Applicant FAQ's

How Do I To Apply for a Job? FAQ

Q: What type of application form is required to apply for a position?

A: You can apply for most job opportunity announcements with a Resume and an Additional Data Sheet (ADS).

Q: What is the best way to submit my Resume and Additional Data Sheet (ADS)?

A:. The best way to create a Resume is with the improved *My Resume*, resume builder. My Resume will prompt you for all required information and properly format your resume and ADS.

Once you have a Resume and ADS saved and on file under My Resume, you can easily use it to apply to job opportunity announcements using the Apply Now button located at the bottom of the job opportunity announcements. Just follow the Apply Now instructions. Your Resume and ADS will be sent directly and immediately to the HRSC that posted the announcement. Furthermore, you will receive immediate confirmation that your application was received as well as a courtesy copy of your Resume and ADS in your E-mail account.

Already have a resume and ADS on file with a Human Resource Service Center? Great! Re-use your Resume to apply for other job opportunity announcements issued by that Center. Just follow the steps outlined in the Apply Now process.

Q: Where is My Resume (the resume builder) located?

A: You can access My Resume by going to Jobs, Jobs, Jobs and logging in. Don't have an account yet? Then select *Create Account*. Once logged in, just click on *My Resume*. The builder will then walk you through the development of your Resume and ADS. Already have a resume in our old Resume Builder. No problem, your data will all still be there.

Q: I had an account and resume with the old resume builder. Is it still there under My Resume?

A: Yes, your resume data has been transferred over into *My Resume,* our new and improved resume builder.

Q: Do I have to answer Knowledge, Skills and Abilities (KSAs) like I did with previous job opportunity announcements?

A: In most cases, not anymore. Responses to individual KSAs are no longer required for most job opportunity announcements. Instead, applicants should concentrate on accurately describing their job experience using the information provided in How to Prepare a Resume. Note**:** Some announcements (i.e., those ending in DE, DH or NR), may require the applicant to still respond to KSA's. Therefore, don't forget to read and follow the instructions provided in each job opportunity announcement.

Q: Do I need to use special "buzz words" in my Resume to be referred for selection consideration?

A: No, our system is able to read your Resume and extract your experience and skills without the use of "buzz words". However, to facilitate this, we recommend that you no longer describe your experience with vague descriptions, but rather use specific details, skills, phrases, and examples. For example, rather than using "communicates orally and in writing", it is better to use "writes complex technical documents and reports; prepares policy statements; and develops and presents Power Point briefings to large groups". Short resumes without much information on what you have performed are not recommended. See How to Prepare a Resume for more information and tips.

Q: I want to start my resume, but don't have time to finish it. What should I do?

A: No problem! *My Resume,* allows you to save your resume and return later. Just complete the resume section you are working on and click on the Save and Exit button.

Q: How do I view or print my resume?

A: Click on *My Resume.* Then from your My Resume Home page, click the Preview button.   To print your Resume, select your browsers Print button.

Q: If I submit a resume to a job opportunity announcement using the Apply Now process, do I need to send another one via U.S. Mail?

 A: No. Please do not send duplicate Resumes for the same announcement. Be assured that if you submitted your Resume and ADS using the Apply Now process that it was received the first time it was submitted. There is no reason to send us a hardcopy duplicate via U.S. mail or hit the "Submit" button again. This serves no real purpose but to lengthen the time it takes to process your resume. Also, remember, once you have a Resume and ADS on file at a Human Resource Service Center you can re-use it to quickly apply for other job opportunity announcements. Just follow the steps outlined in Apply Now.

Q: I submitted a hardcopy resume via U.S. Mail. Will that resume be in the resume builder?

A: No. Hardcopy resumes are not input into *My Resume,* the on-line Resume Builder. If you wish to save your resume and then access it, you should create and submit your resume using My Resume.

Q.   I submitted a hardcopy resume via U.S. Mail. Can I use re-use it to apply for other vacancy announcements?

A: Yes. However, you must log in using an account password and apply through the vacancy announcement using the Apply Now process.

Q: Do I have to turn in other forms or documents along with my Resume?

A: In addition to a Resume, applicants are required to submit responses to the Additional Data Sheet (ADS). If using a resume submitted through the Apply Now process, the ADS is included at the end of your resume. If applying via hardcopy, responses to the Additional Data Sheet should be listed at the end of your Resume. Note: Applicants do not need to attach or send DD 214s, SF 50s, transcripts, Veterans' Administration letters, etc., unless it specifically states so in the announcement.

Q: Should I submit a separate Resume and ADS for each vacancy announcement I want consideration for?

A: No. You should Re-use your Resume when prompted through the Apply Now process. This is due to our One Resume policy for Open Continuous announcements. Submitting a new resume on an Open Continuous announcement will replace your resume already on file for all previously applied on Open Continuous announcements (announcements not ending in IN, DE or NR).

This does not mean that you will not be considered for these jobs, just that your resume will be replaced with the newer submitted one. So unless you are updating or changing your resume, it's not necessary to submit a new one. Just re-use your resume already on file.

Q: Can I use the Resume and ADS I just submitted to apply for other jobs at a particular HRSC Center?

A: Yes. For most job announcements, you can Re-use your Resume and ADS you just submitted to apply for additional job announcements using the Apply Now process. Just read and follow the prompts.

Q: What is Re-Use your Resume?

A: Re-use your Resume is a fast and easy way to apply for job opportunity announcements. It allows you to use a current Resume and ADS already on file with a Human Resource Service Center to apply for other job opportunity announcements issued by that Center. It's easy! Just click the Apply Now button and follow the instructions provided.   Your name, resume and ADS will then be placed in the file for that particular announcement.

Q: When should I Re-use my Resume?

A: Re-use your Resume to apply for other Open Continuous vacancy announcements serviced by a Human Resource Service Center, once you have submitted a Resume and ADS to that Center. Announcements allowing this option will prompt you for this option during the Apply Now process.

Q: How do I Re-use my Resume?

A: Go to Jobs, Jobs, Jobs and then *Search for Jobs.* Locate and open the job opportunity announcement in which you're interested in applying for. Read the announcement and when you're ready to apply, scroll to the bottom and click the Apply Now button.

Follow the simple directions provided and then submit. It's that easy!   Your name, resume and ADS will then be placed in the file for that particular announcement

Q: Can I Re-use my Resume to apply for jobs at another HRSC Center?

A: Only if you have a Resume and ADS on file at that Center. The Department of the Navy has seven HRSC Centers located worldwide. Each Center recruits individuals to fill vacancies occurring within its serviced area. As such, each Center maintains a separate Resume database. In order to Re-use a Resume on file to apply for an announcement at a particular Center, you must first submit a Resume and ADS to an announcement posted by that Center. Fortunately, you don't have to remember which Center you've applied, too. When you click the Apply Now button at the bottom of a vacancy announcement, it will check to see if you have a current Resume on file at that Center. If you don't it won't allow you to use that option.

Q: How many Resumes can I have on file at one time?

A: For Open Continuous Announcements, you can have only one resume on file at a time at a particular Center. See our One Resume policy for more information on this. For announcements ending in IN, DE, DH or NR, you are allowed to have multiple resumes. Announcements that allow you to submit a new or separate resume will not allow you to re-use your resume through the Apply Now process.

Q: So when should I submit a separate Resume?

A: Submit a separate Resume for those jobs that require it (NR, DH, IN or DE). The easiest way to remember which announcement you can submit a separate resume to is to look at the instructions provided in the Apply Now process. If it prompts you to Re-use your Resume button, then use that method to apply. If it doesn't, then submit a separate resume.

Q: If I submit a new resume, do I need to re-apply on any Open Continuous vacancy announcements I have previously applied to?

A: No, you no longer need to re-apply to those Open Continuous vacancy announcements you wish to continue to receive consideration on every time you submit a new resume. Your continued interest for any these announcements will be carried over to your new resume.

Q: When should I submit an updated resume?

A: Submit a new updated resume when you need to update your work history; due to a promotion or reassignment or when your contact information and/or education has changed. In addition, submit a new resume when the resume you have on file at a HRSC Center has expired.