

OCHR FACTSHEET

Uploading Documents to USAJOBS

For Employees and Applicants

Issued: March 2011

HIRING REFORM

This Fact Sheet:

- Compares the benefits of uploading documents versus faxing.
- Provides a list of references on where to find additional information.

Background

The Department of the Navy (DON) is committed to improving the applicant experience as part of its hiring reform initiative. A key to achieving this objective is transitioning from the CHART application system to USAJOBS for all DON job announcements. When applying to jobs through USAJOBS, applicants are encouraged to upload their required documents (e.g., resumes, transcripts, veterans documents, certifications etc.) using the document upload option at the end of the Online Application Questionnaire. While uploading documents is recommended, faxing instructions are noted in each job opportunity announcement (JOA) in the “How to Apply” section.

Benefits of Uploading Documents

Benefit	Uploading Documents	Faxing Documents
Reduced Chance of Error	Automatically matched and linked to applicant record by VIN and SSN. Little possibility of error or delay.	Need to be manually reviewed and placed in the correct folder by VIN and SSN. If there is no cover sheet or Form 1203 FX, or if the name, SSN and VIN are not clear and accurate, delays will occur and documents will not match.
Improved Quality	Image will be clear and crisp.	Image may be unclear and degraded.
Increased Convenience	Applicants can upload documents at the end of the Online Application Questionnaire – either immediately, or at a later time.	Applicants need to remember to go from their computer to their fax machine. They must remember to use the correct cover sheet and fill it out fully and accurately.
Immediate Availability	Available for viewing immediately – not affected by volume because no human intervention is required.	Available for viewing typically within 24 hours. Wait times may be extended due to extremely high volume.
Enhanced Categorization	Applicants are reminded of the types of documents that are allowed and indicate which type is being uploaded, so it goes to the appropriate folder.	Applicants might fax unnecessary or unrecognized document. Review staff determine what folder to put it in.
Better Tracking Capability	The enhanced document upload option page now shows a detailed list of documents received for the applicant, and their status (see figure on reverse); documents include: <ul style="list-style-type: none">• Faxed documents that have been Matched• Resumes attached from USAJOBS Resume Builder	The applicant has the fax transmission confirmation, but no indication that documents were actually received and processed properly.



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Uploading Documents

The Upload Documents page allows applicants to select the type of document they are uploading (i.e., qualifications, resume or veterans documents), search for the file on their computer and upload it. Once the document is uploaded and the application is submitted, this page also lists the status of each document (e.g., received, pending, processed, etc.).

Upload Documents

1. Select Document Type:

- Select a Document Type -

2. Click "Browse" to locate a file and click "Open" to attach it:

Browse...

3. Click "Upload":

Upload

Uploaded Documents move from *Received-Pending Virus Scan* to *Processed* within 1 hour.

Faxed Documents may take 2-3 days to appear as *Processed*.

Upload successful.

Notice to Applicants: Please ensure you keep copies of all documents you uploaded or faxed, including your resume, as well as any notifications sent to you. They will be deleted from the system after 3 years of the closing date of the announcement.

Documents On File

Document Type	Received	Source	Status	Original File Name
Qualifications	3/2/2011 10:44:59 AM	Upload	Received-Pending Virus Scan	Quals.doc
Resume	3/2/2011 10:44:46 AM	Upload	Received-Pending Virus Scan	RESUME.docx
Veterans Documents	3/2/2011 10:45:16.755 AM	Upload	Received-Pending Virus Scan	Veterans Docs.doc



Where to Find Additional Information

Additional information regarding hiring reform can be found on the DON Hiring Reform website www.public.navy.mil/DONHR/Employment/HiringReform. This website provides:

- Policy and official guidance on hiring reform
- Fact sheets on topics and tools such as USAJOBS and Application Manager
- Answers to frequently asked questions
- Toolkits with resources aligned to each step of the hiring process

Still Need Assistance?

More information on the applicant process is available at

www.public.navy.mil/donhr/Employment/hiringreform/Pages/ApplicantToolkit.

Further questions on hiring reform may be sent to the DON Hiring Reform Team at DONhrfaq@navy.mil.

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www.public.navy.mil/DONHR/Employment/HiringReform



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