Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: 1-866-PSC-USCG (785) 339-2200 or toll-free (866) 772-8724 Email: PSCCustomerCare@hrsic.uscq.mil

On-line Help: http://cgweb.psc.uscq.mil/ps

Self-Service Tutorials:

http://www.uscg.mil/hg/psc/training/

CREATE e-RESUME

The e-Résumé replaced the Assignment Data Card (CG-3698A). The e-Résumé provides a means to communicate your assignment desires to your assignment officer.

- e-Résumé = Electronic Assignment Data Card (e-ADC)
- Job Basket = Shopping List
- > **e-Interview** = e-ADC Endorsement Process

Step 1: View postings of available jobs and add the jobs you wish to apply for to your Job Basket.

- Search criteria needs to be entered before you will be able to view job postings.
- Complete at least the Job Family and Job Code fields before clicking the **Search** button. Other fields may be left blank.
- Click the "Include positions NOT on shopping list" if you want to view filled or closed positions.

Tip: \(\textstyle \text{Invokes a lookup page. Click on the magnifying) glass to lookup field codes.

Home > Self-Service > Employee > Tasks > Create e-Résumé

Position Source: Click on drop-down arrow and select. Position: Enter number if known.

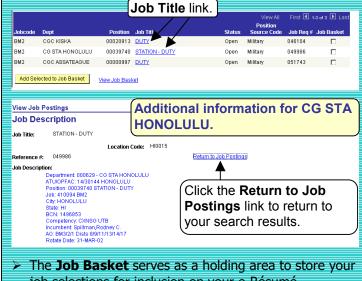
Dept Type: Enter or lookup. (MSO, STATION, ISC, etc..) Home > Self Service > Employee > Ta Department: Enter or lookup. (MSO, STATION, ISC, etc..)
Department: Enter or lookup number.
State: Enter or lookup two-letter state abbreviation.
Job Family: Enter or lookup. (YN, MK, BM, etc..)
Job Code: Enter or lookup. (First Class, Second Class, etc..)
Accomplishment: Enter or lookup. (Degree, Certificates, etc..)
Competency: Enter or lookup. (Enlisted Qualification Codes)
Keywords: Must be entered in UPPERCASE letters. Use this **View Job Postings** Search Criteria Position Source: Active Duty PC Position: Dept Type: Department: State: H to select only jobs with job titles matching keywords you specify. Job Family: BM Q Remember: Fields may be left blank. Complete at least Job Job Code: 410094 Q Family and Job Code. Accomplishment: Keyword(s):

☐ Include positions NOT on shopping list Click "Search" after Search entering criteria. Jobs matching your search criteria are displayed. Position Job Title Jobcode Dept Status Job Reg # Job Basket 00020913 <u>DUTY</u> Open A/D PCS CG STA HONOLULU 00039740 STATION - DUTY 049986 CGC ASSATEAGUE 00000997 DUTY Open A/D PCS Add Selected to Job Basket View Job Basket Results of your search may list the same position multiple times. If you check the job basket checkbox on positions listed multiple times, the position will be

listed only one time (not multiple) in your job basket.

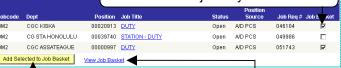
e-Résumé

The **Job Title** of each position displayed links to additional information about that position. Click on the Job Title link to view the additional information.



- job selections for inclusion on your e-Résumé.
- > If you intend on applying for an extension add your current position to the **Job Basket**.
- Jobs stay in your job basket until you remove them.

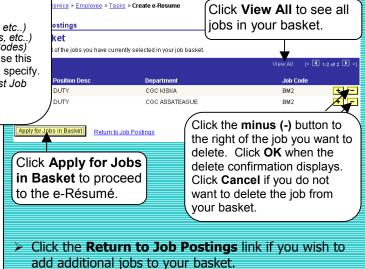
Click the Job Basket check box if you want to add this job to your basket.



After selecting the jobs you want to add to your basket, click Add Selected to Job Basket.

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Click the View Job Basket link to view your job basket.



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e-RESUME

Step 2: The e-Résumé consists of an introduction and twelve pages of personnel and assignment data.

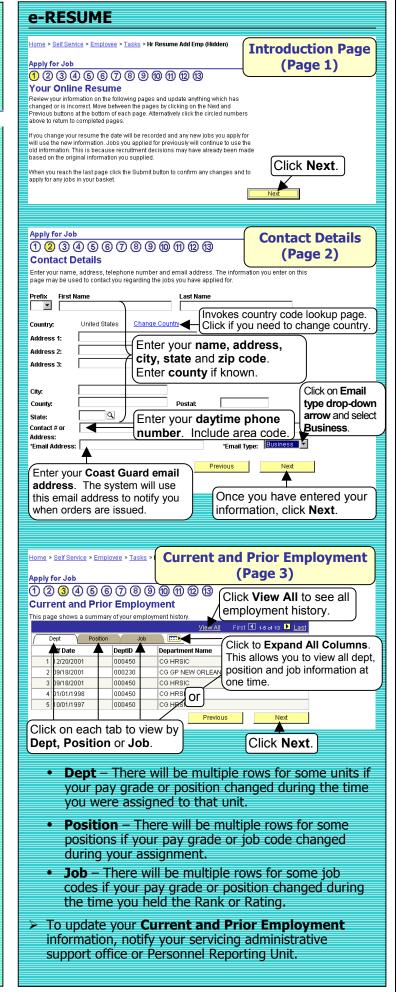
- Move between the pages by clicking the Previous or Next buttons at the bottom of each page or click the circled numbers 1 2 3 4 6 6 7 8 9 10 11 12 13 at the top of each page.
- ➤ Do not use the Internet Explorer Back or Forward buttons to navigate between pages.
- The e-résumé is saved only after submitting it, which is the final step. If your system locks up or you lose your connection prior to submitting your erésumé your contact details information, full text résumé comments and job preference selection will be lost
- ➤ To exit the e-Résumé before submitting (saving) click the Home breadcrumb or Home on the CGHRMS toolbar. **Do not use** the **Internet Explorer Home button**.
- When you reach the last page click the button to confirm any changes and to apply for jobs you added to your preferences (Page 12 of e-résumé).

Note: You are at a **point of no return** once you click **Submit.** You may only submit **one** e-résumé **per day.**

Changes made to the Contact Details (Page 2) only affects the e-résumé. These changes do not affect the contact information.

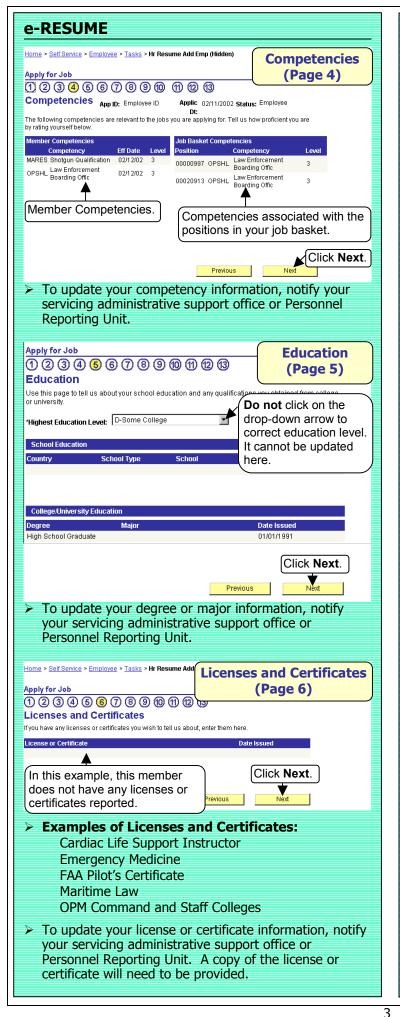
e-Résumé pages:

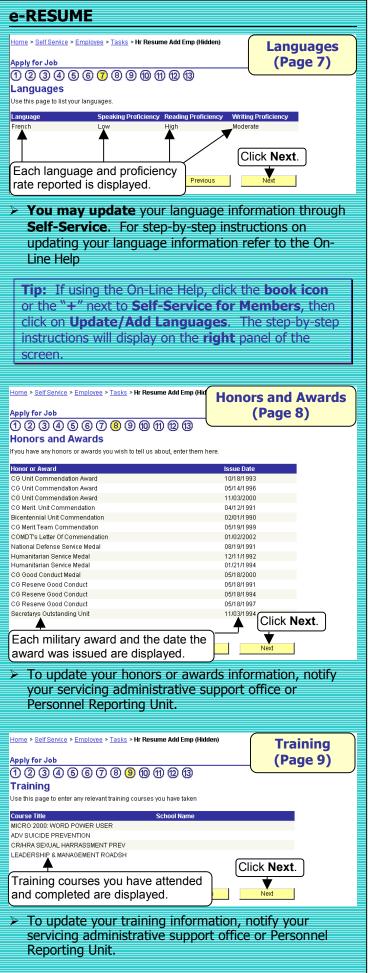
Page	Section	Action
1	Introduction	No data entry required.
2	Contact Details	Data entry required.
3	Current and Prior	Shows previous assignment
	Employment	history. No data entry allowed.
4	Competencies	Shows your Enlisted Qualification
		Codes and the competencies
		associated with the positions in
		your job basket. No data entry
		allowed.
5	Education	Shows education level and degree
		information. No data entry
6	11	4.101164.
0	Licenses and Certificates	Shows licenses or certificates you
	Certificates	have earned and reported. No data entry allowed.
7	Languages	Shows foreign language skills you
	Languages	have reported. No data entry
		allowed.
8	Honors and Awards	Shows your military awards. No
		data entry allowed.
9	Training	Shows military training courses
		you have attended. No data entry
		allowed.
10	Professional	Shows professional memberships
	Memberships	you have reported. No data entry
		allowed.
11	Full Text Résumé	Same as comments section of
		your Assignment Data request.
	D (Data entry allowed.
12	Preferences	Shows job postings from your Job
		Basket and allows you to sort the
		job postings. Select endorser or check No Endorsement Required .
13	Submit Résumé	Final step. Click Submit .
	Submit Resume	rinai step. Click Subilit.



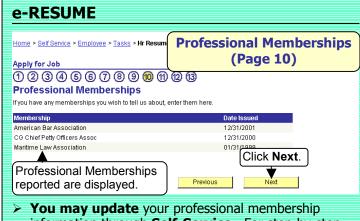
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information through **Self-Service**. For step-by-step instructions on updating your professional membership information refer to the On-Line Help:

Tip: If using the On-Line Help, click the **book icon** or the "+" next to **Self-Service for Members**, then click on **Add Memberships**. The step-by-step instructions will display on the **right** panel of the screen

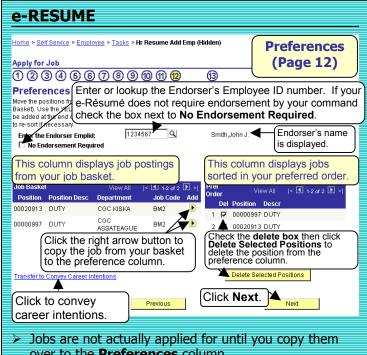
Reminder:

 Move between the pages by clicking the Previous | buttons at the bottom of each page or click the circled numbers 0234667890000 at the top of each page. **Do not use** the **Internet Explorer Back/Forward buttons** to navigate between pages.

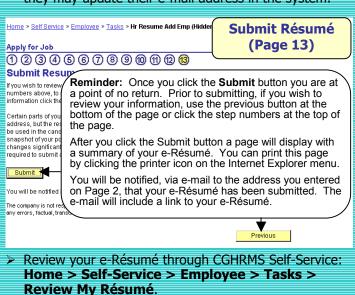
<u>Home</u> > <u>Self Service</u> > <u>Employee</u> > <u>Tasks</u> > **Hr Resume Add Emp (Hidden) Full Text Resume** Apply for Job 10 2 3 4 5 6 7 8 9 10 11 12 13 (Page 11) Full Text Resume If you already have a resume on your computer you may copy the text and paste it into the following box

This page equates to the comments section of your Assignment Data request. We recommend you type and save your comments in another application. such as Microsoft Word, then copy and paste them into this area. You may type your comments directly into this area; however, the e-résumé is saved only after submitting it, which is the final step. In other words, if your system locks up or there is an interruption and you are logged off prior to submitting your e-résumé, all your comments will be lost. After entering your comments, click Next.

- **Enter only plain text.** Special characters such as bullets, apostrophes (') arrows, etc.. pasted in from another application will appear as question marks (?) in the full text résumé area.
- > Use this area to request an extension. Make sure you have added your current position to the Job Basket and list it in your preferences (Page 12 of e-résumé).
- List your assignment concerns: home ownership, spousal employment, co-location requests, children's education. Do not list special needs if you are enrolled in the Special Needs program.



- over to the **Preferences** column.
- > Jobs are listed in the preference column in the order in which you copy them to this column. To re-sort your jobs in the preference column, you need to delete the jobs from the preference column then recopy them to the preference column. (Ex: You have two jobs in the preference column. You would prefer Job 2 be listed as Job 1. Delete Job 1 (Job 2 now becomes Job 1), from the job basket copy the job you deleted to the preference column. That job is now listed as Job 2.)
- > An e-mail message will be sent to the endorser and your e-résumé will appear on that person's Worklist. If the endorser has not entered an e-mail address in the system, you will receive a warning (not an error) stating it was not able to notify the endorser via e-mail; however, it will still appear in their Worklist. We suggest you forward the warning to your endorser so they may update their e-mail address in the system.



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Congratulations!

You have successfully submitted your e-Résumé.