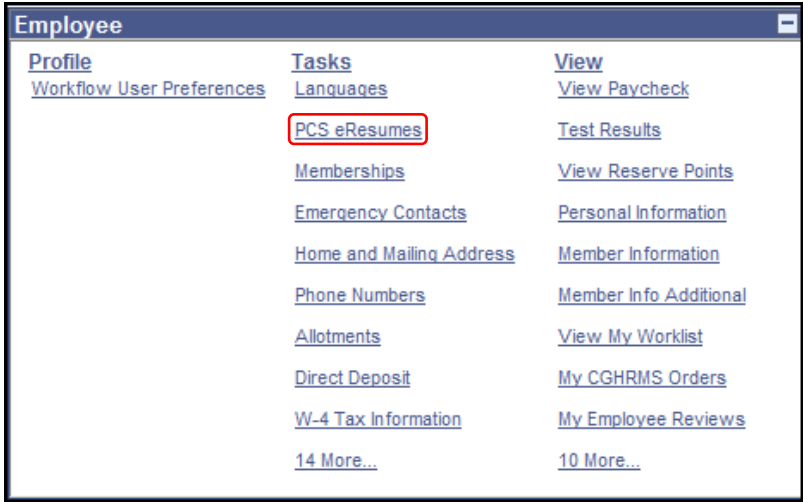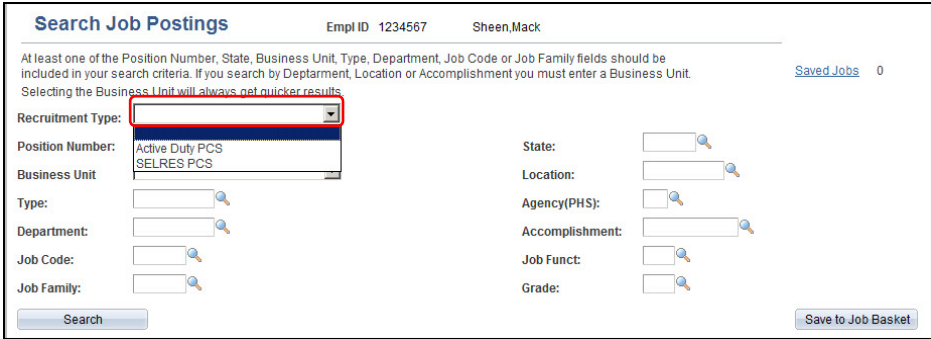# Self-Service eResume

Introduction   This document provides the procedures for submitting a Self-Service eResume in Direct Access.

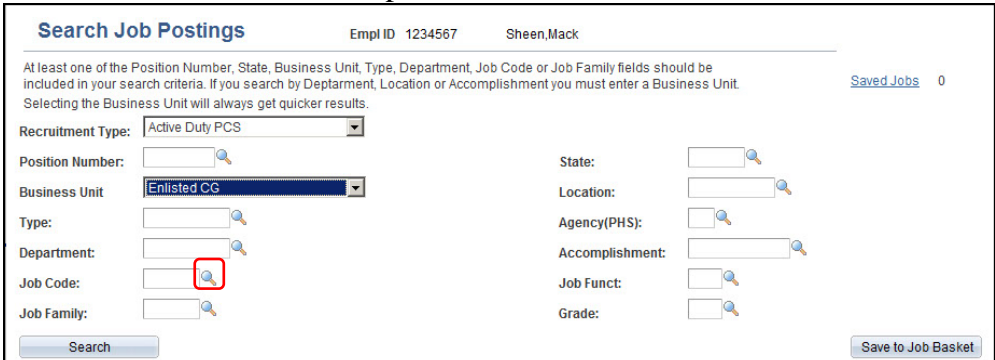**Procedures**   Log into DA Self-Service (add hyperlink) and follow the steps below to submit an eResume.

Step	Action
1	Select the **PCS eResumes** link from the home menu page.
2	The Search Job Postings window appears. Click the **Recruitment Type** drop-down and select the appropriate type.

Self-Service eResume, continued

Procedures,
continued

Step	Action
3	Click the **Business Unit** drop-down button and select the appropriate item.
4	Click on the **Job Code** look up.
5	Click on the **Description** drop-down button and choose **contains**. Type in a unique word that will identify the rating you are searching for. Click the **Look Up** button.

Self-Service eResume, continued

Procedures,
continued

Step	Action
6	Select the appropriate rating. **Note:** In this example we chose Second Class Machinery Technician.
7	Select the **Search** button. All the available positions on the Shopping List will appear in the lower portion of the window. **Note:** You may refine your search by filling in the State or Location fields.

Self-Service eResume, continued
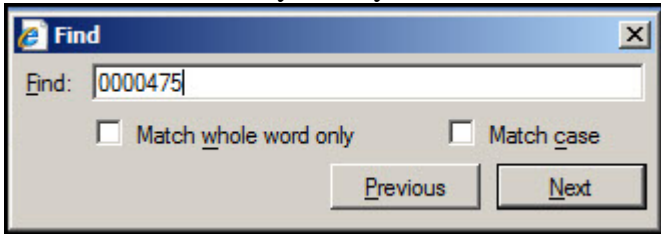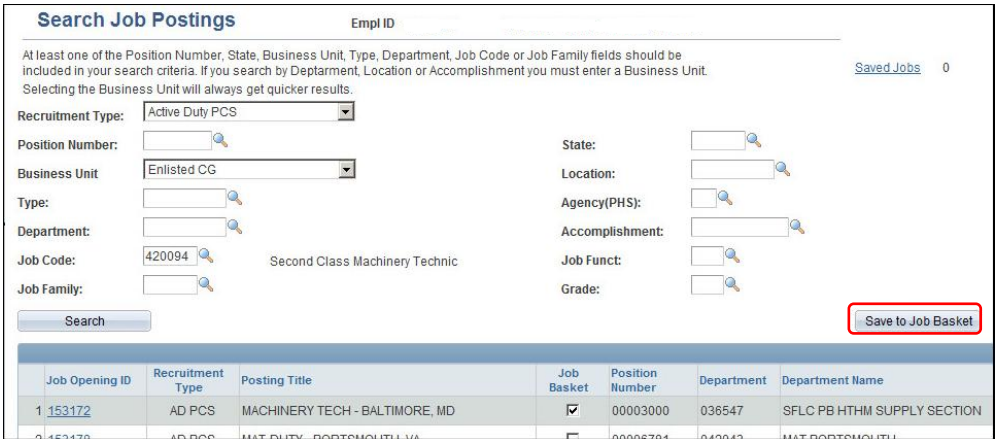
Procedures, continued

Step	Action
8	If you wish to view the Position Details on a particular position, select the **Job Opening ID** link. The following window will appear. When you are finished viewing the Position Details, select the **Return to Previous Page** link. **Note:** This lists items like Incumbent, Rotation Date, and if there is a command endorsement required for the position.

Procedures,
continued

Step	Action
9	If you desire to apply for that position, click the **Job Basket** check box. |	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name
1	153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	☑	00003000	036547	SFLC PB HTHM SUPPLY SECTION
2	153178	AD PCS	MAT-DUTY - PORTSMOUTH, VA	☐	00006781	042043	MAT PORTSMOUTH
3	153184	AD PCS	ENG - CRISFIELD, MD	☐	00010787	000330	CG STA CRISFIELD
4	153190	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	☐	00020442	008030	TRACEN YKTWN BFCO TRNG BR	
10	You can find specific jobs by using the Find feature (**Ctrl-F**). Search by Position Number, City, or any word in the Position title. **Find** Find: `0000475` ☐ Match whole word only ☐ Match case Previous Next
11	Once you have selected all the positions you wish to apply for, click the **Save to Job Basket** button. **Search Job Postings** Empl ID At least one of the Position Number, State, Business Unit, Type, Department, Job Code or Job Family fields should be included in your search criteria. If you search by Deptarment, Location or Accomplishment you must enter a Business Unit. Selecting the Business Unit will always get quicker results. Saved Jobs 0 Recruitment Type: Active Duty PCS Position Number: ___ State: ___ Business Unit: Enlisted CG Location: ___ Type: ___ Agency(PHS): ___ Department: ___ Accomplishment: ___ Job Code: 420094 Second Class Machinery Technic Job Funct: ___ Job Family: ___ Grade: ___ Search Save to Job Basket |	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	Department	Department Name
1	153172	AD PCS	MACHINERY TECH - BALTIMORE, MD	☑	00003000	036547	SFLC PB HTHM SUPPLY SECTION	

Procedures,
continued

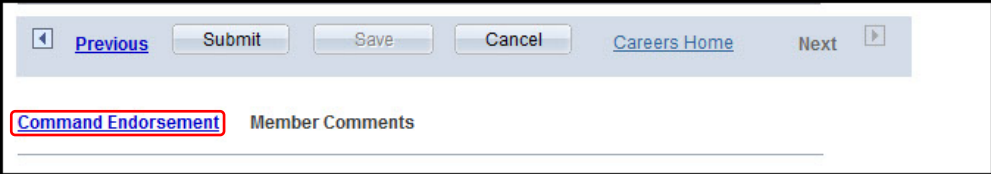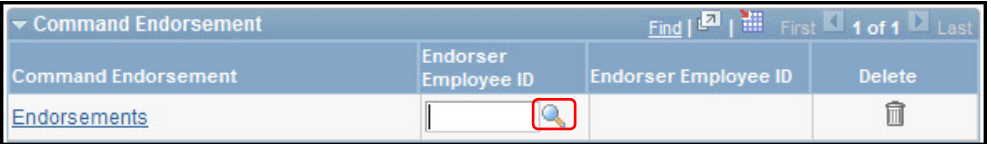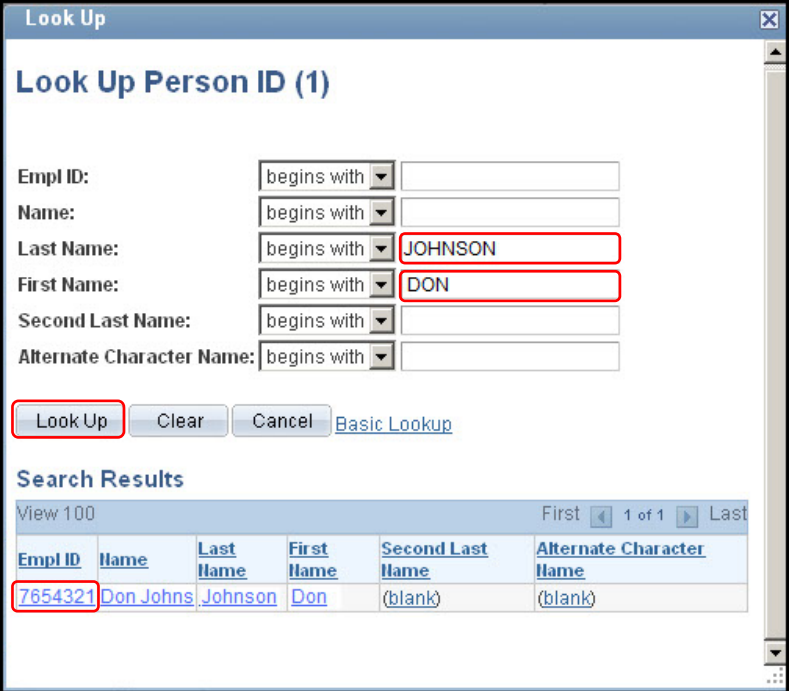| Step	Action
12	The My Saved Jobs window appears. At this point you can either delete positions from your Job Basket or apply for them. Once you decide on your final list, click the **Select All** link and then click the **Apply Now** button. **My Saved Jobs** ☑ You have successfully saved your new jobs. **Saved Jobs** <table><tr><td></td><td>**Job Title**</td><td>**Job ID**</td><td>**Department Name**</td><td>**Status**</td></tr><tr><td>☑</td><td>LEDET 104 MEMBER - SAN DIEGO, CA</td><td>154814</td><td>TACLET PACAREA LEDET 104</td><td>Open</td></tr><tr><td>☑</td><td>ENG - JUNEAU, AK</td><td>154802</td><td>CG STA JUNEAU</td><td>Open</td></tr><tr><td>☑</td><td>DUTY - SAN DIEGO, CA</td><td>154720</td><td>CGC SHERMAN</td><td>Open</td></tr><tr><td>☑</td><td>MACHINERY TECH - BALTIMORE, MD</td><td>153172</td><td>SFLC PB HTHM SUPPLY SECTION</td><td>Open</td></tr></table> Select All Deselect All Apply Now Delete Return to Previous Page
13	The Complete Application window will appear. Click the **Set Job Ranking Preferences** link to rank your positions in order of preference. **Complete Application** Set Job Ranking Preferences **Jobs you applied for** | **Posting Title**	**Rank**	
LEDET 104 MEMBER - SAN DIEGO, CA		
ENG - JUNEAU, AK		
DUTY - SAN DIEGO, CA		
MACHINERY TECH - BALTIMORE, MD			
14	Rank your positions in order of preference. Click the **Return to previous page** link to go to the next step. Customize	Find	First 1-4 of 4 Last <table><tr><td></td><td>**Posting Title**</td><td>**Department Name**</td><td>**Rank**</td></tr><tr><td>1</td><td>LEDET 104 MEMBER - SAN DIEGO, CA</td><td>TACLET PACAREA LEDET 104</td><td>1</td></tr><tr><td>2</td><td>ENG - JUNEAU, AK</td><td>CG STA JUNEAU</td><td>4</td></tr><tr><td>3</td><td>DUTY - SAN DIEGO, CA</td><td>CGC SHERMAN</td><td>2</td></tr><tr><td>4</td><td>MACHINERY TECH - BALTIMORE, MD</td><td>SFLC PB HTHM SUPPLY SECTION</td><td>3</td></tr></table> Return to previous page

Procedures,
continued

Step	Action
15	If you wish to add comments, click the **Member Comments** link. Then click the **Add Member Comments** link.
16	The Add Member Comments window will appear. Enter your comments in the field. When you are finished click the **OK** button.
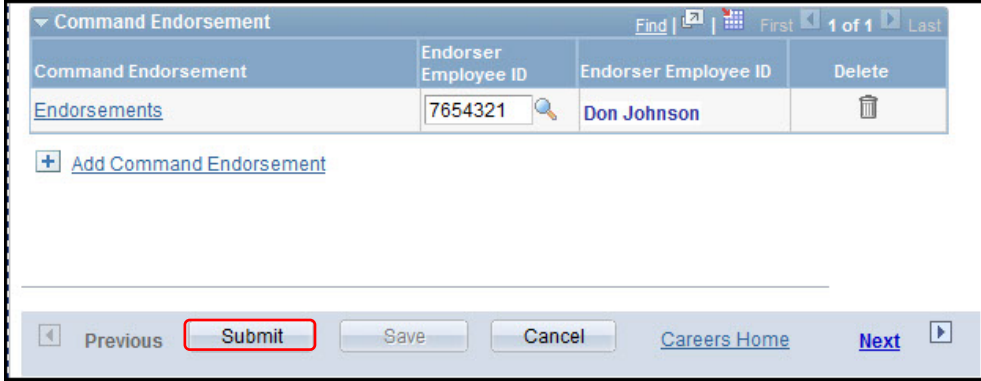
Procedures,
continued

Step	Action
17	To forward your eResume for endorsement, click the **Command Endorsement** link.
18	Enter the Endorser's EMPLID or click the **Endorser Employee ID** look up.
19	Enter the Endorser's Last Name and First Name, then click the **Look Up** button. Select the proper EMPLID or Name.

Procedures,
continued

Step	Action
20	Make sure the proper Endorser Employee ID and name appear. Click the **Submit** button.
21	The Save Confirmation window will appear. Click the **OK** button to finish your eResume.