



Working for America

Recruitment One-Stop: Transforming USAJOBS

July 2003



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT





“Public Service is a noble calling we do it to make a difference.”

Kay Coles James

Director, United States Office

of Personnel Management



Agenda

- What is Recruitment One-Stop
- Why is it important?
- Who is involved?
- How do job seekers and recruiters benefit?
- What will things look like?
- When will the changes be implemented?
- How do I find out more?



What is Recruitment One-Stop

- An E-Gov initiative responding to the Federal Human Capital Challenge
- Improve the process of locating and applying for Federal jobs
- One of 24 E-Government initiatives across Government
- One of 5 in OPM
 - ***ROS, E-Clearance, E-Training, E-Payroll, and EHRI***
 - ***Frames the employee life cycle from recruitment to retirement***



Where did it come from?

- A President's Management Agenda requirement to –
 - ***Maximize technology***
 - ***Deliver services that are Citizen-centered, Results-oriented, and Market-based***
- Began Summer of 2001 with Quicksilver
- 24 initiatives formally recognized Fall 2001
 - ***G2C***
 - ***G2B***
 - ***G2G***
 - ***IEE***



Vision and Goals

- Vision: Seamless, one-stop recruitment for Federal jobs
- Goals:
 - **Implement a single application point for Federal job seekers that includes vacancy information and basic job application submission; application status tracking capability; baseline employment eligibility screening; applicant database mining; and seamless movement of job seekers to agency automated assessment tools**
 - **Position the Federal Government as the first stop for job seekers**



Objectives

- Increase customer satisfaction with the Federal application process through Recruitment One-Stop
- Decrease the amount of time it takes to source candidates
- Source 80% of Federal job candidates through Recruitment One-Stop by the end of FY 2003
- Achieve desired quality level of new hires
- Identify and work to eliminate unnecessary legal and regulatory constraints to effective recruitment



Why is it important?

- Federal Employment Data (FY 2001)
 - ***1.8 million Federal civilian employees***
 - ***Average age = 46 years old***
 - ***Over the next five years: 37% will be eligible to retire***
 - ***Over 70% of the Senior Executive Service retirement eligible***
 - ***242,000 total hires***
 - ***74,000 Professional/Administrative hires***



How will it be implemented?

- Competitive acquisition process
 - *RFI summer 2002*
 - *RFQ fall 2002*
 - *Contract award January 16, 2003*
 - *Fully outsourced solution*



Partners and Stakeholders

Partner Agencies:

- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Housing and Urban Development
- Department of Interior
- Department of Labor
- Department of Transportation
- Department of Treasury
- Environmental Protection Agency
- National Aeronautics and Space Administration
- Social Security Administration

Stakeholders:

- Office of Management and Budget
- All Federal Agencies
- Colleges and Universities

Councils:

- Chief Information Officers Council
- Chief Financial Officers Council
- Chief Human Capital Officers Council
- Small Agency Human Resources Council
- FEBs/FPCs

Beneficiaries:

- American Taxpayers
- Job Seekers
- Federal Employees
- Federal Employers



Working for America

Job Seeker





Benefits

Initial Launch

- ***Totally redesigned user interface that leverages best practices of industry leading recruitment websites***
- ***Dramatically improved search engine featuring full text capability***
- ***Full accessibility for users with disabilities***
- ***Improved career management tools***
- ***New USAJOBS by Phone***

Post Launch Enhancements

- ***Totally redesigned job announcements***
- ***“Complete once, apply many” initial job application***
- ***On-line status tracking feedback***



First Timers Start Here

Learn how to apply for jobs, build your resume, find an ideal job, or explore exciting Federal career options that match your interest.

[First Timers Page](#)

Build Your Resume

The resume builder will help you create and store a resume that is acceptable for applying to Federal jobs.

If you have not previously created a resume on this site, go to the [New User](#) page to register.

If you are a return user and wish to edit your resume, go to the [Registered User](#) page to edit.

Search Jobs

Explore the 14,883 jobs in the USAJOBS data base. The data base is updated daily.

OR

Try Quick Search if you know the details of a particular job. [How does this work?](#)

GO >

Featured Job



U.S. Coast Guard

The Coast Guard Offers A Full Range of Employment Opportunities... The Coast offers the challenge of applying and expanding your knowledge and experience by working in a variety of demanding assignments.

[Featured Job](#)

HOTJOBS

Looking for rewarding and exciting jobs that are in high demand?

[HOTJOBS Opportunities](#)



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Learn more about...
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Homeland Readiness & Security

We have identified the following job opportunities that are directly related to national security and readiness for emergencies. [Homeland Readiness and Security Jobs](#)

The President signed into law the bill

Explore Career Interests

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U.S.
DEPARTMENT
OF STATE

U.S. Department of State

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[Online Application/Questionnaire](#)



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Go»

[Explore Career Interests](#)

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The Department of Energy - where imagination and creativity begin. One team focused on building a better America.

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[Explore Other Agencies](#)

[Click here to visit Studentjobs.gov](#)

[Online Application / Questionnaire](#)

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[Histopathology Technician](#)

Histotechs! Enjoy the pleasures of sunny San Diego while serving your country as a civilian.

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- [The White House](#)
- [Other Employment Links](#)
- [Federal Employment of People with Disabilities](#)



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Economist Positions](#)



Read more and find out why economists are the wizards of FTC »

Jobs in Demand*

You may be the person we are looking for! »



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Defense Finance and Accounting Service-World's Largest Finance and Accounting Operation
[Explore other agencies](#) »

Homeland Readiness & Security

Find out how you can protect and serve to preserve our Nation's security. »

e-Scholar

Find a variety of educational opportunities offered by Federal Government agencies. »

» [Career Interests
Center](#)

Assess your skills and interests to match potential career opportunities.

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Redesigned Studentjobs.Gov

- USAJOBS
- STUDENTS.GOV
- AMERICA'S JOB BANK
- FIRSTGOV.GOV
- ABOUT US
- TEXT-ONLY SITE
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- FAQs
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... A PARTNERSHIP BETWEEN



FEDERAL STUDENT AID

Your Journey to success

- ★ Search for
- ★ Create a
- ★ Create a
- ★ Other job
- ★ Agency in



Your pathway opportunities with the



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Whether you're in high school, college, or graduate school, there are a variety of special opportunities awaiting you in the Federal Government.

We've Changed! » **Existing user?** We've improved your site! Click here to [migrate your old account](#) and change your login information.

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[Create a Resume](#)

Explore the **154 student employment opportunities** in the Studentjobs.gov database.

The resume builder will help you **create and store a resume** for applying to Federal jobs.

What can we do for you?

We offer valuable job experience, training opportunities, and excellent benefits, with plenty of opportunity for advancement.

[Click here if you're new to Studentjobs.gov](#)

Learn how to apply for jobs, build your resume, or find an ideal job.

Agency Information Gateway

Here's your one-stop shop for information on government agencies with student employment opportunities.

Other Job Opportunities

These agencies frequently offer interesting student jobs that aren't posted to our site. Find a job that suits your goals and experience.

e-Scholar

We've simplified the process of finding educational opportunities offered to students and career professionals. We help the Federal Government attract the best and brightest from diverse groups and academic areas.

Government Links

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Studentjobs.gov is a joint project between the United States Office of Personnel Management (OPM) and the U.S. Department of Education's Student Financial Assistance office.



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Improved Job Search Capabilities



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Keyword Search: (or enter Vacancy Announcement Number)

Location Search:
Select all
Alabama-Anniston
Alabama-Birmingham
Alabama-Mobile/Dothan
Alabama-Montgomery

Category Search:
Select all
Accounting/Auditing
Administrative and Support Services
Advertising/Marketing/Public Relations
Agriculture, Forestry, & Fishing

Specialized Search
[Agency Search](#)
[Series # Search](#)
[Location Search](#)
[Advanced Search](#)

Applicant Eligibility: Are you one of the following?

- A current permanent Federal employee in a competitive position or a former employee with reinstatement eligibility
- A current Federal employee in an excepted service position covered by an interchange agreement
- A person eligible for veterans' preference or person separated from the armed forces under honorable conditions after 3 years or more of continuous military service
- A person with non-competitive appointment eligibility

No Yes

Sort Results by: Date Key Word Relevance

View Description: Brief Detailed

[Resume Builder](#) - If you don't have a resume ready, or would like to edit your existing resume, our simple Resume Builder will help in a few short steps.

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Advanced Customer Satisfaction Monitoring Has Been Implemented



ForeSee Results Survey - Microsoft Internet Explo...

United States Office of Personnel Management

Customer Satisfaction Survey

Thank you for visiting our site. You have been randomly selected to take part in this survey to let us know what we are doing well and where we need to improve. Please take a minute or two to give us your opinion. The feedback you provide will help us enhance our site. All results are strictly confidential.

1: Please rate the accuracy of information on this site.

1=Poor 10=Excellent

1 2 3 4 5 6 7 8 9 10 Don't Know

2: Please rate the quality of information on this site.

1=Poor 10=Excellent

1 2 3 4 5 6 7 8 9 10 Don't Know

3: Please rate the usefulness of the services provided on this site.

1=Poor 10=Excellent

1 2 3 4 5 6 7 8 9 10 Don't Know

4: Please rate the convenience of the services on this site.

1=Poor 10=Excellent

1 2 3 4 5 6 7 8 9 10 Don't Know

5: Please rate the ease of reading this site.

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Find jobs that are based on your interests and abilities.

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Action Oriented Results

Online Reporting Facility ACSI | ForeSee LOGOUT

FORESEE RESULTS Satisfaction Summary Priority Map Question Details Custom Questions Workspace What If

OPM - Job Search

First Sample Previous Sample 03/10/03 - 03/18/03 Next Sample Latest Sample Find Samples

Satisfaction Summary

Elements Drive Customer Satisfaction

Elements	Score	30 day Δ from Aver.	Impact on C.S.
Career Services	77	+0.2	1.0
Job Descriptions	76	-1.2	1.3
Job Search	73	-0.1	2.2
Look and Feel	75	-0.2	0.4
Navigation	69	-2.3	2.0
Site Performance	78	-1.6	0.9

Satisfaction Drives Behaviors

Customer Satisfaction: **Score: 71**
30 Day Change From Average: -1.3

Future Behaviors can change your company.

Impact on F.B.	Future Behaviors	Score	30 day Δ from Aver.
4.0	Likelihood to Recommend	84	+0.4
3.5	Likelihood to Return	87	-1.2

Change Average:
30 Day Change From Average



Next Generation Vacancy Announcements

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Sneak Preview





Social Security Careers

[Summary](#)

[More Information](#)

[Qualifications](#)

[How to Apply](#)

[Misc.](#)

Program Manager to Manage New SAP Installation

Vacancy Announcement Number: SSA00123

Salary: \$65,500 - \$85,000

Work Schedule: Full time

Term: Permanent

Closing Date: 06/07/2003

Who may apply: Everybody

Locations: US – District District of Columbia – Metro Area
US – Virginia – Mclean

Vacancies: 2
Vacancies: 1

Social Security Administration – Business Systems Group

The Business Systems Group is responsible for developing, implementing and supporting all front and back office systems for the Social Security Administration. We are about to implement a SAP-R3 Enterprise Resource Planning system and require a program manager to lead this exciting effort.

You major duties will include;

- Project management of a 15 person development & implementation team
- Liaison with the external systems integration consultants
- Communication with all key stakeholders
- Reporting project and budget status to the CIO and Business leaders

The idea candidate will be able to demonstrate previous expertise in managing large-scale technology implementations. Previous experience of SAP is highly desirable. The program manager will be managing a combination of internal and external staff, so the ability to manage people and work under stress is critical.

Minimum Requirements

Education: Bachelors Degree minimum

Certifications / Licenses: SAP certified

Experience: Previous Experience with SAP mandatory
Experience managing large systems implementations

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Recruiter





Benefits

Initial Launch

- *Real-time posting of job vacancies*
- *Improved user interface*
- *Resume mining*
- *Basic candidate screening*
- *Improved reporting and administrative tools*

Post Launch Enhancements

- *Improved announcement builder tool*
- *Spell check*
- *Agency branded job search and job announcements*
- *Job distributor*



Resume Mining

Quick Search | Detailed Search | Resume Agents | Resume Notes

1. Select the resume database to search:
 OPM Recruitment One-Stop/STUDENTJOBS OPM Recruitment One-Stop/USAJOBS US Department Of Defense

2. Show resumes received:

3. Limit search results based on **LOCATION** or **ZIP Code**:

Search by **LOCATION**

Include job seekers who:
 Currently reside in:
 Are willing to work in:

All Locations Purchased

-----US-----

Alabama - US

Alaska - US

Arizona - US

Arkansas - US

California - US

Colorado - US

For up to 5 multiple selections:
PC- hold down <Ctrl> key
MAC- hold down <Command> key

Search by **ZIP Code**

Include job seekers who currently reside in:

ZIP code (US only):

[\(ZIP code lookup\)](#)

Radius:

OR

4. Show job seekers who are: Willing to relocate Not willing to relocate

5. Show job seekers who:

Are authorized to work for any employer in...

Are authorized to work for current employer in...

Require sponsorship to work in...

All Locations

US

Afghanistan

Albania

Algeria

For up to 5 multiple selections: PC- hold down <Ctrl> key; MAC- hold down <Command> key

6. Show job seekers with the selected education:

All education levels

High School or equivalent

Certification

Vocational

Some College Coursework Completed

For multiple selections:
PC- hold down <Ctrl> key
Mac- hold down <Command> key



Basic Screening Capabilities

Job Seeker Screening and Ranking

- Use the following questions:

Question	Response Type	Desired Response	Required	Point Value
	Yes/No	Yes	<input type="checkbox"/>	0
	Yes/No	Yes	<input type="checkbox"/>	0
	Yes/No	Yes	<input type="checkbox"/>	0
	Yes/No	Yes	<input type="checkbox"/>	0
	Yes/No	Yes	<input type="checkbox"/>	0

Enter the minimum acceptable ranking score here: 0 %

(We have calculated that your minimum acceptable ranking score equals 0 of 0 total possible points)

Automatically send No Letter Response letter to job seekers scoring **below** the indicated minimum.

Automatically send No Letter Response letter to job seekers scoring **above** the indicated minimum.

Note: All resumes will be accessible from your email and Seeker Pool page regardless of ranking score.

Save For Later

Next



Comprehensive Training Plan

- Email notifications to recruiters
 - ***1 week prior to launch***
 - ***At launch***
- Downloadable manual
- Online tutorials will guide recruiters through key functionality
 - ***Posting jobs***
 - ***Managing jobs***
 - ***Screening candidates***
 - ***Searching the database for candidates***
- Comprehensive context-sensitive help throughout the system
- Live training delivered selectively



Live Customer Support



- Customer service representatives available 8am – 8pm EST
- Dedicated trainer based in OPM office



Job Seeker Application Process

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Demonstration

Concept Simulation



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Refine Search With Additional Key Words:

[[New Search](#)]

Jobs 1 to 7 of 7

Show Jobs Posted:

Sort: [Date](#) | [Relevance](#)

View: [Brief](#) | [Detailed](#)

Date	Job Summary	Agency	Location
Apr 5, 200:	SUPERVISORY POLICE OFFICER (INSPECTOR)	Treasury U.S. Mint	US-CO- Boulder
	<p>Who May Apply: Status / Federal Civil Service Employees, Public</p> <p>Pay Plan: GS-5705-04/05</p> <p>Appointment Term: Permanent</p> <p>Job Status: Full Time</p> <p>Salary: From 10,000.00 to 15,000.00 USD per year</p>		
Nov 8, 2002	LEAD FORESTRY TECH (FIRE) Salary Information: GS-05 \$24,701 to \$32,113 GS-06 \$27,534 to \$32,113 ... [more]	INTERIOR, BUREAU OF INDIAN AFFAIRS	US-NV- Washoe Cty (Carson City, Reno, Sparks)
	<p>Who May Apply: Public</p> <p>Pay Plan: GS-0462-05/06</p> <p>Appointment Term: Seasonal</p> <p>Job Type: Employee</p> <p>Job Status: Full Time</p> <p>Salary: From 24,701.00 to 35,796.00 USD per year</p>		
Oct 8, 2002	MOTOR VEHICLE OPERATOR ... [more]	US Army, Pacific	US-AK-Ft. Wainwright
	<p>Who May Apply: Public, Status / Federal Civil Service Employees</p> <p>Pay Plan: WG-5703-08/08</p> <p>Appointment Term: Permanent</p> <p>Job Type: Employee</p> <p>Job Status: Full Time</p>		



USAJOB Control No. 100089

Job Summary

[View Vacancy Announcement](#)

Supervisory Police Officer (Inspector)

Salary Range: 10,000.00 - 15,000.00 USD Annually

Series & Grade: GS-5705-04/05

Promotion Potential: 09

Open Period ends: Tuesday, April 15, 2003

Hiring Agency: **Treasury
U.S. Mint**Who May Apply: Status / Federal Civil Service Employees
Public

Position Information: Full Time

Duty Locations: 1 vacancy - Boulder, CO

Announcement Number: BP002

Drives tractors

Job Related Links:[Show the vacancy announcement](#)[Show all "Department Of Defense" opportunities](#)**For additional information, contact:**Brent Pearson
bpearson@monster.com



USAJOB Control No. 100089

[View Job Summary](#)

Vacancy Announcement

TREASURY

U.S. MINT

Vacancy Announcement Number: BP002

Opening Date: Saturday, April 05, 2003
Closing Date: Tuesday, April 15, 2003

Position: **Supervisory Police Officer (Inspector)**
Series & Grade: GS-5705-04/05
Promotion Potential: 09

Salary: 10,000.00 - 15,000.00 USD Annually

Duty Locations: 1 vacancy - Boulder, CO

Who May Apply

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs.

Major Duties

Required to drive tractors and engage in project management and program management. Required to drive tractors and engage in project management and program management. Required to drive tractors and engage in project management and program management. Required to drive tractors and engage in project management and program management. Required to drive tractors and engage in project management and program management.

project management and program management.Required to drive tractors and engage in project management and program management.Required to drive tractors and engage in project management and program management.Required to drive tractors and engage in project management and program management.Required to drive tractors and engage in project management and program management.Required to drive tractors and engage in project management and program management.

Qualifications Required

Credit will be given for all appropriate qualifying experience regardless of whether compensation was received or whether the experience was gained in a part-time or full-time occupation. Full-time work is generally considered to be 35 to 40 hours of work per week. Part-time experience will be credited on the basis of time actually spent in appropriate activities. Applicants wishing to receive credit for such experience must indicate clearly the nature of their duties and responsibilities in each position and the number of hours a week spent in such employment.

How You Will Be Evaluated

The information provided in the KSA responses will be heavily relied upon in the rating process. Applicants must prepare a concise narrative addressing EACH of the KSAs listed. Show how your experience and/or education provided you with that KSA. Responses must be separate from the application form.

How To Apply

Applications will be accepted from status and nonstatus candidates. Candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under the merit promotion announcement.

If application is submitted by mail, it must be postmarked by the closing date of the announcement and received within five (5) working days. Hand delivered applications must be received by closing date.

You may apply by submitting a Resume or an "Optional Application for Federal Employment" (OF-612) for this vacancy announcement. Resumes must include the following information (in addition to specific information requested elsewhere in this vacancy announcement): announcement number, veteran's preference, social security number and date of birth. Applications should include all experience, education, training, self-development, awards, commendations, outside activities, or other information relevant to the announced vacancy.

EEO Statements

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With your **FREE USAJOBS** membership, you can:

- * **Post your resume and attract top employers**
Post your resume online and get discovered
- * **Apply to your favorite jobs with just one click**
Apply online to all the jobs you want, safely, confidentially, quickly
- * **Receive automatic job alerts**
Set up Job Agents that automatically search for jobs and report back to you

Existing Users Log In Here:

Username:

Password:

Did you forget your
[Username and/or
Password?](#)



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pocket changeThe U.S. Mint Headquarters
801 9th Street NW
Washington DC 20220

Questions

Questions with an * require a response to be considered for this position.

Applicants must have completed time-in-grade requirements and must

* **1. Specialized experience is experience that provided knowledge of a body of basic laws and regulations, law enforcement operations, practices, and techniques and involved responsibility for maintaining order and protecting life and property. Creditable experience may have been gained in work on a police force; through service as a military police officer; in performing criminal investigative duties; or in other work that provided the required knowledge and skills.**

- I meet the qualifications as described above.
- I do not meet the qualifications as described above.

* **2. SELECTIVE FACTOR: Candidate must demonstrate both comprehensive knowledge and experience in leading and managing a medium sized uniformed police force that includes police supervisors and uniformed patrol officers. This selective factor must be met in order to receive further consideration.**



When?

- System enhancements to be delivered in phased releases by end of the fiscal year.



Questions

Claire Gibbons

Recruitment One-Stop Program Manager

202-606-1192

cxgibbon@opm.gov

www.usajobs.opm.gov www.studentjobs.gov

www.egov.gov

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