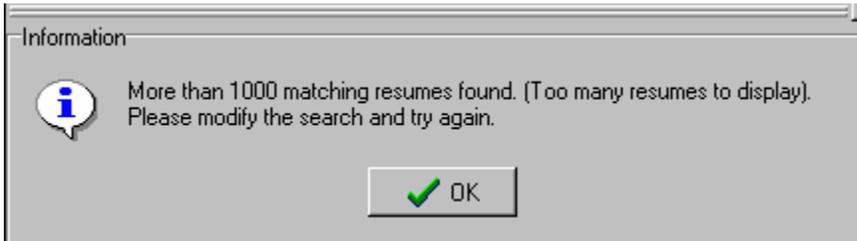


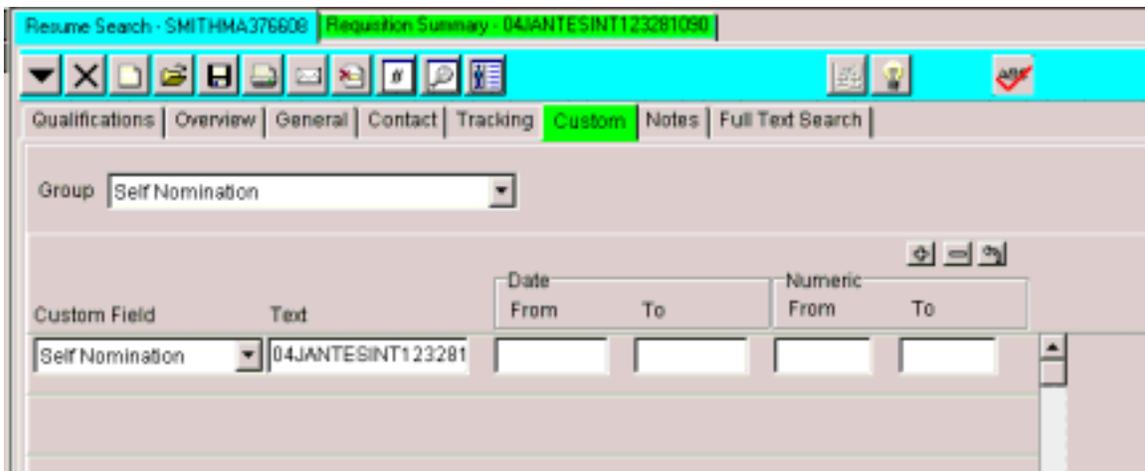
1 - SELF NOMINATION OF MORE THAN 1000 CANDIDATES

Capturing a match list from Resumix that has more than 1000 candidates.

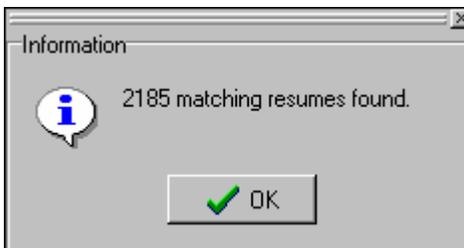
Resumix has a limitation that will only create a match list that has less than 1000 candidates (or names) per resume search. If the search results in more than 1000 candidates the following error message will appear.



To work past this problem, first identify how many candidates have self-nominated for this requisition. Select Self Nomination from the Group Tab and select Self-Nomination for the Field area. Ensure the correct Self-Nomination name is filled in. For more specific instruction on how to accomplish this refer to Chapter 5 - **Resume Searches**.



Step 1. Click the **Count Matching Records** button , to identify the total number of candidates that have self-nominated. The dialog box will identify the total number of candidates that have self-nominated.



Step 2. Click on the **Contact** tab from the open Resume Search screen, leaving the self-nomination number in the **Self-nomination** field. To reduce the list to less than 1000, redefine the search to query on the **Last Name** field along with the Self-Nomination requirement.

In the Last Name Field add the initials “A*|B*|C*|D*”, etc

To specify an **AND** search, use the **&** character between each search criteria.

To specify an **OR** search, use the | (vertical bar or pipe) character between each search criteria.

Tip: To type the | (vertical bar or pipe) character on most standard PC keyboards, press and hold the **Shift** key, and then press the \ (backslash) key.

Repeat this process adding additional letters to the **Last Name** search until the list gets as close to, without exceeding the 1000 name limit. Once an acceptable number of candidates is

determined, click the **Search for Candidates** button , this will generate a Match List. **(Complete the capture of the Match List using the instructions provided in Chapter 6.)**

Step 3. Follow the steps below to create another Requisition. Repeat steps 1 and 2 until you have searched on all the letters of the alphabet. Once the process is complete the total number of candidates captured should agree with the total number of candidates identified in step 1 of the process.

2 - Special Placement Consideration Candidates (Local Priorities)

Special Placement Consideration Candidates are queried through CPDSS. Refer to Chapter 6 – “Searching for Special Placement Consideration Candidates”.

AFPC Standard Operating Procedure is located at:

http://intraweb/dpc/Guides/business_processes.htm

Step 1. From the Recruiter Desktop select **Resume > New Search**. Click on the Custom Tab, select the **Group** “Spec Placemt Cons Reas”, and the **Field** “Spec Placmt Cons Reas”. In the text field type all the local priority codes that apply and click the **Search for Candidates** button



The screenshot shows the 'Resume Search' interface. At the top, there are two tabs: 'Resume Search - SMITHMA376608' and 'Requisition Summary - DAJANTE5INT123281090'. Below the tabs is a toolbar with various icons. The 'Custom' tab is selected and highlighted in green. Below the tabs, there is a 'Group' dropdown menu set to 'Spec Placemt Cons Reas'. Below that is a table with columns for 'Custom Field', 'Text', 'Date From', 'Date To', 'Numeric From', and 'Numeric To'. Two rows are visible in the table:

Custom Field	Text	Date From	Date To	Numeric From	Numeric To
Spec Placemt Cons F	B6				
Spec Placemt Cons F	B7				

Step 2. Copy the original requisition using the **File > Save As....** function with the following naming convention:

YYMMM (SPC1, 2 ETC) (Add 3 0's) and the last 8 digits from the original RPA
Example: Original Number 01MAR5M62APS00006397
Supplemental Number 01MARSPC100000006397

Once all the local priority codes have been identified, click the **Search for Candidates** button



, this will generate a Match List. Complete the capture of the Match List using the instructions provided in Chapter 6.

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