



Merit Promotion

2010 Federal Employees Week



Resumix

WHAT IS RESUMIX?

- An automated staffing tool used by all agencies in Department of Defense
- In existence since 1997 (centralized all regions to one central database 2002)



Resumix Is Not....



- Substitute for candidate evaluation
- Search engine for “buzz words”
- Determine who is or who is not qualified



THE CONCEPT



- Single employment portal for all Army civilian jobs
- Attract more candidates
- Produce better referrals
- Speed up the application, referral and selection processes



Resumix Website/Tools



- www.cpol.army.mil
- Search for jobs
- Build a resume/view resume
- Job Application Kit



Process for Recruitment



- Resume skills are matched using Resumix grammar
- Candidates who do not possess required skills are not reviewed
- Candidates referred based on OPM Qualification Standards



Process for Recruitment Cont...

External Hires



- Skills are weighted
- Veterans Preference apply
- Web-cam found at:

http://www.chra.army.mil/howtomovies/Resumix-DE_CPAC-Briefing.ppt



Recruitment Sources



- Current Department of Army Employees –Internal
- Outside Candidates-External
- Candidates entitled to priority consideration
- Students



Recruitment Sources Non-Competitive



- Veterans Recruitment Authority (VRA)
- Reinstatements
- Reassignments
- Executive Order 12721
- 30% Disabled Veterans



Misconsideration

- An applicant who should have been referred to the selecting official along with other qualified candidates.
- Cause
 - Administrative Error
 - Insufficient Information
- Result -Priority Consideration



Time- In-Grade VS Specialized Experience

- WHAT IS TIME-IN-GRADE?

52 weeks at the next lower grade OR second lower grade in the normal line of progression .

- WHAT IS SPECIALIZED EXPERIENCE?

Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform the duties of the position successfully.



Interview Tips



- Anticipate the questions

- Develop answers to standard interview questions
 - Why do you want this job?
 - What qualities make you the best candidate?
 - What are your strengths and weaknesses?

- Know what is in your resume



Interview Tips Cont...



- Answer the question
- Take notes if necessary
- Think about your responses, take a moment to structure your thoughts.
- Keep the job announcement in mind
- Showcase your strengths
- Focus, Focus, Focus
- Be relaxed and confident