

Fort Knox CPAC...



HR Tip of the Week

RESUMIX Candidate Evaluation Process

- The Resumix automated tool evaluates the pool of applicants to identify those who possess a set of skills identified by the selecting official.
- The HR Specialist applies the OPM qualifications standards to the candidates who met the selecting officials' skills set & issues the referral list.
- The selecting official applies a set of criteria to those individuals who met the requirements and notifies the CPAC of his/her choice(s). The selecting official may choose to interview some, none or all of the candidates.
- The HR Specialist ensures the selected applicant is eligible for Federal appointment.
- The Fort Knox CPAC makes a tentative job offer and conducts pre-employment processing (security clearances/drug testing/physicals, etc) prior to establishing an entry on duty date.

MYTHS & FACTS:

MYTH: Copy/pasting information from the vacancy announcement will ensure referral.

FACT: The vacancy announcement is merely a brief description of the position being filled. The qualifications identified in the vacancy announcement are used to determine minimum qualifications IAW the OPM qualification handbook. Although a brief overview of the position requirements is outlined in the vacancy announcement, a more detailed set of skills are identified by the selecting official for use in differentiating between minimally and highly qualified candidates. This skills set is a protected document and is not defined in the vacancy announcement or distributed to the public.

MYTH: Fill resume with action words to ensure skills matches.

FACT: The automated referral system, RESUMIX, is a patented skills extraction system designed to read your resume and identify skills based on sentence context and stand alone verbiage, where appropriate. It is NOT a simple word search program.

MYTH: Disregard the instructions in the vacancy announcement. Apply for all vacancies that you are interested in regardless of whether or not you meet the requirements identified in the vacancy announcement.

FACT: The vacancy announcement clearly identifies Who May Apply and the Qualifications Requirements of the position to be filled. Selectees are thoroughly screened prior to being notified of their tentative selection. Candidates who do not meet the vacancy announcement requirements are not appointable. Applicants are encouraged to read the entire vacancy announcement and to only apply for those positions where they meet all of the requirements.

Look for our next HR Tip regarding Updating Your Mailing Address