# DON implements new hiring tool for civilian job recruitment

**By Junarion Hubbard,**
**CNFJ-CNRJ Human Resources Office**

To retain and recruit the best and brightest to the Department of Navy (DON) civilian workforce, DON is improving its hiring process. In spring of this year, DON began transitioning from using CHART and RESUMIX to a more streamlined process using USAJOBS (for applicants) and USA Staffing (for hiring managers and human resources professionals). Commands serviced by the Commander Navy Region Japan Regional Human Resources Office Yokosuka, will transition in October of 2011. The transition involves changes in the hiring tools and systems backbone.

"These improved tools and processes are just one part of the DON response to critical hiring reform initiatives," says Jean Mercer, DON HR Systems and Business Transformation director. "Our application process has become more streamlined and easier to understand. Also, USAJOBS provides one-stop shopping for our applicants to seek out federal jobs within the DON as well as with other agencies."

USA Staffing will enable hiring managers and human resources professionals to work more closely together to attract and identify quality candidates for positions, reduce the time to fill vacancies and improve the application experience. By strengthening the collaboration between human resource (HR) professionals and managers, the DON expects to increase job offer acceptance rates, improve customer satisfaction and provide a mechanism to better connect the right talent to the right job.

"This makes hiring decisions quicker and reduces the time it takes to fill the vacant positions," says Mercer. "The changes also support increased collaboration among hiring managers, senior leaders and HR professionals. Our experience tells us that this produces the best results – that means we get the best candidates for the position."

HRO Yokosuka and its satellite offices will schedule briefs for supervisors and managers in August. Employee briefs will also be scheduled in the near future. Online training and information on the transition and related hiring reform initiatives is currently available on the Hiring Reform page at www.donhr.navy.mil. Applicants, employees, and hiring managers are encouraged to visit the site for the latest information on DON action to improve and reform the hiring process.

DON has also established an e-mail account to receive questions on the hiring reform. Individuals may send questions to DONhrfaq@navy.mil, or they may contact the CNRJ HRO Yokosuka site manager for additional information.

| Function or Process | USAJOBS/USA Staffing (*new*) | CHART/RESUMIX (current) |
|---|---|---|
| **FOR THE APPLICANT** | | |
| Where to apply | USAJOBS | CHART |
| Resume | • Create and store up to five resumes<br>• Spell-check capable<br>• Ability to upload attachments and resumes<br>• Email notification of job postings<br>• Ability to store up to 25 job interests<br>• Submit via fax, hardcopy, online | • Create and store up to one resume<br>• Cannot upload attachments or resumes<br>• Submit via hardcopy & online |
| Application Status | • Remains in system for 18 months | • Drops status 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 |
| Job Searches | • Ability to set up 10 saved searches | • Ability to set up five saved searches |
| **FOR THE HIRING MANAGER** | | |
| Job Analysis | • Identify KSAs and/or competencies<br>• Approve task statements and rating schedule | • Identify 6-8 key skills |
| Online Certificates | • Access to dashboard of certificates<br>• Ability to store relevant selection rates with certificate<br>• No email capability | • Access to one certificate at a time<br>• Email capability to applicants |
| Account Management | • Automatic reminders<br>• Reset password<br>• Robust help feature throughout | • No automatic reminders<br>• Password request required<br>• Tips available |
| **FOR THE HUMAN RESOURCES PROFESSIONAL** | | |
| Announcements | • One posting to USAJOBS<br>• Uploads to Twitter, Facebook, etc. | • Double post to CHART & USAJOBS<br>• No Twitter or Facebook interface |
| Job Analysis | • Verification of job analysis | • Verification of 6-8 key skills |
| Crediting Plan | • Create draft Crediting Plan and rating schedule | • Submit 6-8 key skills in system |
| Rating and Ranking | • Based on applicant answers to assessment questions<br>• Improved screening capability to identify qualifications | • Based on number of skill hits<br>• Limited screening ability to identify qualifications |

**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 above provides key improvements using the new process when compared with the current system.**

**Chart courtesy of www.donhr.navy.mil**

# CNO recognizes CFAY with environmental quality overseas award

**CNO Adm. Gary Roughead speaks to a group of Sailors during an all-hands call. In a ceremony held June 7, the CNO recognized 27 ships, installations and individuals for their exceptional environmental stewardship. Among the winners was CFAY in the Environmental Quality, Overseas Installation Award category.**

**U.S. Navy photo by MC2 Gary Granger Jr.**

**By Katherine M. Turner,**
**Chief of Naval Operations**
**Energy and Environmental**
**Readiness Division Public Affairs**

WASHINGTON - Twenty-seven Navy ships, installations and individuals were recognized for their exceptional environmental stewardship by the Chief of Naval Operations (CNO) during the CNO Environmental Awards ceremony June 7.

Among the winners was Commander Fleet Activities Yokoskua in the Environmental Quality, Overseas Installation Award category.

Adm. Gary Roughead recognized the winners for their achievements regarding environmental protection on shore and at sea - including environmental restoration, waste management, energy efficiency, environmental planning, natural resources conservation and cultural resources management.

"Our environmental award winners have demonstrated, once again, that the Navy remains committed to leading change," Roughead said. "And will always seek to expand the circle of people taking action in the interests of our environment, our navy, and our nation."

CNO observed that the awardees were leading the way to implement Navywide culture change.

"What strikes me as I reflect on the advances we have made in environmental stewardship over the course of my tenure as CNO is that we are beginning to turn away from a culture of consumption and are now picking up speed towards one of conservation, supported by our crucial, concurrent work in energy and climate change, he said."

Rear Adm. Philip Cullom, director, Chief of Naval Operations Energy and Environmental Readiness Division, praised the award winners.

"Through such efforts, you have protected dozens of threatened and endangered species, managed and restored historic buildings, served as good stewards of air, land and water resources, and reduced our carbon footprint," Cullom said. "Ultimately, you are helping to make things better on 'Planet A' so that we can provide for future generations. After all, there is no Planet B."