



PARTNERSHIP FOR PUBLIC SERVICE



## PLEDGE TO APPLICANTS

The Office of Personnel Management, the Partnership for Public Service, and the Department of the Navy recognize that a Government's most important asset is its people. To attract talented people to the service of the Nation, we believe the application process should enable rather than deter job seekers. To that end, we will work to ensure a process that reflects these principles.

1. A user-friendly application process that is not unduly burdensome or time consuming.
  - Web-based resume builder with email receipt notification
  - Application Express for self-nomination
2. Clear, understandable job announcements and instructions for applying.
  - Easy to follow job kit
3. Timely and informed responses to questions about the requirements and the process.
  - Email capability to submit questions
  - Development of Frequently Asked Questions for the Department of Navy (DON) Human Resources portal.
4. Prompt acknowledgement that their application has been received.
  - Email notification upon resume submission
5. Regular updates on the status of their applications as significant decisions are reached.
  - See future enhancements at the link provided below
6. A timely decision-making process.
  - DON Board of Directors' end-to-end recruitment timeliness goal of 66 days

Future Enhancements: Click here <http://www.donhr.navy.mil/OCHR/CHART.asp>