

Direct Access

Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: (785) 339-2200 or (866) 772-8724

On-line: <http://www.uscg.mil/hq/psc/customerservice.htm>

Documentation: <http://www.uscg.mil/hq/psc/ps>

Self-Service Tutorials:

<http://www.uscg.mil/hq/psc/training/>

e-INTERVIEW

- **e-Interview** = e- Résumé Endorsement Process
- e-Interview is accessed from your Worklist.
- Only Commanding Officers and their authorized representatives (XO, Admin Officer, personnel with "By direction" authority) should complete the **final endorsement**.
- The final endorsement is completed when the **Marked All Final** button is pressed.
- Comments are not mandatory, unless you are disapproving the request or the member is applying for assignments listed in Articles 4.C.6 through 4.C.12 or 4.E.2 of the Coast Guard Personnel Manual, COMDTINST M1000.6(series).
- Enter comments in the comments section for the member's first choice. It is not necessary to repeat the comments for each position.

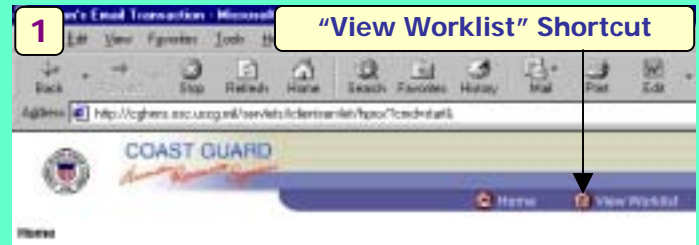
Endorsement Process						
Stage	Who Does It	What Happens				
1	Member	Enters the Employee ID number of his/her supervisor on Page 12 and submits e-Résumé.				
2	System	Adds the e-Résumé to the Supervisor's or Approving Official's Worklist and sends them an e-mail notification.				
3	Supervisor	Reviews member's e-Résumé. <ul style="list-style-type: none"> • Makes recommendation for approval or disapproval. • Adds comments if desired or necessary. 				
		<table border="1"> <thead> <tr> <th>If the supervisor is</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>not the Approving Official</td> <td>Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.</td> </tr> <tr> <td>the Approving Official</td> <td>Marks endorsement as final and Stage 4 (below) is skipped.</td> </tr> </tbody> </table>	If the supervisor is	Then	not the Approving Official	Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.
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the Approving Official	Marks endorsement as final and Stage 4 (below) is skipped.					
4	Approving Official	Reviews member's e-Résumé. <ul style="list-style-type: none"> • Makes recommendation for approval or disapproval. • Adds comments if desired or necessary. • Marks endorsement as final by clicking the Marked All Final button on the Job Endorsement page.. 				

e-Interview

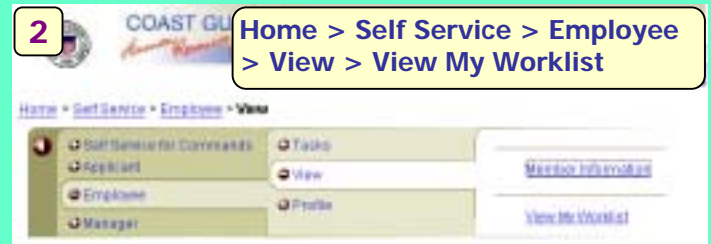
e-INTERVIEW (continuation)

- Navigate to your Worklist. Three suggested methods for navigating to your Worklist are illustrated below.

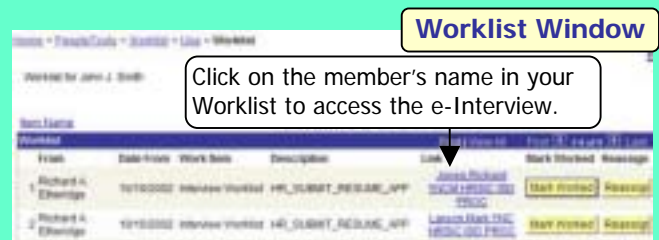
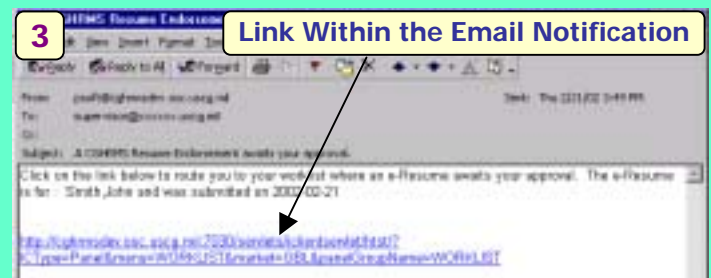
- **Method 1** – From the Home Page, click the **View Worklist** shortcut.



- **Method 2** – From the Home Page navigate to **View My Worklist** by clicking on the expanding menu columns: **Self Service > Employee > View > View My Worklist**.



- **Method 3** – You should have received an email notification regarding the member's e-Résumé. Click on the link within the email notification.



e-INTERVIEW (continuation)

e-Résumé Endorsement

Click on the **drop-down arrows** to make a **recommendation** and **rate** the member's qualification for each position.

Click on each **Position #** link to view the position details.

If entering comments, click the **comments** link corresponding to the position.

Click on the **arrow** to display the **member's comments** for the e-Résumé being endorsed.

Enter Interview Results

Enter or edit your interview results in the form below.

Comments Screen

Enter Comments.

After entering comments, click Return.

Recommendation:

- **Make Offer** – Request is approved.
- **Reject** – Request is disapproved. When disapproving requests, include comments, in the comments section.

Rating:

- **Average** (default entry)
- **Excellent**
- **Not Qual**

If you are the final command endorser, click **Marked All Final**, then **Submit**. If you are not the final endorser just click the **Submit** button.

Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark All Final" button at the right to finalize all the endorsements.

Mark All Final

#	Position #	Description	Date	Recommendation	Rating	Final Comments
1	00001204	DUTY	02/27/2004	Make Offer	Average	Comments

Submit

This is where the member's remarks would appear.

- After clicking **Submit** you will receive a confirmation. Click **OK** to return to the e-Interview.
- The endorsement may be modified providing it has not been reassigned or marked as final. Access it from your Worklist.
- If you are the final command endorser and you click **Marked All Final**, the system will automatically insert a checkmark in the **Final checkbox** of each position.
- The endorsement will remain in your Worklist until it is **reassigned** or marked as **worked**.

e-INTERVIEW (continuation)

Final Step:

- If you are not the final endorser, reassign the e-Résumé to someone else to complete/review the endorsement.
- If you are the final endorser, and marked it final (previous step), it needs to be removed from your Worklist.

Reassign the e-Résumé

Click **Reassign** to reassign the e-Résumé.

Enter or lookup the Operator ID (User ID).

Operator ID:

Comment:

OK **Cancel**

Use the comment field to explain why you are transferring the e-Résumé to their Worklist. Comments are optional and may be up to 30 characters long.

Click **OK**.

- Once you click **OK**, the e-Résumé will be reassigned. It will no longer appear on your Worklist. If you inadvertently reassign the e-Résumé you will need to contact the person it was reassigned to and ask them to reassign it back to you.
- When searching for the Operator ID, we recommend you search by **Description** or use the **Advanced Lookup**. This will allow you to use the **%** (wildcard) in your search.

Home > PeopleTools > Worklist

Lookup Operator

Search By:

Description:

Lookup **Cancel** [Advanced Lookup](#)

Click on the **Advanced Lookup** link or click on the **Search By drop-down arrow** and select **Description**. In the **Description** field, enter the last name surrounded by **%**. Click **Lookup** to begin the search.

- If using the **Advanced Lookup**, enter the last name in the **description** field using the **%** (wildcard).

Final Endorser

If you are the final endorser and have marked it final, click **Marked Worked**.

- The e-Résumé will be removed from your Worklist.

Completing the Endorsement

e-Interview Tutorial

A tutorial for using the e-Interview has been developed. You can take the online tutorial at:

- <http://www.uscg.mil/hq/psc/training/index.htm>

Accessing the e-Interview Page

The e-Interview is accessed from your [worklist](#).

Endorsement Procedure

The endorsement page has links to positions the member has applied for and columns for recommending and rating the member for each position. There is also a link for entering comments for each position application. The member's comments are available for review by clicking on the [Resume Text](#) link. Follow these steps to complete the endorsement.

Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark Worked" button at the right to finalize all the endorsements.

Interview Schedule						
#	Position #	Description	Date	*Recommendation	*Rating	Final Comments
1	Position #	F+S2 Warrant Appointment	12/04/2003	Make Offer	Excellent	Comments
Resume Text						

Mark All Final

Submit

1. Enter comments.

2. Set recommendation and rating fields.

3. If you are the final endorser click marked worked **Do not click** if you intend to forward this endorsement to someone else for final approval.

4. Click submit.

Step	Action
1	Navigate to your worklist by clicking on the link the PeopleSoft email notification or clicking the View Worklist link at the top of any PeopleSoft page.

2 Click on the member's name in your worklist to access the e-Interview.

[Home](#) > [PeopleTools](#) > [Worklist](#) > [Use](#) > [Worklist](#) [New Window](#)

Worklist for John J. Smith

Work List Filters:

Item Name	From	Date From	Work Item	Description	Link	Mark Worked	Reassign
1 Richard A. Etheridge	10/10/2002	Interview Worklist	HR_SUBMIT_RESUME_APP	Jones, Richard YNCM HR SIC ISO PROC	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>	
2 Richard A. Etheridge	10/10/2002	Interview Worklist	HR_SUBMIT_RESUME_APP	Larson, Mark YNC HR SIC ISO PROC	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>	

3 Review the positions applied for, set the recommendation and rating drop-downs and enter comments (if necessary).

Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark All Final" button at the right to finalize all the endorsements.

Interview Schedule

#	Position #	Description	Date	*Recommendation	*Rating	Final Comments
1	00031204	DUTY	02/27/2004	<input type="button" value="Make Offer"/>	<input type="button" value="Average"/>	<input type="checkbox"/> Comments

Resume Text


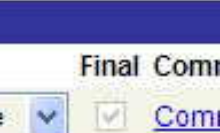

This is where the member's remarks would appear.

Field	Usage/Entry
Position #	Click on the Position # link to view details about the position the member is applying for.
Recommendation	Click on the drop-down arrow in the appropriate position row to make a recommendation. To approve the request, choose "Make Offer" (default entry). To disapprove the request, choose "Reject". Note: Include comments, in the comments section, when disapproving requests.
Rating	Click on the drop-down arrow to rate the member's qualification for this assignment. Choose "Excellent", "Average" (default entry) or "Not Qualified".
Comments	Click the comments link in the appropriate position row to enter comments about the member's application for this position. Click the "Return" link to return to the resume. You can also prepare your comments in another application, like MS Word, and copy and paste them into the comments block. (Note that apostrophes (') will convert to question marks (?) if you paste them in from another application. To avoid this, type the apostrophes in PeopleSoft after pasting the text in from MS Word.) Comments are not mandatory unless your are disapproving the request or the member is applying for assignments listed Articles 4.C.6. through 4.C.12 or 4.E.2 of the Coast Guard Personnel Manual, COMDTINST M1000.6(series)

Enter Interview Results

Enter or edit your Interview results in the form below.

Interview Detail	
Applicant:	1234567 Smith, John
*Interview Date:	02/27/2004 <input type="text"/>
*Interview Level:	Phone <input type="text"/>
Interviewer ID:	7654321, Doe, Jane
*Rating:	Average <input type="text"/>
*Recommendation:	Make Offer <input type="text"/> <input type="checkbox"/> Final Recommendation
Comment:	This is where the command endorsement comments are entered. <input type="text"/>
Return	Department: 000076 - CGC RUSH ATU/OPFAC: 21/11409 RUSH Position: 00031204 DUTY Job: 436094 YN2 City: FPO State: AP Competency: PERJP JUMPS
* Required Field	

Step	Action
4 Mark All Final *Warning: Do not use unless authorized by your CO to release e-Resumes. Mark All Final	Click the Mark All Final only if you are the final endorsement authority. Otherwise, skip to step 5. <ul style="list-style-type: none"> The endorsement is not completed until the Marked Worked button is pressed. Only personnel, who have been specifically authorized by their Commanding Officer, may finalize endorsements. Notice that the "Final" column has a check mark in it after you click the Mark All Final button. This indicates to the Assignment Officer that the e-resume has been reviewed by the command.  
5	Click the "Submit" button to save your endorsement.  : If you decide later, that you need to modify the endorsement, you can still access it from your worklist. The endorsement will not be removed from your worklist until you reassign it or mark it as worked (see <i>Reassign</i> and <i>Mark Worked</i> below for more information).
6	Click the OK button when the save confirmation page displays. You will be returned to your worklist.

7

Reassign the e-Resume to someone else to complete/review the endorsement or, if you are the final endorser, mark it worked and remove it from your worklist.

To reassign the e-Resume:

Use the **Reassign** button to transfer the e-Resume to someone else to endorse or to complete the final endorsement (e.g. The Approving Official). Enter the person's Operator ID in the field



The Operator ID often differs from the person's Employee ID. You should ask the person for their Operator ID or use the [Operator ID Lookup](#) to locate the ID before attempting to reassign something off your worklist.

Related Topics

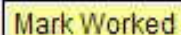
Use the comment field to tell the person why you are transferring the item to their worklist. Click the "OK" button to transfer the item.

Operator ID:

Comment:

You will be returned to your worklist, the e-Resume you reassigned will no longer appear on your worklist.

To mark the endorsement as worked and remove it from your worklist:



Click the **Mark Worked** button for the e-Interview item you just completed. This will remove the item from your worklist.

Home > PeopleTools > Worklist > Use > Worklist [New Window](#)

Worklist for John J. Smith

Work List Filters:

Item Name	From	Date From	Work Item	Description	Link	Mark Worked	Reassign
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2	Richard A Etheridge	10/10/2002	Interview Worklist	HR_SUBMIT_RESUME_APP	Larson, Mark YNC HRSIC ISD PROC	<input type="button" value="Mark Worked"/>	<input type="button" value="Reassign"/>

Viewing e-Resumes and Endorsements

Member and command comments (e-interview results) are only viewable by the Assignment Officer and the member. The member can use the [View Member Information](#) (Home > Self-Service > Employee > View > Member Info) procedure to view their e-Resume and completed endorsements. The member's e-Resume and endorsement history are located on the [Mbr and Cmd Comments](#) tab of the CG Member Information page.

Member's view of completed endorsements:

Tab 1 (Position and Department): Shows the positions the member applied for. Notice the Check Mark in the Final column indicating the e-resume has been endorsed.

Background Career Summ Competencies Training Summary Contact Info 

Name: _____ EmplID: _____

Member Choices and Command Endorsements						
Position and Department		Endorsements				
Application Date	Final	Mbr Choice	Position	Description	Department	Dept Descr
02/27/2004	<input checked="" type="checkbox"/>	1	00031204	DUTY	000076	CGC RUSH

The member's comments appear in the lower part of the page following all the positions the member has applied for.

Member Comments	
Application Date	Resume Text
1 02/27/2004	This is where the member's remarks would appear.

Tab 2 (Endorsements): Shows the command comments (if any where entered for the position applied for, the employee ID and name of the endorser.

Member Choices and Command Endorsements						
Position and Department		Endorsements				
Recommend	Rating	Comments	ATU	OPFAC	Endorser	Name of Endorser
Make Offer	Excellent	This is where the command comments are entered.	21	11409	7654321	Doe, Jane

See Also

Questions, problems?
[Submit an Online Trouble-Ticket](#) or call
 (866) 772-8724 (toll free) or (785) 339-2200 -- 0700-1600 M-F (central time)