

Human Resource Initiative (HRI) Implementation Plan for Resume Writing Support

1.0 INTRODUCTION

This plan was developed in response to a concern voiced by hiring managers that private sector resumes did not transfer well to the NASA hiring process. Specifically applicants do not have sufficient understanding of how to adapt private sector resumes to be effective in the Federal process; as a result NASA is losing qualified applicants. The purpose of this plan is to outline the resources, tasks, schedule, and costs necessary to implement the Resume Writing Support Initiative.

1.1 Overview

Qualified applicants have resumes which are successful in private industry and in academia but many are not being selected for jobs at NASA. This may be due to a lack of understanding by applicants, who have not worked for the government before, on how to create a complete resume for a Federal government job. This lack of understanding has resulted in NASA missing good candidates or disenfranchising others.

STARS, NASA's staffing and recruitment tool, is used to rank job applicants and looks for the skills needed for the job in the applicant resume. No matter how highly qualified the applicant is, the system cannot rate the applicant if the information is not in the resume. There is a need to inform applicants on how to adjust and format their resume to reflect the required skills.

The focus of this team is to ensure that NASA is not losing qualified candidates due to the applicant's lack of understanding of how to structure and create an effective public sector job resume. This team will ensure helpful tools are available to assist applicants to write effective resumes for NASA jobs.

1.2 Scope

This effort will result in the following key deliverables:

- Documentation of resources and tools that are currently available to applicants
- Clear understanding of hiring managers concerns around applicant resume writing gaps
- Readily available resources and tools to instruct and assist NASA applicants with writing resumes for NASA jobs.

1.3 Resources

The following resources are essential to the success of this effort:

- Involvement of Hiring Managers, Center Representatives and recent hires as part of the improvement team
- Involvement and active participation of the STARS Administrator
- OHCM Leadership commitment

1.4 Costs

Costs associated with this solution are currently resourced by the Office of Human Capital Management, which include funding of the NASA STARS Administrator and Program Manager.

1.5 Schedule

See attached

Hiring Reform Initiative
Solution #4: Assist applicants in understanding and adapting to completing resumes
Implementation Schedule

Tasks	Who	By When?	% Complete	Comments
Implementation Team: Co-Leads Susan Cotter and Dan Costello Additional Members: TBD				
1. Sub-team review current resources to understand what exists <ul style="list-style-type: none"> o Review Applicant Guide o Understand what is available at each of the Centers 	Implementation Team	July 1	50%	Are the Centers doing something unique for applicants?
2. Solicit input from selected hiring managers <ul style="list-style-type: none"> a. Hiring Guide Job Aids/Quick Reference Guide suggestions 	Implementation Team	Sept 30		Look at those selecting officials that have made selection in the past year
3. Solicit input from new hires (and also possibly non-selected candidates) <ul style="list-style-type: none"> a. Hiring Guide b. Job Aids/Quick Reference Guide suggestions c. Examine/create survey d. Look at existing new hire survey for applicable comments 	STARS Administrator and CM Team	Sept 30		Cross-section of new hires. May be different perspectives from senior hires vs. fresh-outs. Also industry vs. academia, and discipline.
4. Understand successful approaches of other Government Agencies that are similar to NASA <ul style="list-style-type: none"> e. Review Guides and tools from other government agencies 	STARS Program Manager	Sept 30		(NSF, FDA) Hiring Academic types through the competitive process.
5. Examine alternative methods for materials (for hiring managers and perspective employees) <ul style="list-style-type: none"> a. Consider Reposting in other formats? (i.e. PDF) 	Implementation Team	Nov 30		