name		May we Contact your Supervisor?	○ Yes ○ No

We will contact you first if you answer "No" and we need to contact your current supervisor.

Supervisor's Telephone	

Internet

Worksheet page for Education

Worksheet page for Additional Information

...iew   Favorites   Tools   Help

Search   Favorites

tps://cpolst.belvoir.army.mil/public/resumebuilder/builder/BuildResume   Go

222 goober St
goober,Alabama 32456
United States

Work: (256) - 842-000

Work Experience

Goobers Ltd (01/01/2005 - Present) - Master Goober Keeper
Goober, Alabama United States
Supervisor: Bob Smith - 256-444-1515; Contact:Yes
Salary: $300.00 per year
Duties: Master Goober Keepers

Goobers, Inc (01/01/1991 - 12/31/2004) - Goober Keeper
Main Town, Florida United States
Supervisor: Bob Bossman - 850-555-1212; Contact:Yes
Salary: $250.00 per year
Duties: Kept goobers, but only the best goobers. Received Goober of the year
award five years in a row.

Goobers-R-Us (01/01/1985 - 12/31/1990) - Goober Apprentice
Goober, Alabama United States
Supervisor: Mr. Noober - 256-555-1212; Contact:Yes
Salary: $150.00 per year
Duties: I was a Goober Keeper Apprentice.

Department of Air Force (01/01/1975 - 12/31/1984) - Avionics Technician
Various locations, Armed Forces Americas United States
Supervisor: Various - Not available; Contact:No
Salary: $100.00 per year
Duties: Served as a avionics and navigation technician. Attained the rank of
Technical Sergeant.

Education

College/University
University of West Florida (08/01/1985 - 12/18/1992)
Pensacola, Florida
United States
Degree: Masters - Major: MBA; Minor: Marketing of Goobers;
GPA: 3.88 Semester Hours: 60

Description: Received MBA with specialization in Goober commerce.

Additional Information

License - Master Goober Keeper (12/01/1991)
160

Master Goober Keeper. Awarded to only 10% of Goober Keeper population.

Save Resume Draft   **Edit my Resume**

Done   Internet

Preview Resume page (bottom half)

Supplemental data / Preliminary Questions page

Supplemental Data page

Personal Data page

Confirmation page

WER

Notification System Web-Enabled Response

ANSWER HOME

Applicant Information:

ron goober
Resume Last Received: 2005-01-31

Resume Status: ACTIVE

< Close ANSWER

Status Tracking

Self Nominate History

View Resume

View Supplemental Data

Send Mail

ANSWER Help

Done

Internet

WEBLINKS JOB VACANCIES

■

WWW.CPOL.ARMY.MIL
(Main site for Army Vacancy Announcements)

WWW.USAJOBS.GOV
(Centralize site for most Federal Agencies).