

Table of Contents

Introduction	iv
Chapter 1 – Getting Started	
Logging On to Resumix	1-1
Logging On to CPDSS	1-3
Chapter 2 – Sending the RPA to Resumix	
Procedures for Sending RPA to Resumix	2-1
Resumix Data Fields	2-4
Chapter 3 – Creating and Maintaining the Resumix Requisition	
Reviewing the Recruiter’s Desktop Window	3-1
Requisition Window	3-2
Toolbar	3-3
Select an Existing Requisition	3-4
Tabs	
Detail	3-6
Tracking	3-11
Custom	3-13
Notes	3-17
Resume Search	3-18
Copying a Requisition With a New Name	3-18
Tab - Overview	3-20
Creating a Requisition Outside of Modern DCPDS	3-22
Chapter 4 – Job Analysis and Job Analysis Promotion Plan Template Development	
Overview of Job Analysis Promotion Plan Window	4-1
Toolbar	4-3
Template Naming Convention	4-4
Choosing a Career Program	4-4
Template Status	4-5
Opening an Existing Job Analysis Promotion Plan Template	4-6
Filtering Templates	4-7
Changing the Status of the Template	4-8
Creating a Job Analysis/Job Analysis Promotion Plan Template Report	4-10
Choosing A Template Element	4-13
External Recruitment (Opt 9)	4-14
OR and AND Logic	4-17
Saving the Job Analysis Promotion Plan Template	4-19
Entering Template Notes	4-19
DEU Recruitment – (Opt 9) and (Vet)	4-20

Table of Contents

OR and AND Logic	4-23
Internal Recruitment	4-27
OR and AND Logic	4-28
Saving the Job Analysis Promotion Plan Template	4-30
Entering Template Notes	4-30
Archiving a Template	4-31
Restore Archived Template	4-32
Viewing and E-mailing the Job Analysis Report	4-33
E-mailing the Job Analysis/Job Analysis Promotion Plan Template Report	4-37
Attachment 1 – Job Analysis Promotion Plan Element Descriptions	4-40
Attachment 2 – Job Analysis Promotion Plan Template AND/OR Logic	4-43
Chapter 5 – Resume Searches	
Reviewing the Recruiter’s Desktop Window	5-1
Reviewing the Resume Search Window	5-2
Toolbar	5-3
Renaming and Creating the Resume Search	5-4
Searching for Candidates Using Self-Nomination (Locating Skills	5-5
Viewing Resume Match Window	5-9
Chapter 6 – Creating the Candidate Referral Roster (CRR)	
Review of CRR Window	6-1
Candidate Referral Roster (CRR) Tool Bar	6-1
Partial Listing of Demo Pay Plan and Grade Equivalencies	6-4
Partial Listing of Possible Error Codes on a Candidate Referral Roster	6-5
Locating a CRR	6-6
Filtering CRRs	6-6
Sorting CRRs	6-8
Opening a CRR	6-8
Deleting a CRR	6-8
Closing a CRR	6-9
Archiving a CRR	6-9
Restore Archived CRR	6-11
Transferring a CRR	6-14
Viewing CRR Properties	6-14
Filtering a CRR	6-15
Finding a Candidate	6-15
Inverting the Candidate Selection	6-16
Roster Report Command	6-17
Capturing (Importing) the Resumix Match List	6-18
Importing with Resumix Open	6-18
First Time CRR Pull	6-18
Subsequent Pulls to a CRR	6-19
Importing without Resumix Open	6-21

Table of Contents

Searching for Special Placement Consideration Candidates	6-24
The “Select Job Analysis Promotion Plan Template, Tiebreaker/Sort Options and Error Processing” window	6-26
Previewing the Job Analysis Promotion Plan Template	6-27
Tie-Breaker/Sort Option	6-27
Internal Placement	6-27
External/DEU Recruitment	6-27
Import Options	6-28
Error Processing	6-28
Import Process	6-30
Importing on the Desktop	6-30
Database Connection Statuses	6-30
Colors of CRR Screen	6-31
To Abort an Import	6-31
Batch Processing	6-32
Stages of the Import	6-32
Details Window	6-34
Ranking a CRR	6-36
Re-Importing Candidate(s)	6-37
Viewing Candidate Properties-Determining Qualifications	6-38
Resume Summary and Resume Text	6-38
Special Placement Consideration	6-39
Tracking Codes	6-40
Training	6-40
Job Analysis Promotion Plan Information	6-40
Acquisition	6-41
Appraisal	6-42
Annotated Score	6-42
Awards	6-43
Demo Data	6-43
Education	6-43
Experience Summary	6-44
General/Time in Grade (TIG)	6-45
Penalties and Restrictions	6-46
Candidate Referral Roster Column Headings	6-47
Customizing the CRR	6-49
Annotate Score	6-50
Adding/Changing Tracking Codes	6-53
Sending Tracking Codes to Resumix	6-55
Invalidating Tracking Codes	6-56
Chapter 7 – Generating a Referral Certificate/Package	
Overview of Certificate Options Tabs	7-1
General	7-1
Options	7-2

Table of Contents

Certificate Types	7-3
Notes and Remarks	7-4
Generating a Referral Certificate/Package	7-5
Sending the Package Electronically	7-7
Return of the Referral Certificate	7-8
Hiring the Applicant - Updating Resumix	7-9
Decision/Accept	7-11
Archiving the CRR	7-15
Appendix A - CPDSS Tracking Codes	
Tracking Codes	A-1
Appendix B - Work-Arounds	
Self-Nomination with More Than 1000 Candidates	B-1
Special Placement Consideration Candidates	B-3
Appendix C - Resumix Recruiter's Desktop	
Navigation Bar Menu Icons	
Requisition	C-1
Resume	C-1
Personal	C-1
Help	C-2
Host Menu Bar	C-3
Exiting Recruiter's Desktop	C-3
Changing the Resumix Password	C-4
Using Personal Options	
Organizing Your Work with My Folders	C-5
Customizing Layout with My Options	C-9
Appendix D – Experience History Maintenance	
Overview of the Experience History Maintenance	D-1
Logging on to Experience History Maintenance (EHM)	D-1
Finding a Candidate	D-2
Adding Experience	D-5
Editing Experience	D-7
Deleting Experience	D-8
Printing an Experience Brief	D-9