DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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MEMORANDUM FOR DISTRIBUTION

DEC 28 2010

SUBJECT: Department of the Navy Hiring Reform Effort

Encl: (1) Comparison Fact Sheet

The Department of the Navy needs to attract and retain a skilled and talented workforce to advance the mission and support the warfighter. To meet this need, we need to collaborate across all areas to improve our hiring process.

A critical component of improving the hiring process is updating the technology that supports hiring. In February, the Department of the Navy (DON) begins to transition to USA Staffing and USAJOBS. USA Staffing and USAJOBS will replace the DON Civilian Hiring and Recruitment tool (referred to as CHART) and the Department of Defense Resumix tool. These tools have many new features that applicants and managers will find helpful. Additionally, they will help us respond to the President's Civilian Hiring Reform as outlined in his 11 May 2010 Memorandum, "Improving the Federal Recruitment and Hiring Process." Enclosure (1) highlights some of the advantages of the new process.

We expect USAJOBS to improve the application process for both potential and current federal employees and applicants. USA Staffing will provide the vehicle to enable hiring managers and human resource professionals to work more closely together to attract quality candidates for positions, reduce the time to fill vacancies and improve the application experience. By strengthening that collaboration, we also expect to increase job offer acceptance rates, improve customer satisfaction, and provide a mechanism to better connect the right talent to the right job.

Understandably, the transition to USA Staffing and USAJOBS will not be without challenges for all our stakeholders. Therefore, it is critical that hiring managers, human resources professionals and DON senior leadership remain engaged, communicate expectations, and commit the time and resources to support training, education and a smooth transition to the new system.

I know that you will have questions about hiring reform and communication will be key. The DON's Human Resources community will provide additional information leading up to the transition to USA Staffing and USAJOBS. Information will be posted to the Web (www.donhr.navy.mil), delivered through town hall meetings, via online sessions and more.

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Your engagement and leadership will guide the success of the hiring reform initiative and ultimately the capacity of your workforce. This is a leadership challenge and I know I can rely on you to stay involved, convey your support and share your input.

Juan M. Garcia
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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The Department of the Navy (DON) has begun a multiyear effort to improve hiring processes to better attract and retain a skilled and talented workforce — improving the applicant's experience, reducing time to fill vacancies and collaborating across all areas.

USAJOBS will replace the CHART system for applicants; USA Staffing will replace the RESUMIX tool used by hiring managers and human resource professionals. The chart below provides key improvements using the new process when compared with the current system.

Function or Process	USAJOBS/USA Staffing (*new*)	CHART/RESUMIX (current)
FOR THE APPLICANT		
Where to apply	USAJOBS	CHART
Resume	• Create & store 5 resumes • Spell check-capable • Ability to upload attachments and resumes • Email notification of job postings • Ability to store 25 job interests • Submit via fax, hardcopy, online	• Create & store 1 resume • Cannot upload attachments or resumes • Submit via hardcopy & online
Application Status	Archived normally after 2 years	Archived 60 days after action filled.
Rating	Based on answer to assessment questions and updated by experience within resume	Based on description of skills and experience within resume
Area of Consideration	Ability to narrow area of consideration by questionnaire	No ability to narrow area of consideration by questionnaire
FOR THE HIRING MANAGER		
Job Analysis	• Identify KSAs and or competencies • Approve task statements and rating schedule • Ability to access HR manager library of KSA and tasks; HR manager is online system with occupational information for more than 500 occupations	• Identify 6-8 key skills • No library to use for assistance
Online Certificates	• Access to dashboard of certificates • Ability to store relevant selection rates with certificate • No email capability • Automatic reminders	• Access to one certificate at a time • Email capability to applicants • No automatic reminders
FOR THE HUMAN RESOURCES PROFESSIONAL		
Announcements	• One posting to USAJOBS • Uploads to Twitter, Facebook, etc.	• Double post to CHART & USAJOBS • No Twitter or Facebook
Job Analysis	Verification of job analysis	Verification of 6-8 key skills
Crediting Plan	Create draft Crediting Plan and rating schedule	Enter 6-8 key skills in system
Rating and Ranking	• Based on applicant answers to assessment questions • Questions reduce manual "verification" to referred candidates only	• Based on number of skill hits • Manual review of all eligibles

Improving the Applicant Experience ▪ Reducing Time to Fill Vacancies ▪ Collaborating Across the DON