



Civilian Recruitment in the 21st Century : From Resumix to USA Staffing





USA Staffing



What is USA Staffing?

- USA Staffing is an integrated software solution used to staff Federal civilian jobs. It is integrated with USAJOBS to support competitive examining and merit promotion recruitment.
- USA Staffing was developed and is maintained by the Office of Personnel Management.

Deployment Schedule:

- Army has been piloting USA Staffing since March 2010 in select locations
- Army will fully transition to USA Staffing over two years, beginning January 2011

Steps to Transition

- Providing notification to the unions
- Training HR Specialists (CPAC)
- Briefing managers
- Briefing employees
- USA Licensing for HR Specialists (CPAC)
- Receiving Army guidance on USA Staffing
- Proposing & notifying district start dates



Visible Differences



- USA Staffing uses Occupational Questionnaires to determine the best qualified candidates instead of Resumix skills.
- Announcements will be available on <http://www.usajobs.gov>.
- Selecting Officials will receive a referral list by logging in to an automated system, Selection Manager, instead of receiving a PDF referral list via email.

• Applicants:

- ✓ Apply through USAJOBS and the Application Manager, not the Army Resume Builder.
- ✓ Answer assessment questions for each vacancy.
- ✓ Can upload supporting documentation (i.e. DD-214, SF-50, etc).





New Terminology



Occupational Questionnaire

- A set of questions and statements, directly related to the position, used to obtain information from the applicants
- Responses to the questionnaire are used to determine the applicant's qualifications and quality of his or her experience and training
- Developed by HR personnel and refined by the manager.

Selection Manager

- The hiring official's interface to USA Staffing.
- In Selection Manager, you will be able to access certificates/referral lists, review and print application materials, document your hiring decisions, and return certificates electronically to the human resources (HR) office.
- URL is: <https://selectionmanager.usastaffing.gov>



Advantages and Challenges



Advantages:

- System supports OPM's end-to-end hiring model and Presidential Hiring Reform initiatives
- Eventual DoD-wide hiring program consistency.
- Applicants are able to better demonstrate job specific qualifications by assessing themselves through the occupational questionnaire.
- Ability to reduce fill time by requiring all eligibility documents with application.
- Access Selection Manager from any location (i.e., while TDY)
- Manager participates in developing the occupational questionnaire to determine quality criteria through the Strategic Recruitment discussion.

Challenges:

- Developing and refining the occupational questionnaire can be timely in the beginning.
- Learning curve that comes with any new program.



QUESTIONS?