Direct Access
Quick Reference Guide

e-Résumé

CUSTOMER SUPPORT

Customer Care: 1-866-PSC-USCG
(785) 339-2200 or toll-free (866) 772-8724
Email: www.uscg.mil/hq/psc/ccb/
On-line Help: www.uscg.mil/hq/psc/ps/
Self-Service Tutorials: www.uscg.mil/hq/psc/pd.asp

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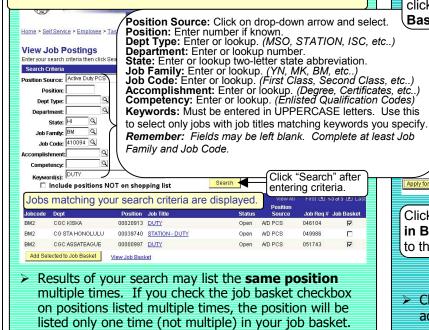
➢ **e-Résumé** = Electronic Assignment Data Card (e-ADC)
➢ **Job Basket** = Shopping List
➢ **e-Interview** = e-ADC Endorsement Process

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: 🔍 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..)
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 to select only jobs with job titles matching keywords you specify.
Remember: Fields may be left blank. Complete at least Job Family and Job Code.

Click "Search" after entering criteria.

Jobs matching your search criteria are displayed.

➢ 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.

➢ 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 Title link.

Additional information for CG STA HONOLULU.

Click the **Return to Job Postings** link to return to your search results.

➢ The **Job Basket** serves as a holding area to store your 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**.

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

Click **View All** to see all jobs in your basket.

Click **Apply for Jobs in Basket** to proceed to the e-Résumé.

Click the **minus (-)** button to the right of the job you want to delete. Click **OK** when the delete confirmation displays. Click **Cancel** if you do not want to delete the job from your basket.

➢ Click the **Return to Job Postings** link if you wish to add additional jobs to your basket.

Rev: 16 May 03

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 ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ at the top of each page.

➤ **Do not use** the **Internet Explorer Back** [Back] **or Forward** [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 e-résumé 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 [Submit] 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 Employment	Shows previous assignment 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 allowed.
6	Licenses and Certificates	Shows licenses or certificates you have earned and reported. No data entry allowed.
7	Languages	Shows foreign language skills you 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 Memberships	Shows professional memberships you have reported. No data entry allowed.
11	Full Text Résumé	Same as comments section of your Assignment Data request. 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**.

e-RESUME

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Your Online Resume

Introduction Page (Page 1)

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your resume the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

Click **Next**.

[Next]

Apply for Job

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Contact Details

Contact Details (Page 2)

Enter your name, address, telephone number and email address. The information you enter on this page may be used to contact you regarding the jobs you have applied for.

Prefix   First Name   Last Name

Country: United States   Change Country

Invokes country code lookup page. Click if you need to change country.

Address 1:
Address 2:
Address 3:

Enter your **name, address, city, state** and **zip code**. Enter **county** if known.

City:
County: Postal:
State:
Contact # or Address:

Enter your **daytime phone number**. Include area code.

*Email Address: *Email Type: [Business]

Click on **Email type drop-down arrow** and select **Business**.

Enter your **Coast Guard email address**. The system will use this email address to notify you when orders are issued.

[Previous] [Next]

Once you have entered your information, click **Next**.

Apply for Job

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Current and Prior Employment

Current and Prior Employment (Page 3)

This page shows a summary of your employment history.

View All to see all employment history.

View All   First ◄ 1-5 of 13 ► Last

Click **View All** to see all employment history.

	Dept	Position	Job	
	r Date	DeptID	Department Name	
1	12/20/2001	000450	CG HRSIC	
2	09/18/2001	000230	CG GP NEW ORLEAN	
3	09/18/2001	000450	CG HRSIC	
4	01/01/1998	000450	CG HRS	
5	10/01/1997	000450	CG HRS	

Click to **Expand All Columns**. This allows you to view all dept, position and job information at one time.

or

Click on each tab to view by **Dept, Position** or **Job**.

[Previous] [Next]

Click **Next**.

- **Dept** – There will be multiple rows for some units if your pay grade or position changed during the time you were assigned to that unit.

- **Position** – There will be multiple rows for some positions if your pay grade or job code changed during your assignment.

- **Job** – There will be multiple rows for some job codes if your pay grade or position changed during the time you held the Rank or Rating.

➤ To update your **Current and Prior Employment** information, notify your servicing administrative support office or Personnel Reporting Unit.

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Apply for Job

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Competencies (Page 4)

Competencies   App ID: Employee ID   Applic 02/11/2002 Status: Employee
Dt:

The following competencies are relevant to the jobs you are applying for. Tell us how proficient you are by rating yourself below.

| Member Competencies | | | | Job Basket Competencies | | |
Competency	Eff Date	Level		Position	Competency	Level
MARES Shotgun Qualification	02/12/02	3		00000997 OPSHL	Law Enforcement Boarding Offic	3
OPSHL Law Enforcement Boarding Offic	02/12/02	3		00020913 OPSHL	Law Enforcement Boarding Offic	3

Member Competencies.

Competencies associated with the positions in your job basket.

Click **Next**.

Previous   Next

➢ To update your competency information, notify your servicing administrative support office or Personnel Reporting Unit.

Apply for Job

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Education (Page 5)

Education

Use this page to tell us about your school education and any qualifications you obtained from college or university.

*Highest Education Level: D-Some College

Do not click on the drop-down arrow to correct education level. It cannot be updated here.

School Education		
Country	School Type	School

College/University Education		
Degree	Major	Date Issued
High School Graduate		01/01/1991

Click **Next**.

Previous   Next

➢ To update your degree or major information, notify your servicing administrative support office or Personnel Reporting Unit.

Apply for Job

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Licenses and Certificates (Page 6)

Licenses and Certificates

If you have any licenses or certificates you wish to tell us about, enter them here.

License or Certificate	Date Issued

In this example, this member does not have any licenses or certificates reported.

Click **Next**.

Previous   Next

➢ **Examples of Licenses and Certificates:**
  Cardiac Life Support Instructor
  Emergency Medicine
  FAA Pilot's Certificate
  Maritime Law
  OPM Command and Staff Colleges

➢ To update your license or certificate information, notify your servicing administrative support office or Personnel Reporting Unit. A copy of the license or certificate will need to be provided.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Languages (Page 7)

Languages

Use this page to list your languages.

Language	Speaking Proficiency	Reading Proficiency	Writing Proficiency
French	Low	High	Moderate

Each language and proficiency rate reported is displayed.

Click **Next**.

Previous   Next

➢ **You may update** your language information through **Self-Service**. For step-by-step instructions on updating your language 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 **Update/Add Languages**. The step-by-step instructions will display on the **right** panel of the screen.

Apply for Job

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Honors and Awards (Page 8)

Honors and Awards

If you have any honors or awards you wish to tell us about, enter them here.

Honor or Award	Issue Date
CG Unit Commendation Award	10/18/1993
CG Unit Commendation Award	05/14/1996
CG Unit Commendation Award	11/03/2000
CG Merit. Unit Commendation	04/12/1991
Bicentennial Unit Commendation	02/01/1990
CG Merit.Team Commendation	05/19/1999
COMDT's Letter Of Commendation	01/02/2002
National Defense Service Medal	08/19/1991
Humanitarian Service Medal	12/11/1992
Humanitarian Service Medal	01/21/1994
CG Good Conduct Medal	05/18/2000
CG Reserve Good Conduct	05/18/1991
CG Reserve Good Conduct	05/18/1994
CG Reserve Good Conduct	05/18/1997
Secretarys Outstanding Unit	11/03/1994

Click **Next**.

Each military award and the date the award was issued are displayed.

Next

➢ To update your honors or awards information, notify your servicing administrative support office or Personnel Reporting Unit.

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Training (Page 9)

Training

Use this page to enter any relevant training courses you have taken

Course Title	School Name
MICRO 2000: WORD POWER USER	
ADV SUICIDE PREVENTION	
CR/HRA SEXUAL HARRASSMENT PREV	
LEADERSHIP & MANAGEMENT ROADSH	

Click **Next**.

Training courses you have attended and completed are displayed.

Next

➢ To update your training information, notify your servicing administrative support office or Personnel Reporting Unit.

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Professional Memberships (Page 10)

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Professional Memberships

If you have any memberships you wish to tell us about, enter them here.

Membership	Date Issued
American Bar Association	12/31/2001
CG Chief Petty Officers Assoc	12/31/2000
Maritime Law Association	01/31/1999

Click **Next**.

Previous   Next

Professional Memberships reported are displayed.

> **You may update** your professional membership 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 Next or Previous buttons at the bottom of each page or click the circled numbers ① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬ at the top of each page. **Do not use** the **Internet Explorer Back/Forward buttons** to navigate between pages.

Apply for Job

Full Text Resume (Page 11)

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

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.

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Apply for Job

Preferences (Page 12)

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Preferences

Move the positions f... Basket). Use the YE... be added at the end ... to re-sort if necessary.

Enter or lookup the Endorser's Employee ID number. If your e-Résumé does not require endorsement by your command check the box next to **No Endorsement Required**.

Enter the Endorser Emplid: 1234567   Smith,John J.   Endorser's name is displayed.
☐ No Endorsement Required

This column displays job postings from your job basket.

This column displays jobs sorted in your preferred order.

Job Basket				Add
Position	Position Desc	Department	Job Code	
00020913	DUTY	CGC KISKA	BM2	▶
00000997	DUTY	CGC ASSATEAGUE	BM2	▶

Prefer Order			
Del	Position	Descr	
1 ☑	00000997	DUTY	
2	00020913	DUTY	

Click the right arrow button to copy the job from your basket to the preference column.

Check the **delete box** then click **Delete Selected Positions** to delete the position from the preference column.

Delete Selected Positions

Transfer to Convey Career Intentions

Click to convey career intentions.

Previous   Click **Next**.   Next

> Jobs are not actually applied for until you copy them 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.

Apply for Job

Submit Résumé (Page 13)

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Submit Resum...

If you wish to review... numbers above, to... information click th...

Certain parts of you... address, but the res... be used in the cand... snapshot of your po... changes significant... required to submit ...

Submit

You will be notified...

The company is not res... any errors, factual, transc...

Reminder: Once you click the **Submit** button you are at a point of no return. Prior to submitting, if you wish to review your information, use the previous button at the bottom of the page or click the step numbers at the top of the page.

After you click the Submit button a page will display with a summary of your e-Résumé. You can print this page by clicking the printer icon on the Internet Explorer menu.

You will be notified, via e-mail to the address you entered on Page 2, that your e-Résumé has been submitted. The e-mail will include a link to your e-Résumé.

Previous

> Review your e-Résumé through CGHRMS Self-Service:
> **Home > Self-Service > Employee > Tasks > Review My Résumé**.

Congratulations!
You have successfully submitted your e-Résumé.