

# Self-Service eResume

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

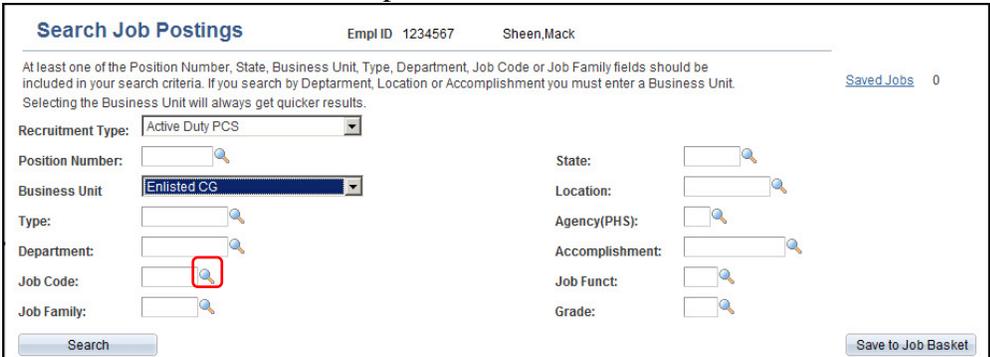
**Procedures** Log into DA Self-Service (add hyperlink) and follow the steps below to submit an eResume.

Step	Action
1	<p>Select the <b>PCS eResumes</b> link from the home menu page.</p>  <p>The screenshot shows the 'Employee' self-service menu. The 'PCS eResumes' link is highlighted with a red rectangular box. Other visible links include Profile, Tasks, View, Workflow User Preferences, Languages, View Paycheck, Memberships, Test Results, View Reserve Points, Emergency Contacts, Personal Information, Home and Mailing Address, Member Information, Phone Numbers, Member Info Additional, Allotments, View My Worklist, Direct Deposit, My CGHRMS Orders, W-4 Tax Information, My Employee Reviews, and 14 More.../10 More...</p>
2	<p>The Search Job Postings window appears. Click the <b>Recruitment Type</b> drop-down and select the appropriate type.</p>  <p>The screenshot shows the 'Search Job Postings' window. The 'Recruitment Type' dropdown menu is open, showing 'Active Duty PCS' and 'SELRES PCS' as options. The 'Active Duty PCS' option is highlighted. Other search criteria fields include Position Number, Business Unit, Type, Department, Job Code, Job Family, State, Location, Agency(PHS), Accomplishment, Job Funct, and Grade. A 'Search' button and a 'Save to Job Basket' button are also visible.</p>

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# Self-Service eResume, continued

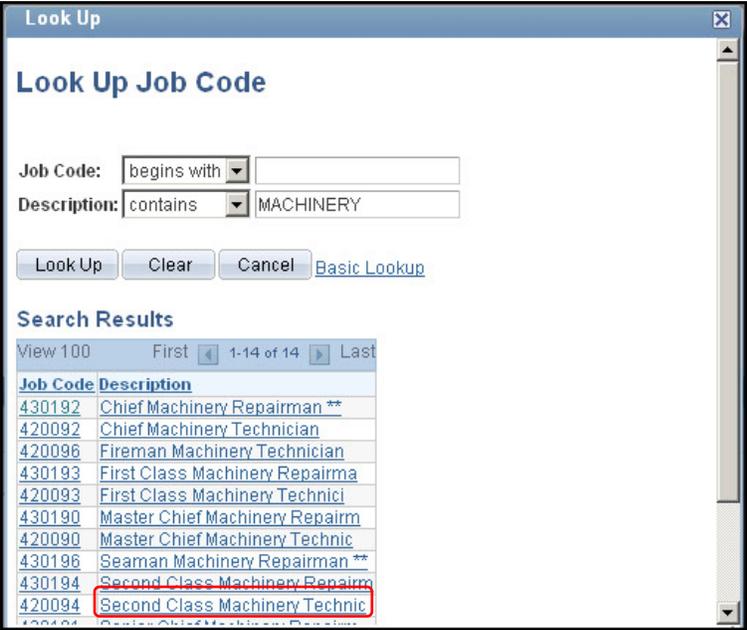
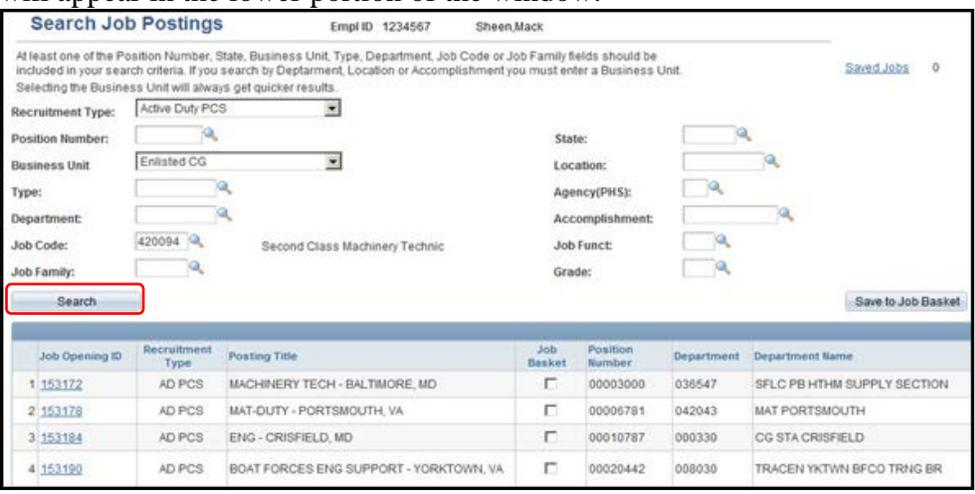
## Procedures, continued

Step	Action
3	<p>Click the <b>Business Unit</b> drop-down button and select the appropriate item.</p>  <p>The screenshot shows the 'Search Job Postings' interface for user Sheen, Mack (Empl ID 1234567). The 'Business Unit' dropdown is highlighted with a red box, and its menu is open, listing 'Cadet CG', 'Enlisted CG', 'Officer CG', and 'Warrant CG'. Other search criteria like 'Recruitment Type' (Active Duty PCS), 'Position Number', 'State', 'Location', 'Agency(PHS)', 'Accomplishment', 'Job Funct', and 'Grade' are also visible.</p>
4	<p>Click on the <b>Job Code</b> look up.</p>  <p>The screenshot shows the 'Search Job Postings' interface. The 'Job Code' field has a magnifying glass icon highlighted with a red box, indicating the 'Look Up' action. The 'Business Unit' is now set to 'Enlisted CG'.</p>
5	<p>Click on the <b>Description</b> drop-down button and choose <b>contains</b>. Type in a unique word that will identify the rating you are searching for. Click the <b>Look Up</b> button.</p>  <p>The screenshot shows the 'Look Up Job Code' dialog box. The 'Description' dropdown is set to 'contains' and the text 'MACHINERY' is entered. The 'Look Up' button is highlighted with a red box. Below the dialog, the 'Search Results' section shows a message: 'Only the first 300 results of a possible 2037 can be displayed. Enter more search key information and search again to reduce the number of search results.' and a 'View 100' button.</p>

Continued on next page

# Self-Service eResume, continued

## Procedures, continued

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

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# Self-Service eResume, continued

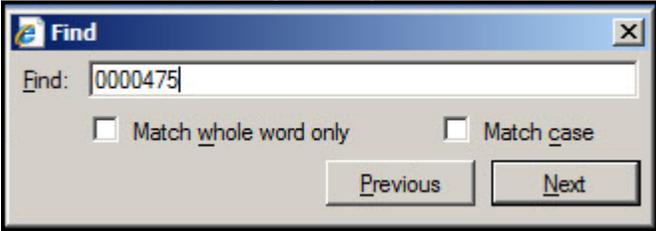
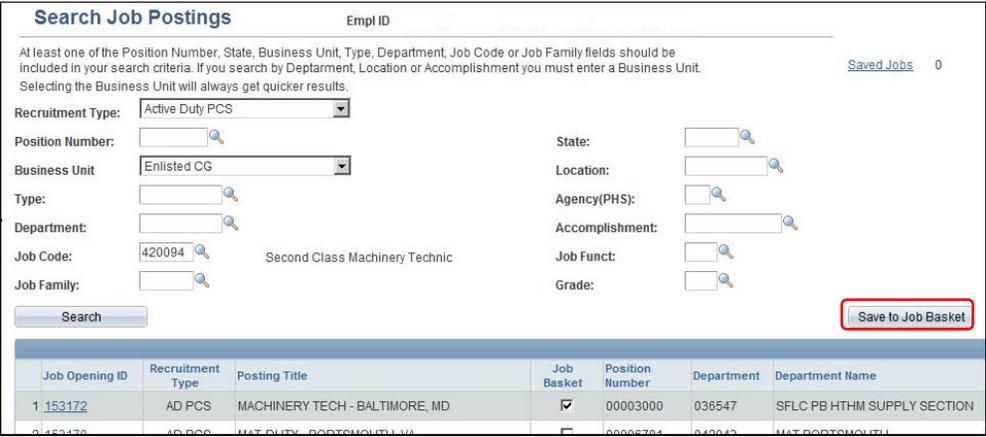
Procedures,  
continued

Step	Action																														
8	<p data-bbox="370 464 1317 531">If you wish to view the Position Details on a particular position, select the <b>Job Opening ID</b> link.</p> <table border="1" data-bbox="370 531 1138 779"> <thead> <tr> <th>Job Opening ID</th> <th>Recruitment Type</th> <th>Posting Title</th> <th>Job Basket</th> <th>Position Number</th> </tr> </thead> <tbody> <tr> <td><a href="#">153172</a></td> <td>AD PCS</td> <td>MACHINERY TECH - BALTIMORE, MD</td> <td><input type="checkbox"/></td> <td>00003000</td> </tr> <tr> <td><a href="#">153178</a></td> <td>AD PCS</td> <td>MAT-DUTY - PORTSMOUTH, VA</td> <td><input type="checkbox"/></td> <td>00006781</td> </tr> <tr> <td><a href="#">153184</a></td> <td>AD PCS</td> <td>ENG - CRISFIELD, MD</td> <td><input type="checkbox"/></td> <td>00010787</td> </tr> <tr> <td><a href="#">153190</a></td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020442</td> </tr> <tr> <td><a href="#">153191</a></td> <td>AD PCS</td> <td>BOAT FORCES ENG SUPPORT - YORKTOWN, VA</td> <td><input type="checkbox"/></td> <td>00020473</td> </tr> </tbody> </table> <p data-bbox="370 806 821 842">The following window will appear.</p> <div data-bbox="370 842 1138 1591" style="border: 1px solid black; padding: 5px;"> <p data-bbox="375 848 483 867"><b>Job Details</b></p> <p data-bbox="375 905 591 930"><b>Job Description</b></p> <p data-bbox="375 968 841 1125"> <b>Job Title:</b> MACHINERY TECH - BALTIMORE, MD  <b>Job ID:</b> 153172  <b>Location:</b>  <b>Full/Part Time:</b> Full-Time  <b>Regular/Temporary:</b> Regular         </p> <p data-bbox="375 1157 574 1178"><a href="#">Return to Previous Page</a></p> <hr/> <p data-bbox="375 1226 846 1520"> <b>Description</b>            DEPARTMENT: 036547 - SFLC PB HTHM SUPPLY SECTION            ATU/OPFAC: 38/52000            POSITION: 00003000 - MACHINERY TECH            PRIORITY: 5            JOB: 420094 - Second Class Machinery Technic            CITY: BALTIMORE            STATE: MD            ENDORSEMENT: Not Required            AO: MK D5, PATFORSWA            INCUMBENT: WRENCH,ALLEN            ROTATION DATE: 07/01/2013            COMPETENCY:            NONE-NONE         </p> <p data-bbox="375 1562 574 1583"><a href="#">Return to Previous Page</a></p> </div> <p data-bbox="370 1598 1305 1665">When you are finished viewing the Position Details, select the <b>Return to Previous Page</b> link.</p> <p data-bbox="370 1692 1263 1759"><b>Note:</b> This lists items like Incumbent, Rotation Date, and if there is a command endorsement required for the position.</p>	Job Opening ID	Recruitment Type	Posting Title	Job Basket	Position Number	<a href="#">153172</a>	AD PCS	MACHINERY TECH - BALTIMORE, MD	<input type="checkbox"/>	00003000	<a href="#">153178</a>	AD PCS	MAT-DUTY - PORTSMOUTH, VA	<input type="checkbox"/>	00006781	<a href="#">153184</a>	AD PCS	ENG - CRISFIELD, MD	<input type="checkbox"/>	00010787	<a href="#">153190</a>	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020442	<a href="#">153191</a>	AD PCS	BOAT FORCES ENG SUPPORT - YORKTOWN, VA	<input type="checkbox"/>	00020473
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# Self-Service eResume, continued

## Procedures, continued

Step	Action																																			
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<p><b>10</b></p>	<p>You can find specific jobs by using the Find feature (<b>Ctrl-F</b>). Search by Position Number, City, or any word in the Position title.</p> 																																			
<p><b>11</b></p>	<p>Once you have selected all the positions you wish to apply for, click the <b>Save to Job Basket</b> button.</p> 																																			

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## Self-Service eResume, continued

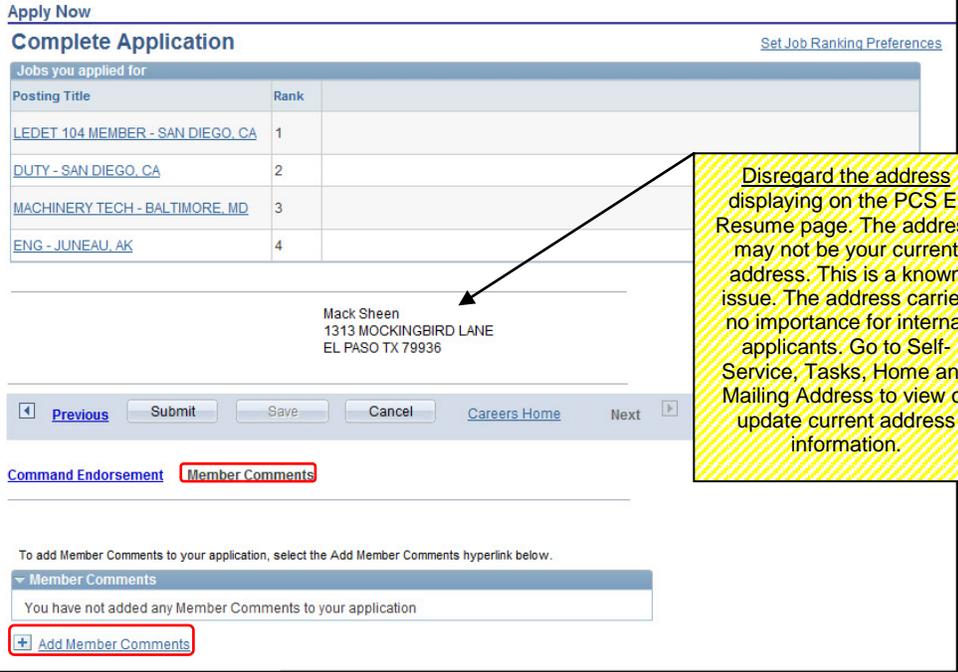
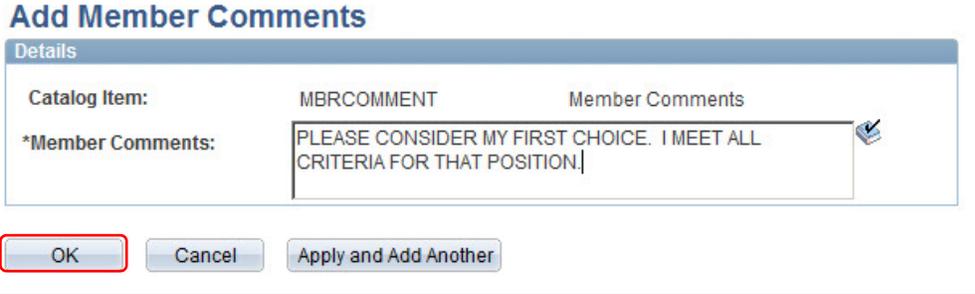
Procedures,  
continued

Step	Action																														
<p><b>12</b></p>	<p>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 <b>Select All</b> link and then click the <b>Apply Now</b> button.</p> <div data-bbox="396 569 1377 1073" style="border: 1px solid black; padding: 5px;"> <p><b>My Saved Jobs</b></p> <p><input checked="" type="checkbox"/> You have successfully saved your new jobs.</p> <table border="1" data-bbox="418 680 1354 953"> <thead> <tr> <th colspan="5">Saved Jobs</th> </tr> <tr> <th></th> <th>Job Title</th> <th>Job ID</th> <th>Department Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td>154814</td> <td>TACLET PACAREA LEDET 104</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">ENG - JUNEAU, AK</a></td> <td>154802</td> <td>CG STA JUNEAU</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td>154720</td> <td>CGC SHERMAN</td> <td>Open</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td>153172</td> <td>SFLC PB HTHM SUPPLY SECTION</td> <td>Open</td> </tr> </tbody> </table> <p> <a href="#">Select All</a> <a href="#">Deselect All</a> <a href="#">Apply Now</a> <a href="#">Delete</a> </p> <p><a href="#">Return to Previous Page</a></p> </div>	Saved Jobs						Job Title	Job ID	Department Name	Status	<input checked="" type="checkbox"/>	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>	154814	TACLET PACAREA LEDET 104	Open	<input checked="" type="checkbox"/>	<a href="#">ENG - JUNEAU, AK</a>	154802	CG STA JUNEAU	Open	<input checked="" type="checkbox"/>	<a href="#">DUTY - SAN DIEGO, CA</a>	154720	CGC SHERMAN	Open	<input checked="" type="checkbox"/>	<a href="#">MACHINERY TECH - BALTIMORE, MD</a>	153172	SFLC PB HTHM SUPPLY SECTION	Open
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<p><b>13</b></p>	<p>The Complete Application window will appear. Click the <b>Set Job Ranking Preferences</b> link to rank your positions in order of preference.</p> <div data-bbox="396 1171 1377 1425" style="border: 1px solid black; padding: 5px;"> <p><b>Complete Application</b> <a href="#">Set Job Ranking Preferences</a></p> <p>Jobs you applied for</p> <table border="1" data-bbox="412 1226 1338 1409"> <thead> <tr> <th>Posting Title</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td></td> </tr> <tr> <td><a href="#">ENG - JUNEAU, AK</a></td> <td></td> </tr> <tr> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td></td> </tr> <tr> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td></td> </tr> </tbody> </table> </div>	Posting Title	Rank	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>		<a href="#">ENG - JUNEAU, AK</a>		<a href="#">DUTY - SAN DIEGO, CA</a>		<a href="#">MACHINERY TECH - BALTIMORE, MD</a>																					
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<p><b>14</b></p>	<p>Rank your positions in order of preference. Click the <b>Return to previous page</b> link to go to the next step.</p> <div data-bbox="396 1524 1365 1780" style="border: 1px solid black; padding: 5px;"> <table border="1" data-bbox="412 1535 1357 1703"> <thead> <tr> <th>Posting Title</th> <th>Department Name</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>1 LEDET 104 MEMBER - SAN DIEGO, CA</td> <td>TACLET PACAREA LEDET 104</td> <td><input type="text" value="1"/></td> </tr> <tr> <td>2 ENG - JUNEAU, AK</td> <td>CG STA JUNEAU</td> <td><input type="text" value="4"/></td> </tr> <tr> <td>3 DUTY - SAN DIEGO, CA</td> <td>CGC SHERMAN</td> <td><input type="text" value="2"/></td> </tr> <tr> <td>4 MACHINERY TECH - BALTIMORE, MD</td> <td>SFLC PB HTHM SUPPLY SECTION</td> <td><input type="text" value="3"/></td> </tr> </tbody> </table> <p><a href="#">Return to previous page</a></p> </div>	Posting Title	Department Name	Rank	1 LEDET 104 MEMBER - SAN DIEGO, CA	TACLET PACAREA LEDET 104	<input type="text" value="1"/>	2 ENG - JUNEAU, AK	CG STA JUNEAU	<input type="text" value="4"/>	3 DUTY - SAN DIEGO, CA	CGC SHERMAN	<input type="text" value="2"/>	4 MACHINERY TECH - BALTIMORE, MD	SFLC PB HTHM SUPPLY SECTION	<input type="text" value="3"/>															
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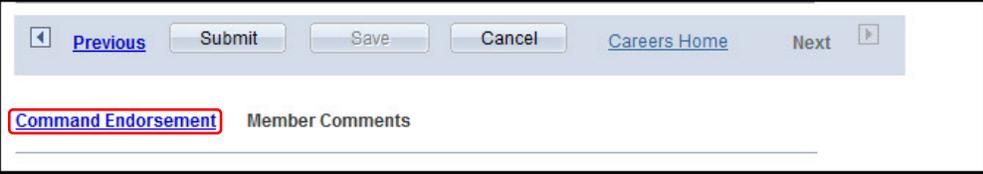
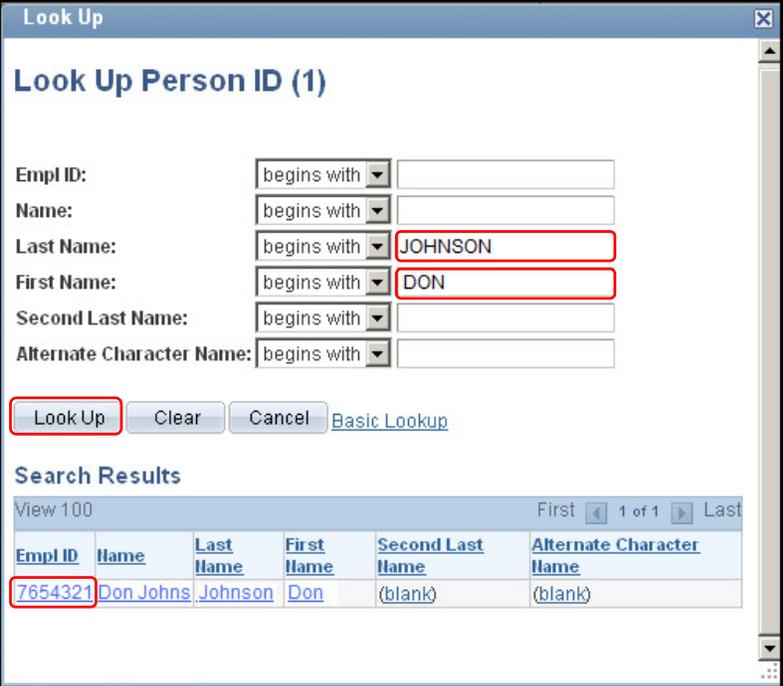
## Procedures, continued

Step	Action															
<p><b>15</b></p>	<p>If you wish to add comments, click the <b>Member Comments</b> link. Then click the <b>Add Member Comments</b> link.</p>  <p><b>Apply Now</b></p> <p><b>Complete Application</b> <a href="#">Set Job Ranking Preferences</a></p> <table border="1"> <thead> <tr> <th>Jobs you applied for</th> <th>Posting Title</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td><a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a></td> <td></td> <td>1</td> </tr> <tr> <td><a href="#">DUTY - SAN DIEGO, CA</a></td> <td></td> <td>2</td> </tr> <tr> <td><a href="#">MACHINERY TECH - BALTIMORE, MD</a></td> <td></td> <td>3</td> </tr> <tr> <td><a href="#">ENG - JUNEAU, AK</a></td> <td></td> <td>4</td> </tr> </tbody> </table> <p>Mack Sheen 1313 MOCKINGBIRD LANE EL PASO TX 79936</p> <p><a href="#">Previous</a> <input type="button" value="Submit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <a href="#">Careers Home</a> <input type="button" value="Next"/></p> <p><a href="#">Command Endorsement</a> <b>Member Comments</b></p> <p>To add Member Comments to your application, select the Add Member Comments hyperlink below.</p> <p>▼ Member Comments</p> <p>You have not added any Member Comments to your application</p> <p><input type="button" value="Add Member Comments"/></p>	Jobs you applied for	Posting Title	Rank	<a href="#">LEDET 104 MEMBER - SAN DIEGO, CA</a>		1	<a href="#">DUTY - SAN DIEGO, CA</a>		2	<a href="#">MACHINERY TECH - BALTIMORE, MD</a>		3	<a href="#">ENG - JUNEAU, AK</a>		4
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<p><b>16</b></p>	<p>The Add Member Comments window will appear. Enter your comments in the field. When you are finished click the <b>OK</b> button.</p>  <p><b>Add Member Comments</b></p> <p>Details</p> <p>Catalog Item: MBRCOMMENT Member Comments</p> <p>*Member Comments: PLEASE CONSIDER MY FIRST CHOICE. I MEET ALL CRITERIA FOR THAT POSITION.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply and Add Another"/></p>															

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## Self-Service eResume, continued

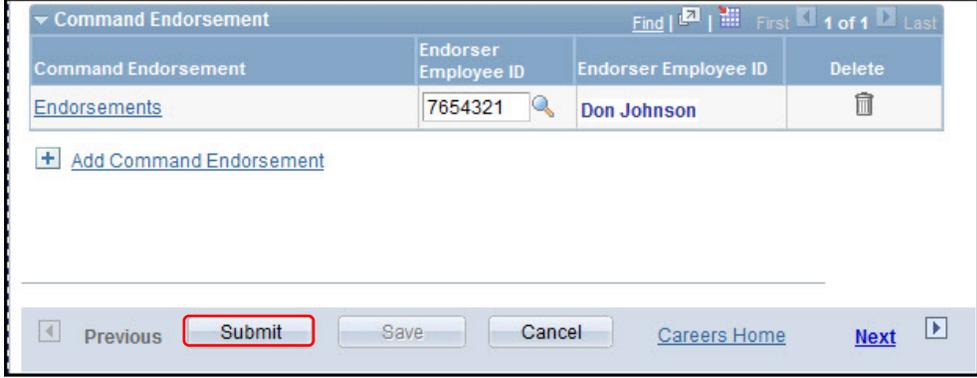
Procedures,  
continued

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

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## Self-Service eResume, continued

Procedures,  
continued

Step	Action								
20	<p data-bbox="393 499 1338 562">Make sure the proper Endorser Employee ID and name appear. Click the <b>Submit</b> button.</p> <div data-bbox="393 569 1370 947"><table border="1" data-bbox="393 569 1370 699"><thead><tr><th>Command Endorsement</th><th>Endorser Employee ID</th><th>Endorser Employee ID</th><th>Delete</th></tr></thead><tbody><tr><td><a href="#">Endorsements</a></td><td>7654321</td><td>Don Johnson</td><td></td></tr></tbody></table><p data-bbox="428 716 716 741">+ <a href="#">Add Command Endorsement</a></p><p data-bbox="428 888 1338 919">Previous <b>Submit</b> Save Cancel <a href="#">Careers Home</a> <a href="#">Next</a></p></div>	Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete	<a href="#">Endorsements</a>	7654321	Don Johnson	
Command Endorsement	Endorser Employee ID	Endorser Employee ID	Delete						
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21	<p data-bbox="393 974 1357 1037">The Save Confirmation window will appear. Click the <b>OK</b> button to finish your eResume.</p> <div data-bbox="393 1043 1377 1304"><p data-bbox="418 1052 695 1077"><b>Application Submission</b></p><p data-bbox="418 1094 704 1119"><b>Save Confirmation</b></p><p data-bbox="418 1157 993 1234">✓ The Save was successful. Your eResume submission for 2013-05-15 is complete.</p><p data-bbox="428 1241 483 1272"><b>OK</b></p></div>								