



Senior Leader Talking Points: Overseas HR Service Delivery, "Improving the Overseas Hiring Process"

Key Themes: Convenience, Consistency, and Transparency

1. Provide increased job opportunities for military spouses and family members

- All job vacancies for appropriated fund positions will be opened up to military spouses and family members
- All job vacancies will be posted to USAJOBS for the convenience of military spouses and family members CONUS and OCONUS
 - USAJOBS is available on-line, 24-7, and has a mobile app, "If you can bank on-line or load pictures to Facebook, you can use USAJOBS"
 - You can search for job opportunities in USAJOBS by key word, location, job categories, salary range, and pay grade
 - You can save your searches and set up alerts so if a job opens that interests you, you can get a text or email alert
 - Create up to five (5) job specific resumes and store all your supporting documents. Upload your docs using your cell phone, take a picture of your documents and upload them –no more worrying about carrying documents during your PCS
 - Opt to receive notifications when your application is received, you are found eligible, referred, or not selected for the job
- Local Human Resource Office will still provide real time responses to questions
 - Secondary resource is the OCHR Employee Information Center, which can be reached via email, DONEIC@navy.mil, or by phone from CONUS at 1-800-378-4559



2. Transition to a consistent process world-wide to provide transparency and improve hiring timeline

- When filling a job overseas, the position will be offered to one military spouse who is found to be amongst the best qualified for the position; this is a mandatory placement
 - Spouses will be able to apply for positions and use their hiring preference
 - This is according to the DoD Instruction, 1400.25 dtd 19 Mar 12, and the recent DASN (CHR) memo dtd 6 Jan 2016
- The process for applying for civilian appropriated jobs will be more consistent, you don't have to learn a new process each time you move, for example, a spouse moving from Yokosuka, Japan to Rota, Spain, will follow the same process
- Your local HRO will still post job announcements around the base during the transition

3. Engage all stakeholders to monitor and improve the hiring process

- HR professionals, administrative staff and Sr. Leadership can see the same bottlenecks and work together to overcome them
- Using USAJOBS, enables all stakeholders to monitor hiring actions to ensure timeliness and efficiency
- One process means that support services, like Fleet and Family Services and the TAP classes can provide the same information on how to apply and provide assistance