



Civilian Human Resources Agency



Civilian Recruitment in the 21st Century : A USA Staffing® Briefing For Applicants





Why the Change from Resumix?

- Defense Enterprise Hiring Solution
 - A single hiring process and tool used by all components of DOD
- Why USA Staffing was chosen
 - Negative stigma to Resumix
 - Resumix contract expired
 - Integrated with USAJobs
 - Supports Presidential Hiring Reform initiatives



CHRA Implementation

- Piloted in select locations since March 2010
- Full transition over two years
 - Beginning January 2011
 - Ending April 2012
 - By CPAC
- During transition
 - Vacancies filled under Resumix or USA Staffing procedures
 - www.armycivilianservice.com will post all Army announcements
 - Individual announcement will link directly to USAJobs
 - IMPORTANT: Follow instructions in the job announcement



Changes for Applicants

- Apply through USAJobs/Application Manager
 - Create/store up to 5 different resumes
 - Submit supporting documentation
 - Track status of all applications
 - View messages sent regarding status
 - Initial acknowledgment of receipt of application package
 - Qualifications/referral notification
 - Non-selection notification
- Application package vs. Resume
 - Includes resume, assessment questionnaire responses and supporting documents
 - Everything required before the close of the announcement



Application Package

- Resume
 - Able to tailor resume to specific job opportunities
 - Must include complete dates (month/year) and hours worked per week for each employment period
 - May be in the format of your choice
 - Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template
 - Must be uploaded under “Resume” in order to receive consideration
 - Only one resume per application will be considered



Application Package

- Assessment Questionnaire
 - Serves two purposes
 - To determine eligibility
 - To determine qualifications
 - Eligibility and qualification determinations based on selected responses to a series of questions
 - Better assessment of job specific qualifications



Application Package

- Supporting Documents
 - Clearly specified in the announcement to establish eligibility and qualifications
 - Notification of Personnel Action (i.e., SF-50 or DA-3434)
 - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
 - Transcripts
 - Licenses/certifications
 - Additional documentation as required in the vacancy announcement
 - Upload to Applicant Manager and reuse for all future applications



How To Apply to Army Jobs

- Search for current Army vacancies at www.armycivilianservice.com and click on “Job Search”
- Specific instructions on submitting an application package can be found by clicking on “How to Apply”
- Start the application process by clicking “Apply Online” from the job announcement
- Login or create your USAJobs account
- Click on “Apply for this position now!”
- You will be directed to “Application Manager” and click on “Proceed with my Application”
- Complete required information



Civilian Human Resources Agency



Fort Riley transitions on April 30, 2012

QUESTIONS?