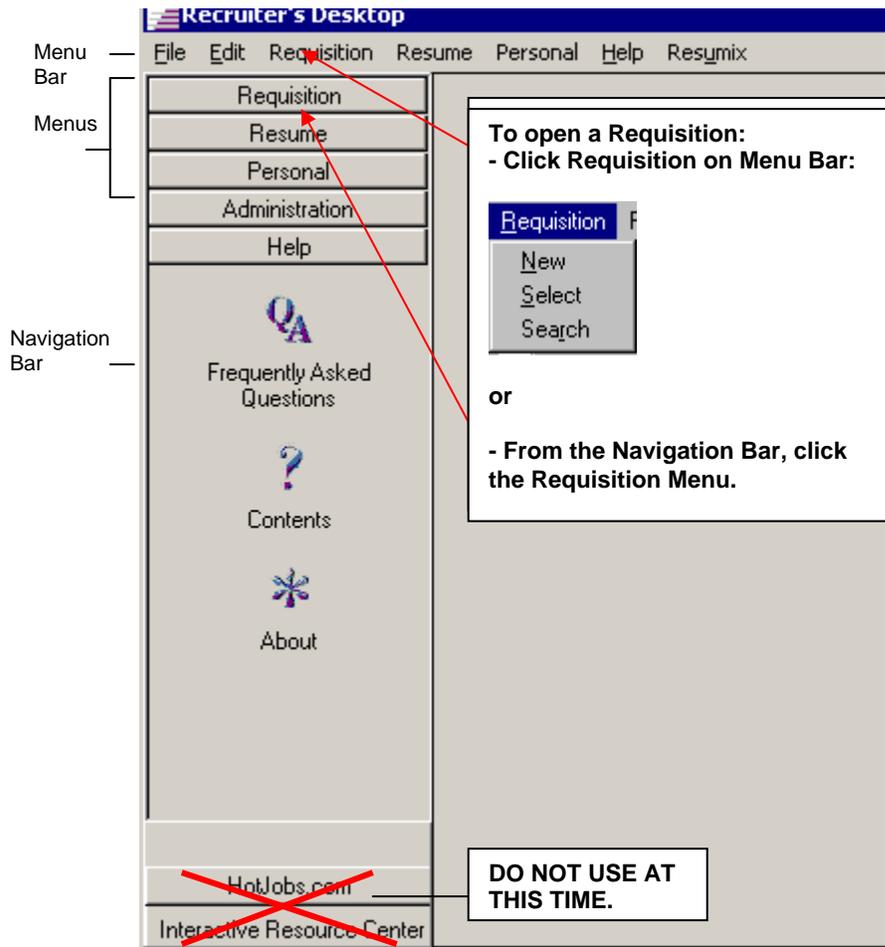


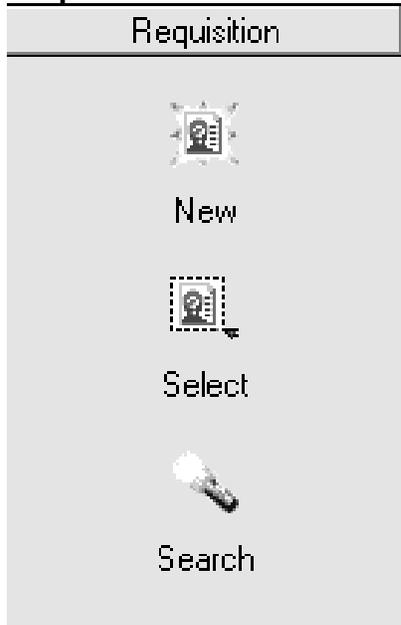
# Chapter 3 – Creating and Maintaining the Resumix Requisition

## Recruiter's Desktop Window

Use this feature to create requisitions.



## Requisition Menu

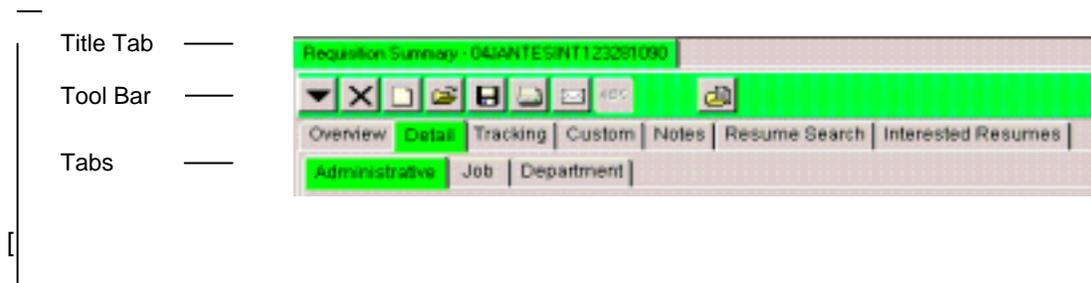


<b>NEW</b>	Create a new requisition.
<b>SELECT</b>	Select an existing requisition from a list.
<b>SEARCH</b>	Search for an existing requisition.

## Requisition Window

A requisition identifies and defines job openings or opportunities.

Let's review the Title Tab, Tool Bar, and Tabs that appear in a Requisition Window.

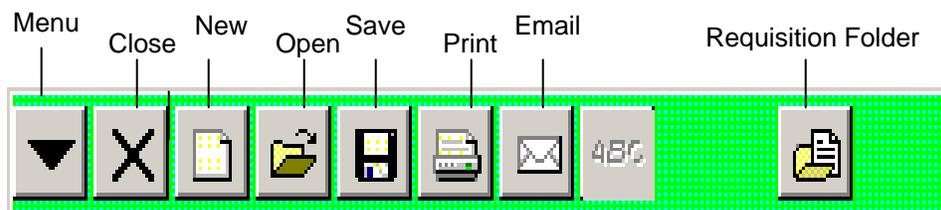


— **Title Tab:** Identifies the requisition currently open.

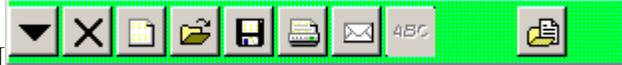
- **Note:** All requisition names must follow the naming convention found in Chapter 2 of the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

### Tool Bar:



**Tool Bar:**

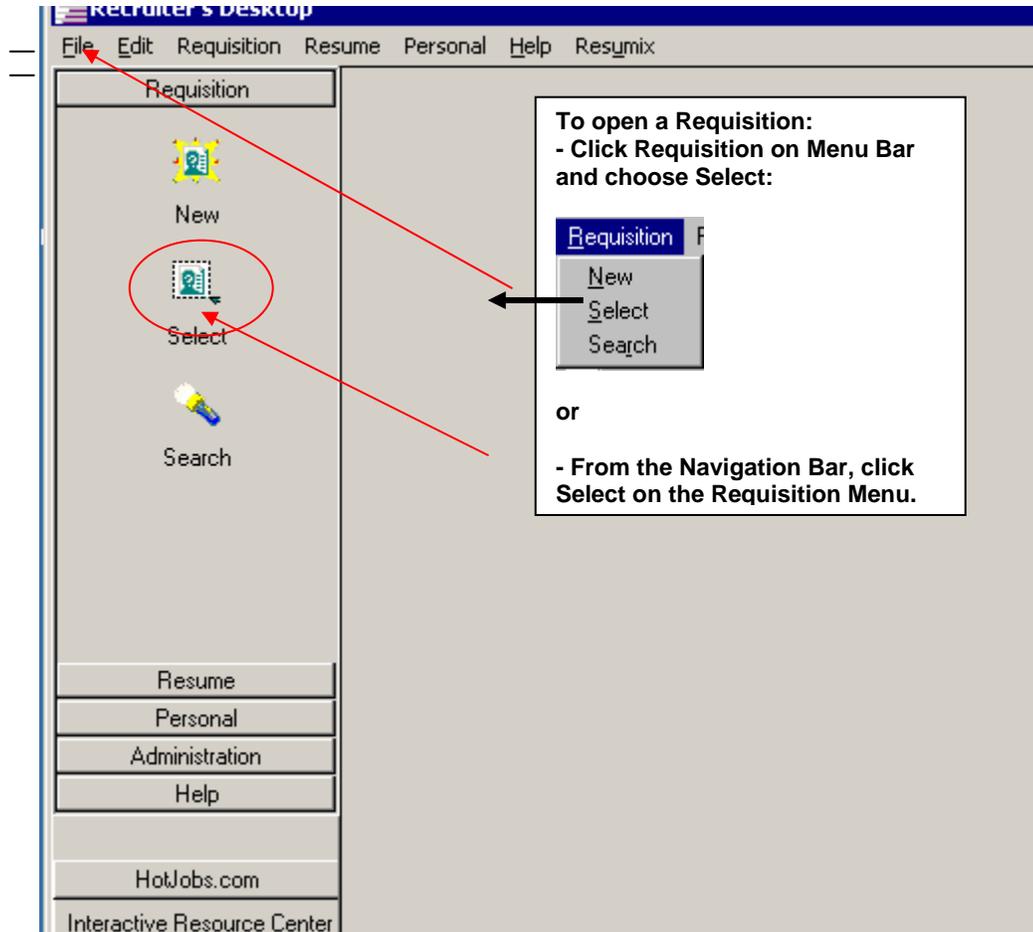


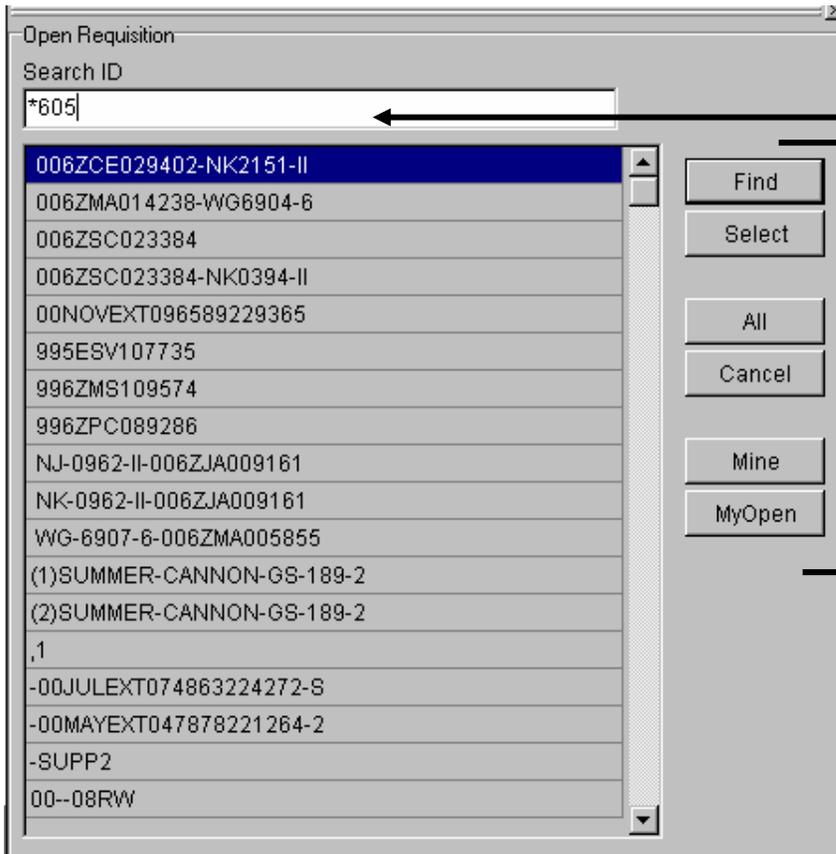
Button.....	Enables you to.....	Or Use Button on Tool Bar.....
	<p><b>New:</b> Create a new requisition.</p>	
	<p><b>Open:</b> Open an existing requisition. The system will display the Requisition Search Screen. If you know the full name, type it in. If you know part of the name, type the first few characters followed by a wild card “ * “.</p>	
<p><b>Options&gt;:</b> Allows the user to create vacancy announcements and referral certificates. <b>(We do not use this functionality in Resumix.)</b></p>	<p><b>Close:</b> Closes the current window.</p>	
<p><b>Help&gt;:</b> Contains various help topics and most frequently ask questions.</p>	<p><b>Save:</b> Saves the requisition under the current name displayed in the Title Tab.</p>	
	<p><b>Save As:</b> The ability to <u>copy</u> an existing requisition and save under a different name. This feature will be used frequently in lieu of the Rename option.</p>	
	<p><b>Rename:</b> Renames <u>and</u> replaces the requisition. This function will rarely be used. We will use the “<b>Save As...</b>” in most instances. <b>(We will not use this functionality in Resumix.)</b></p>	
	<p><b>Delete:</b> Deletes the requisition. <b>Note: If candidates are tracked to the requisition, it cannot be deleted.</b></p>	
	<p><b>Print:</b> Print the requisition overview by choosing <b>Print, Current, and Overview</b> from the dialog box.</p>	<p> <b>Note: Since CPDSS has electronic archiving, there is no requirement to print the overview.</b></p>

## Select an Existing Requisition

If the requisition was created by the Request for Personnel Action (RPA) in DCPDS, the requisition number will be the same as the RPA number.

1. From Recruiter's Desktop, choose **Select**. (If the requisition number is unknown or you would like to search requisitions by Recruiter, Base, etc., choose **Search**.)





Type part of the Requisition name and use the wild card (Example: 01MAR4A\*).

- Find** – Searches for the information in the Search ID area.
- Select** – Opens highlighted requisition.
- All** – Displays all requisitions.
- Cancel** – Closes search window.
- Mine** – Displays only operator’s requisitions.
- My Open** – Displays only requisitions currently open by the operator.

2. Locate the requisition ID in either of two ways:
  - Scroll the list using the scroll bar;
  - In the Search ID field, type the Requisition ID, and click “**Find**”.
3. Click on the requisition to display (highlight).
4. Click <**Select**>.
5. The **Requisition** Window will display. Most of the information on the requisition will already be filled out. However, there are several fields that require information for the Vacancy Announcement and CPDSS to process correctly. See User’s Guide to Posting External/Internal Vacancy Announcements, at

<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

for required data input.

## DETAIL Tab

When creating a new requisition, start with the **Detail** tab. This main tab consists of three minor tabs: **Administrative**, **Job**, and **Department**.

**Administrative Tab:** The Administrative Tab consists of the Recruiter's name, Status of the position, date needed, CPO HR representative, number of openings, posting status, location, shift information and history status and date of the requisition.

Manually type the number of positions being filled if more than 1.

Do not check until requisition is complete and the vacancy announcement is ready to post. ONCE CHECKED, DO NOT UNCHECK.

The following summarizes the fields and options on the **Administrative Tab**:

**Recruiter:** Specify the recruiter's (staffing specialist's) name from the list of people identified as recruiters. (Mandatory)

**Status:** Specify if the position has been Canceled, Filled, on Hold, Job Filled By Other Means, Open, Pending, Query, or Returned. Pending is the default when a new requisition is created. The Status must be changed to **Open** to post an announcement (mandatory for Vacancy Announcement). **To close** the requisition when the position has been filled or cancelled, **change the Status** to: Filled, Job Filled by other Means, Canceled, or Returned.

**Date Needed:** This will automatically flow from the Request for Personnel Action (RPA) in the Modern DCPDS or can be input manually. The date format is as follows MM/DD/YYYY, 07/15/2003.

**HR Rep:** (Leave Blank) In order for this field to be functional, ALL Human Resources Reps must be built in the system up front and maintained on a continuous basis, which currently is not done. The system does not allow you to manually type a name.

**Openings:** Specify the **Total** number of openings for the requisition. The Resumix system calculates the **Filled** and **Remaining** Opening fields automatically. (Mandatory for Vacancy Announcement)

- **Note:** The Resumix system enables multiple job openings on a single requisition. This reduces the number of requisitions that have to be created in the system.

**History:** (View Only) The system automatically tracks changes made to the requisition status.

**Post:** Insert a check mark to create a Vacancy Announcement to be posted to the Interactive Voice Response System (IVRS) and AFPC Employment Website. (Mandatory for Vacancy Announcement)

- **Note: Do not** check the “Post” field until the requisition is ready for posting the Announcement to the WEB/IVRS. Once checked, **DO NOT UNCHECK** as the applicant/employee will no longer be able to access the vacancy or the status of their self-nomination if the checkmark is removed.

**Budgeted:** (Leave Blank)

**Location:** Specify the job location of the position being filled. This field will automatically flow from the RPA when integrated with the DCPDS or you may select the appropriate location from the drop down list. (Mandatory for Vacancy Announcement)

**Shift:** Specify the appropriate work shift of the position.

**Job Tab:** The Job Tab consists of job information, job description information, recruitment KSAs and any other pertinent information to be posted to the vacancy announcement.

Requisition Summary - DUANTE SINT 123281090

Overview **Detail** Tracking Custom Notes Resume Search Interested Resumes

Administrative **Job** Department

Code 03180002 Title SECRETARY

Type Leave Blank Class F

EEO Type C Salary 27534-35796

Description

THIS POSITION IS TO BE FILLED AS A TEMPORARY PROMOTION NTE 60 DAYS. INDIVIDUALS SELECTED MUST BE CURRENT AIR FORCE EMPLOYEES LOCATED AT OFFUTT AFB, NE.

DUTIES:

The primary purpose of this position is to serve as the principle assistant performing various clerical and administrative work of the organization. Performing office automation support using multiple automated programs and software such as spreadsheets, and graphics in support of the clerical and administrative work. The position is located in a multi-subordinate groups which differ from each other in terms of subject matter, functions, relationships with other of administrative requirements. There is a system of formal instructions, a system of formal reporting, a system of subordinate units, and a formal progress reporting system which is submitted to the immediate supervisor. The secretary prepares a wide variety of recurring and some nonrecurring correspondence, and other communications and reports by other in handwritten or electronic form.

**YIELD**

If Changing Code, See Warning Below

Note: Copy and paste the KSAs, or manually type them. Use the “Ctrl C” and “Ctrl V” keys to accomplish the cut and paste functions. Note: If your base uses the DoD Core Doc application this information will flow from the job description in DCPDS.

- **Note:** When posting announcements, ensure the information in the Description area has been checked for content, spelling, and grammatical errors. To spell check the information typed in the description area, place your cursor at the

beginning of the description block, click the  button and accomplish any necessary corrections prior to saving. Information placed in this block will post to the Web and IVRS for applicants to view. This description is also used to build the job analysis, which identifies the Resumix skills that will be used to rank and rate external applicants.

**Code:** This is the Occupational Series of the position being filled. The 4 digit OCC Series code will flow from the RPA in DCPDS and populate this area. **IVRS requires 8 digits in this field.** (Mandatory for Vacancy Announcement). **THIS MUST BE CHANGED TO ONE OF THE 8 DIGIT CODES FROM THE DROP DOWN MENU IN ORDER TO FLOW TO IVRS.**

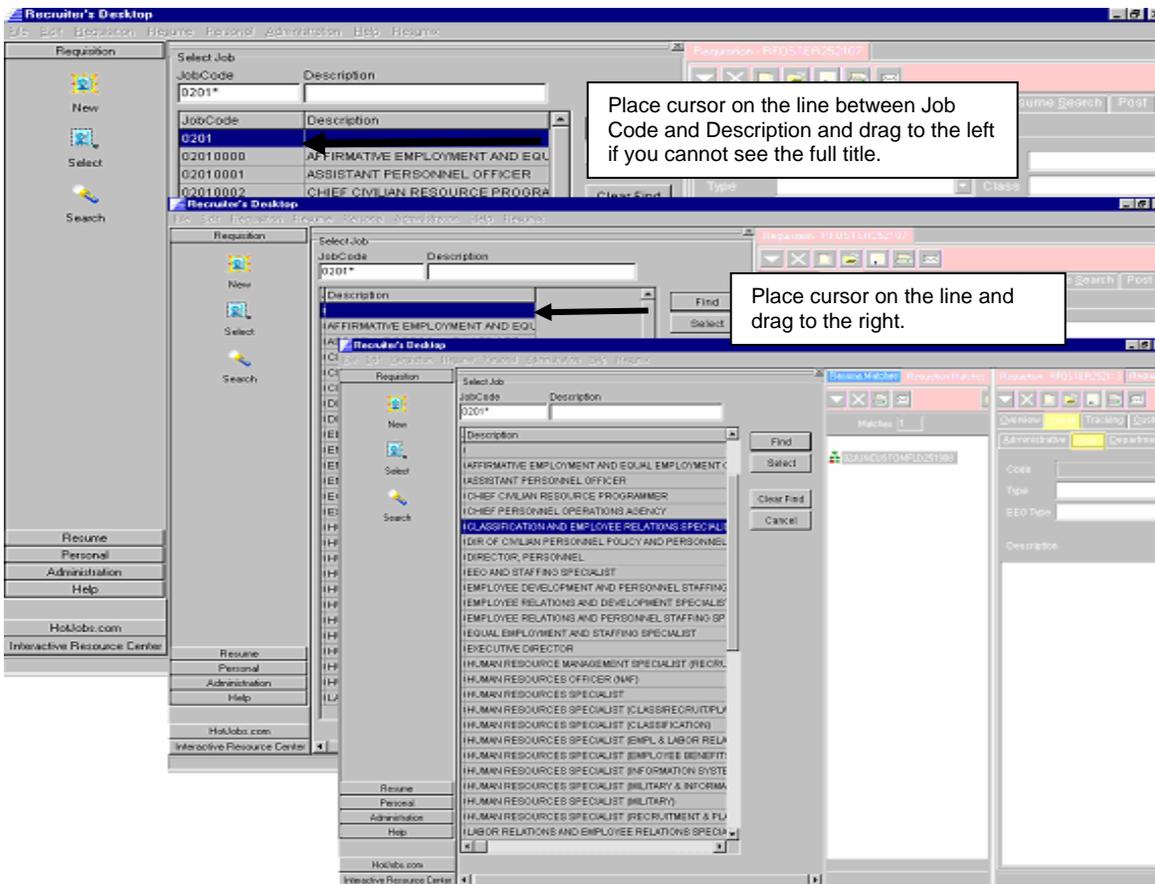


**Warning:** If there is any information in the Description area, **before you select your Occupational Series**, highlight and copy all the information in this block 'Ctrl C'. After selecting your Occupational Series go back to the Description area and press 'Ctrl V' to paste the information back into this area. **If you do not follow these procedures, once the Occ Series is selected, the Description Information will be deleted.**

1. Click on the open folder  button to open the **Select Job** Window.



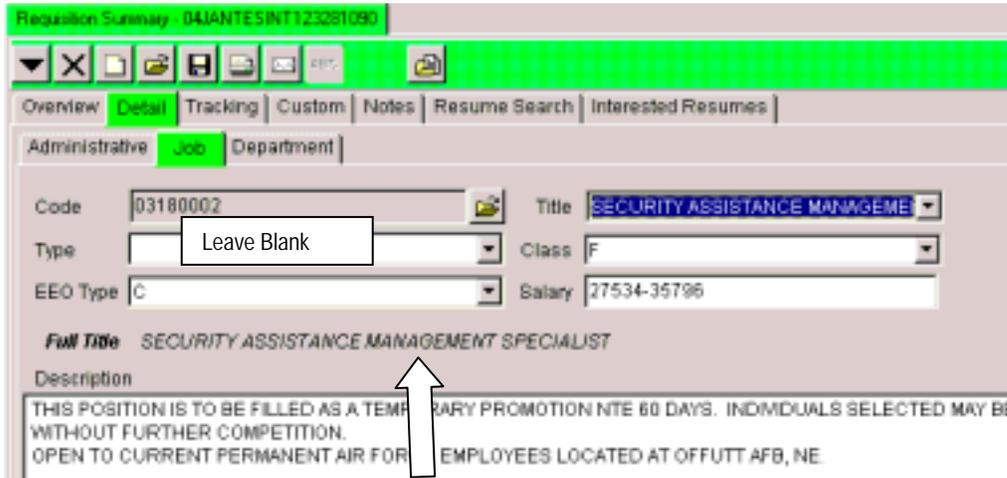
2. Type the **Occ Series** of the position being filled followed by a **wild card " \* "**. Click **<Find>**. Use the Scroll bar to find the title of the position. If the title is too long to see, place your cursor on the line between the Job Code and Description and move completely to the left. Now place the cursor on the line at the end of the Description and move completely to the right. Use the horizontal Scroll bar to move to the left and right.
3. Click on the appropriate title. Click **<Select>**.



If you still cannot view the entire title, select the title that matches closest to the job. Save the

Requisition then go to the **Requisition Search Screen**  and search for the Requisition.

Type in the Requisition ID and select the Find Button . The "Requisition Match" List will populate and here you will be able to see the Title's full text. If the incorrect title is selected, repeat the previous steps until the correct title is selected. (Note this is a temporary fix until a more permanent solution can be accommodated.)



**Type:** Leave Blank

**EEO Type:** P = Professional, A= Administrative, T =Technical, C = Clerical, O = Other, and B = Blue Collar (PATCOB). Automatically populates when occupational series is selected from the drop down menu. (Mandatory for Vacancy Announcement)

**Title:** The system will automatically populate the job title when the Code (Occ Series) is selected. You will not be able to view the full title, in the title block, when the job title is longer than 28 characters. The full title is located directly below the EEO Type and Salary blocks. **You cannot create new titles.** (Mandatory for Vacancy Announcement) **For AFPC Personnel Only:** If the title you are searching for is not listed in the drop down menu, you must enter the required title information into the Resumix\_Titles database which is located at Q:\Common\Titles. **For IPCs:** Send an e-mail request to Tom Wood or Marjorie Roberts.

- **Note:** If the Job Title has a **prefix** of Supervisory, Lead, Deputy and/or a **suffix** of Office Automation, Stenography, Stenography/Office Automation, Typing, Data Transcriber, Data Transcribing, Foreman, Leader, Helper, Worker, or Supervisor, go to the **Custom** field Tab under the General Group select **Prefix Subject Matter** and/or **Post Subject Matter** to complete the title.

**Class:** Work Schedule of the position. (Mandatory for Vacancy Announcement)

B= Baylor Plan	P= Part-Time
F= Full-Time	Q= Part-Time Seasonal
G= Full-Time Seasonal	R= Part-Time On-Call
H= Full-Time On-Call	S= Part-Time Job Sharer
I= Intermittent	T= Part-Time Seasonal Job Sharer
J= Intermittent Seasonal	Y= Not Applicable

**Salary:** Enter the Salary Range of the position (up to 15 characters) example: 35000-58000 (Mandatory for Vacancy Announcement)

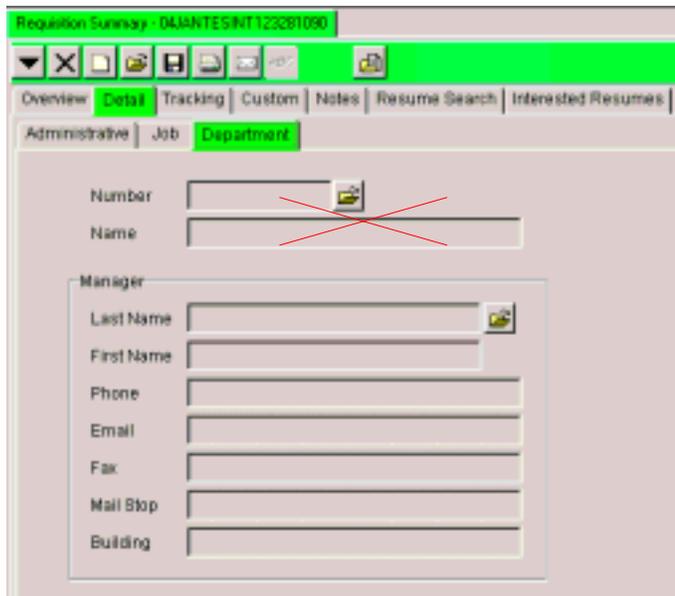
- **Note:** Do not use special characters such as dollar signs (\$), spaces, commas, or periods between the salary amounts. For FWS positions, convert the hourly rate to an annual salary (*Hourly Rate x 2087 Hrs = Annual Salary*).

**Description:** Use the description workspace area to store a detailed description of the job and the recruitment KSAs. The KSAs must be copied and pasted or manually typed into this area. The information will only flow if the COREDOC is built in the DCPDS and is attached to the RPA. (Mandatory for Vacancy Announcement)

- **Note:** This area is very important. To spell check the information typed in the description area, place your cursor at the beginning of the description block, click the  button and accomplish any necessary corrections prior to saving. Information in this area is the description of the duties that will be posted to the IVRS and the Web. If you have misspelled words and/or incorrect grammar, it will be posted to the Web for the world to see. Be very careful!!!! You may create your information in a "Word Doc", run Spell Check then place your description data in the Description area.
- **Note:** This is also the area used to create your job analysis, if one is not already available for use in filling this job in CPDSS.

**Department Tab:** (Leave Blank) This tab specifies department and manager information.

- **Note:** In order for this functionality to work, ALL of the managers in the Air Force would have to be built into the system. The system does not allow manual typing of names. For this reason, the Department tab will not be used.



Requisition Summary - DUANTE/INT122281090

Overview | **Detail** | Tracking | Custom | Notes | Resume Search | Interested Resumes

Administrative | Job | **Department**

Number

Name

Manager

Last Name

First Name

Phone

Email

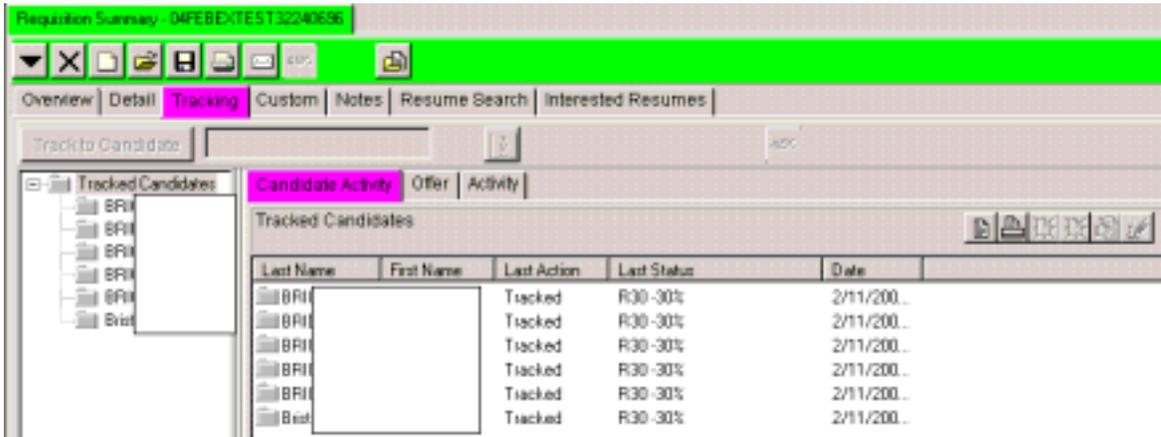
Fax

Mail Stop

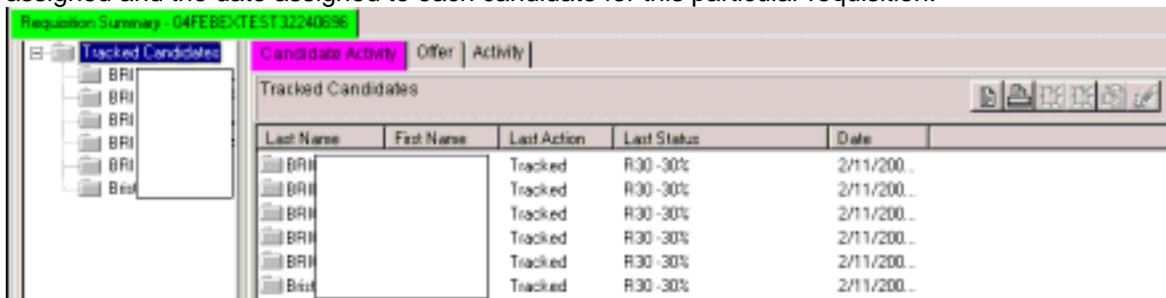
Building

## Tracking Tab

The Tracking tab identifies the candidates that have been tracked to the requisition. This tab shows the candidates' name, action, status, and date. The information in this tab is what IVRS will voice back to the candidates. **Tracking candidates** is extensively explained in Chapters 6 and 7.

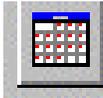


**Candidate Activity Tab:** The Candidate Activity Tab shows the Last Action, the Tracking Code assigned and the date assigned to each candidate for this particular requisition.

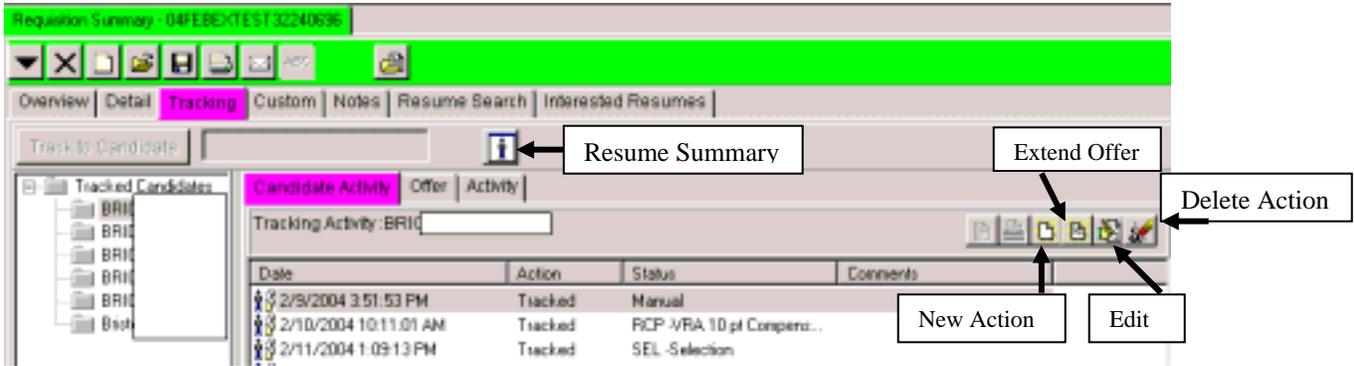


**Tip:** Use your arrow down key on your keyboard to view each applicant's Tracking Activity

The following table summarizes the fields on the **Activity** tab.

Item	Enables you to...
	Track a candidate to the requisition. <b>We Do Not Use.</b> This area will automatically be updated from the CPDSS CRR. (After the selection is made there is additional information that needs to be updated in this section. (See Chapter 7)
	Schedule interviews. This button invokes the Microsoft Schedule+ or Microsoft Outlook application. These applications work independently of the Resumix system. <b>Note: We Do Not Use.</b>
<b>Last/First Name</b>	Last/first name of candidate.
<b>Last Action</b>	View the most recent tracking action
<b>Last Status</b>	View the most recent status.
<b>Date</b>	View the date of the most recent action and status.

**Overview of Tracking Activity Window:**



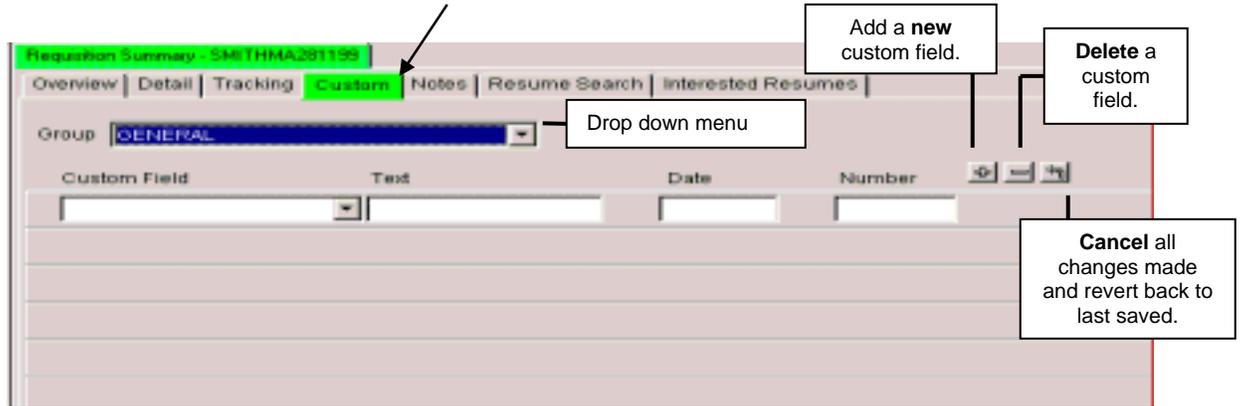
Button	Enables you to...
	<b>Resume Summary</b> - Access the identified candidate's resume summary.
	<b>New Action</b> - Allows new tracking codes to be added. Multiple tracking codes may be added by clicking the <b>New Action</b> button.
	<b>New Extend Offer</b> - Allows HR specialist to extend an employment offer to a candidate utilizing the email address which is provided on the candidate's resume. <b>NOT BEING USED AT THIS TIME.</b>
	<b>Edit Action</b> - Allows changes to an existing tracking code.
	<b>Delete Action</b> - Clears tracking information on the tracking code that has been selected.

## CustomTab

The requisition Custom tab enables you to identify other information pertinent to the job being filled. Information on completing the Custom tab can be found in the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

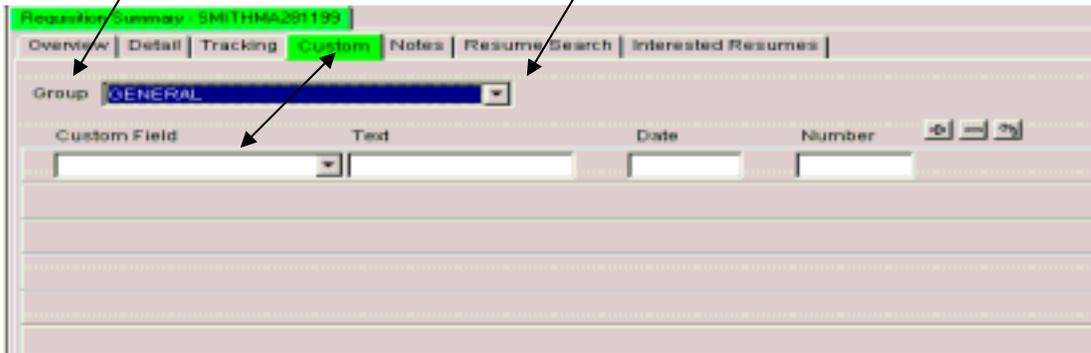
Let's review the different data types available on this tab.



Area	Enables you to enter...
<b>Group</b>	The top level in which fields are organized.
<b>Field</b>	The specific custom field within a group.
<b>Text</b>	Up to 30 alpha-numeric characters.
<b>Date</b>	Dates in the following format m/d/yyyy, 08/23/1999
<b>Numeric</b>	Whole numbers limited to nine digits
	<b>Add</b> a new custom field.
	<b>Delete</b> a custom field.
	<b>Cancel</b> all changes made and revert back to last saved.
	Drop down menu.
	Whenever you see an open folder, a menu exists. You must select from the menu unless the system notifies you of a specific field not to be used.

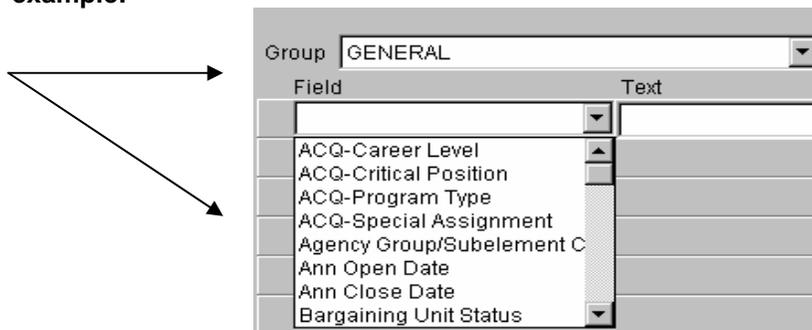
## Group Field

To select a **Group**, click the drop down menu button .



There are multiple groups in which fields are stored. Depending on the **Group** you select, the custom fields available under that **Group** will be different.

For example:



## Adding/Deleting Custom Fields

Use the  button to add a field.

Use the  button to delete a field.

Use the  button to cancel all changes and revert back to last saved.

1. Click the **Field**  arrow and choose a field from the list.
2. In the **Text**, **Date**, and/or **Numeric** fields, enter values by using one of these methods:

- Click the open folder  (if it exists) to the right of the field and select from the list.
- Type the information if no list is available.

3. To add another field under this group click the **New/plus** button .
  - Note: The field that you specified in step 2 is automatically entered in the new line.

4. To change the Field, repeat steps 2-3.
5. To change the group, repeat steps 1-2.

6. To remove a line, click the line and then click the **Delete/minus**  button and **Yes**.

7. To revert to the last-saved version of the information, click the **Cancel**  button then **Yes**.

8. Repeat this process until you have added all of your fields.

- **Note:** Much of the data will automatically populate to the requisition from the DCPDS. Review the fields that are appropriate to your requisition.

## Multiple Value Custom Fields

Some custom fields may have multiple values.

**Sample of Custom Fields under General with Information Selected:**

Requisition Summary - 04JANESINT123291000

Overview | Detail | Tracking | **Custom** | Notes | Resume Search | Interested Resumes

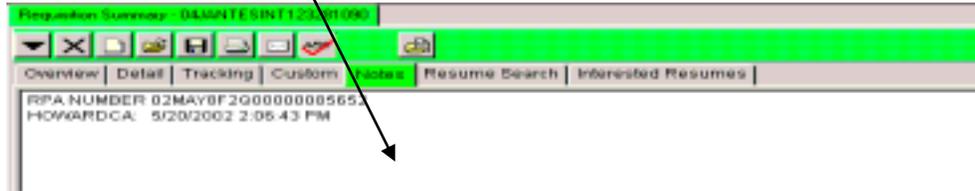
Group: GENERAL

Custom Field	Text	Date	Number
Ann Open Date		1/7/2004	
Ann Close Date		1/29/2004	
Format			2
Grade/Level			6
Pay Basis	PA		
Pay Plan	OS		
Post Subject Matter	A - Office Automation		
Source Post	3 External Temp Announ		
Target Grade/Level			6

**! Tip** – Remember, you can review all custom fields selected under the **Overview** tab under Requisition.

## Tab - Notes

The Notes tab enables you to enter notes. The User's Resumix System Login ID, date and time stamp appear every time information is entered or edited and then saved  in the Notes area.



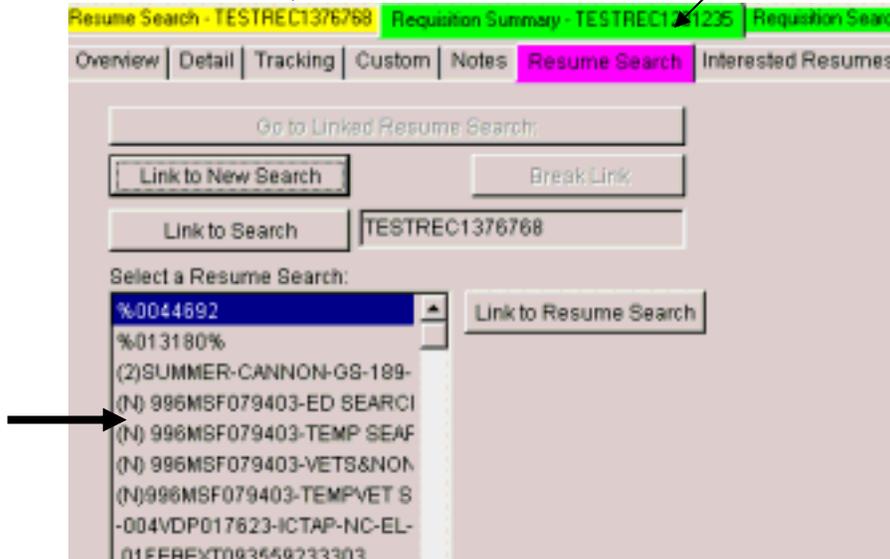
**Note:** Notes that are part of the Requisition will automatically transfer to the CPDSS Notes area during the import of candidates from the Resumix Match List. Ensure you check your notes for content, spelling, and grammatical errors. To spell check the notes, place the

cursor at the beginning of the notes page, click the spell check button  located on the toolbar and make any necessary corrections. **Once the note becomes a part of CPDSS (CRR Properties Screen, Additional Information box) the information cannot be removed.**

## Tab – Resume Search

The Resume Search tab enables you to create a resume search to find matching resumes based on the Self-Nomination Number.

To create a resume search, click **<Create New Search>**.



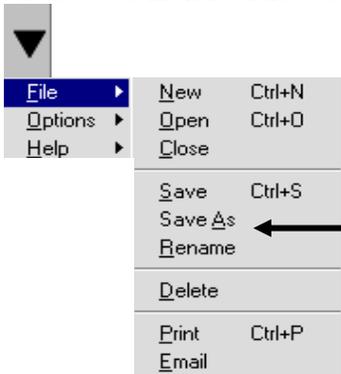
**Note:** Although you can link your search to a requisition, we will not be using this function. If there is a requisition in the “**Link to Search**” field, do not worry about it at this time. The system will display the last resume search name (Search ID) that was opened.

## Copying a Requisition Under a New Name

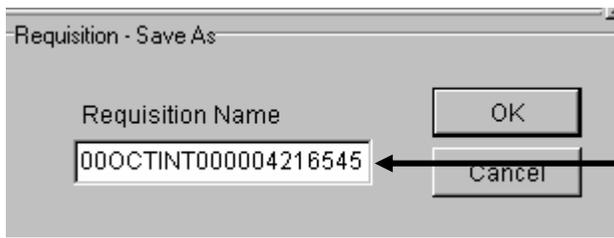
The original requisition number created from the DCPDS RPA should always be used for the External Announcements. You may need to copy your requisition if recruiting from other sources (e.g., Internal, DEU, etc.). Follow the naming conventions in the User’s Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

1. Choose **Menu > File > Save As**.



2. The **Requisition – Save As** window opens.



**Remember, all requisitions names must be 20 characters in length.**

3. Click **OK**.

## Tab - Overview

The Overview tab enables you to review your requisition information and make sure your requisition is complete. The Requisition Number will match the RPA number if flowed from DCPDS. For the naming convention when recruiting multiple ways, refer to the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/Staffing/Guides/Guides.htm>

**Requisition Summary - 04JANTESINT123281090**

Overview | Detail | Tracking | Custom | Notes | Resume Search | Interested Resumes

Track Candidate [ ] Admin Job Tracking

**04JANTESINT123281090**

**Administrative**  
Recruiter: Smith, Mary  
Status: Filled  
Needed By: 1/7/2004  
HR Rep:  
Budgeted:  
Shift: 1st Shift  
Post: Yes  
Location: OFFUTT A.F.B. / SARPY / NEBRAS

**Status History**  
1/7/2004 10:14:14 AM Pending  
1/7/2004 Open  
1/26/2004 Filled

**Tracking**

UCB	1/12/2004	Tracked	RFC -Vol CLG Consideration
UHF	1/12/2004	Tracked	RFC -Vol CLG Consideration
ULL	1/12/2004	Tracked	RFC -Vol CLG Consideration
ULL	1/12/2004	Tracked	RFC -Vol CLG Consideration
ULR	1/12/2004	Tracked	RFC -Vol CLG Consideration
UNC	1/12/2004	Tracked	RFC -Vol CLG Consideration
UNF	1/12/2004	Tracked	RFP -Promotion Consideration
UPS	1/12/2004	Tracked	Manual
URE	1/12/2004	Tracked	Manual
URIN	1/12/2004	Tracked	RFC -Vol CLG Consideration

**Rearranges the following information and moves it to the top of the Overview:**

**Admin** – The recruiter, status, history, number of openings, post, budgeted, location, and shift information.

**Job** – The job information – type, title, class, and salary plus a job description.

**Tracking** - The candidate name, actions, status, and date information.

<b>Custom</b>			
<b>Field</b>	<b>Text</b>	<b>Date</b>	<b>Numeric</b>
Ann Open Date		1/7/2004	
Ann Close Date		1/29/2004	
Format			2
Grade/Level			6
Pay Basis	PA		
Pay Plan	GS		
Post Subject Matter	A - Office Automation		
Source Post	3 External Temp Announcement		
Target Grade/Level			6
Temp Employment	Y		
Req Geo Location	3017		
Area of Consideration	001		
EEO Statement	600		
How to Apply	501		
OPM Geo Location	0242		
Other Information	400		
Part Time or Job Share	No		
Pay Benefits and Work Schedule	200		
Pay Benefits and Work Schedule	230		
Post OPM	Yes		
Student Employment Opport	N - Not Student Opport		
Who May Apply	S - Status		
Duration Hours	F - Full Time (more than 32)		
Duration Appointment	T - Temporary		

**Notes**

RPA NUMBER 02MAY8F2Q00000085652  
HOWARDCA: 5/20/2002 2:06:43 PM

**Job**

Code: 03180002  
Title: SECURITY ASSISTANCE MANAGEMENT SPECIALIST  
Type:  
Class: F  
Salary: 27534-35796  
EEO: C

Description:

THIS POSITION IS TO BE FILLED AS A TEMPORARY PROMOTION NTE 60 DAYS. INDIVIDUALS SI  
FURTHER COMPETITION.  
OPEN TO CURRENT PERMANENT AIR FORCE EMPLOYEES LOCATED AT OFFUTT AFB, NE.

DUTIES:

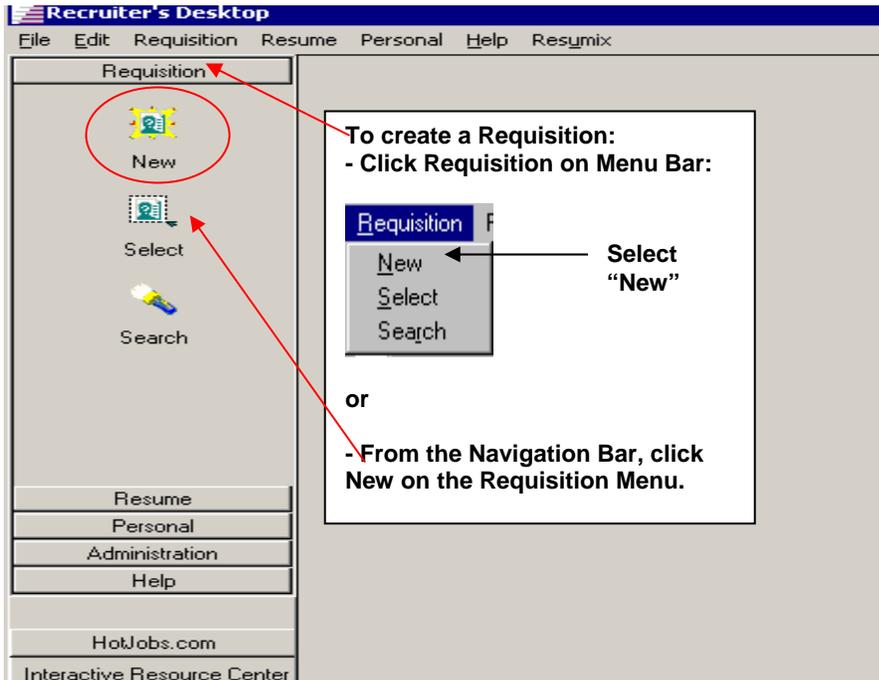
The primary purpose of this position is to serve as the principle assistant performing various cleric the organization. Performing office automation support using multiple automated programs and sc spreadsheets, and graphics in support of the clerical and administrative work. The position is loca subordinate groups which differ from each other in terms of subject matter, functions, relationships administrative requirements. There is a system of formal internal procedures and administrative c subordinate units, and a formal progress reporting system which is sufficiently complex to require secretary. Prepares a wide variety of recurring and some nonrecurring correspondence, reports, o finalizes correspondence/documents prepared by others in handwritten or electronic drafts. Review outgoing correspondence, materials, publications, regulations, and directives. Receives telephoni nature of the calls or visits. Maintains supervisor's calendar, coordinates meetings arrangements, conferences. Performs clerical and administrative work in support of the office/organization. Uses varied functions to produce a wide range of documents that often require complex formats, such as

## Creating a Requisition Outside of DCPDS

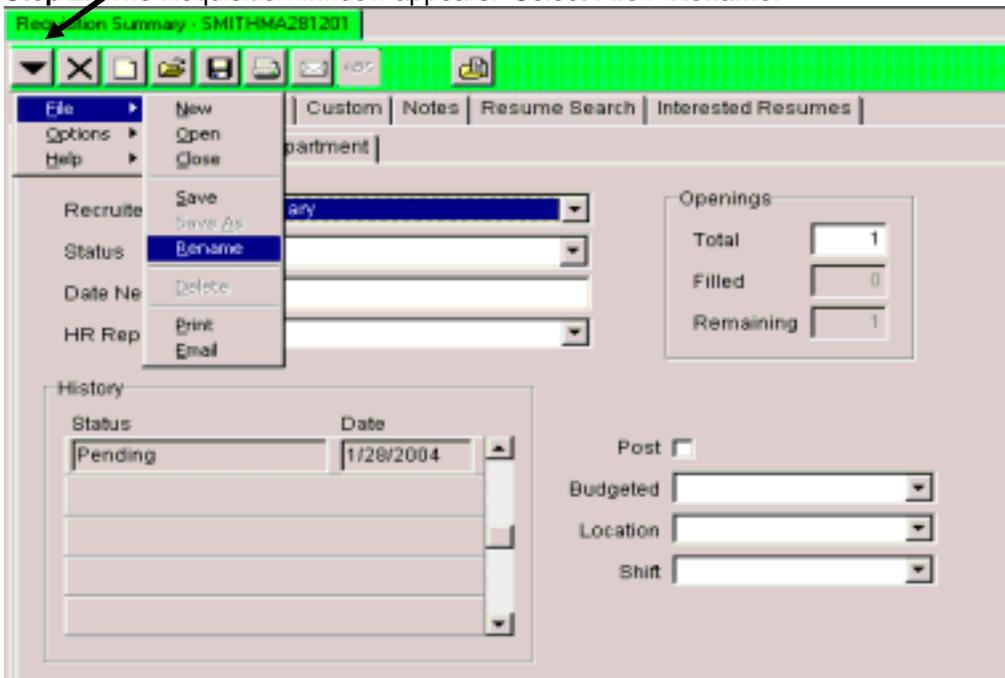
The following steps are for those users not operating in the DCPDS or have an urgent need to create a requisition from scratch.

**This functionality should be used only when DCPDS is down for an extended period of time.** Be cautious about using this capability, your audit trail is compromised when DCPDS does not create the requisition.

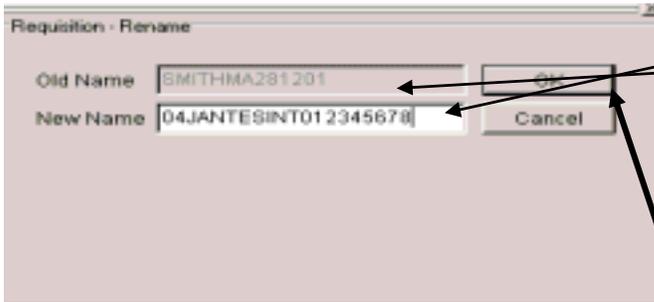
**Step 1:** From the Recruiter's Desktop:



**Step 2:** The Requisition window appears. Select **File > Rename**.



**STEP 3:** The Requisition Rename window appears. The New Name must follow the naming conventions found in the User's Guide to Posting External/Internal Vacancy Announcements located at: <http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>

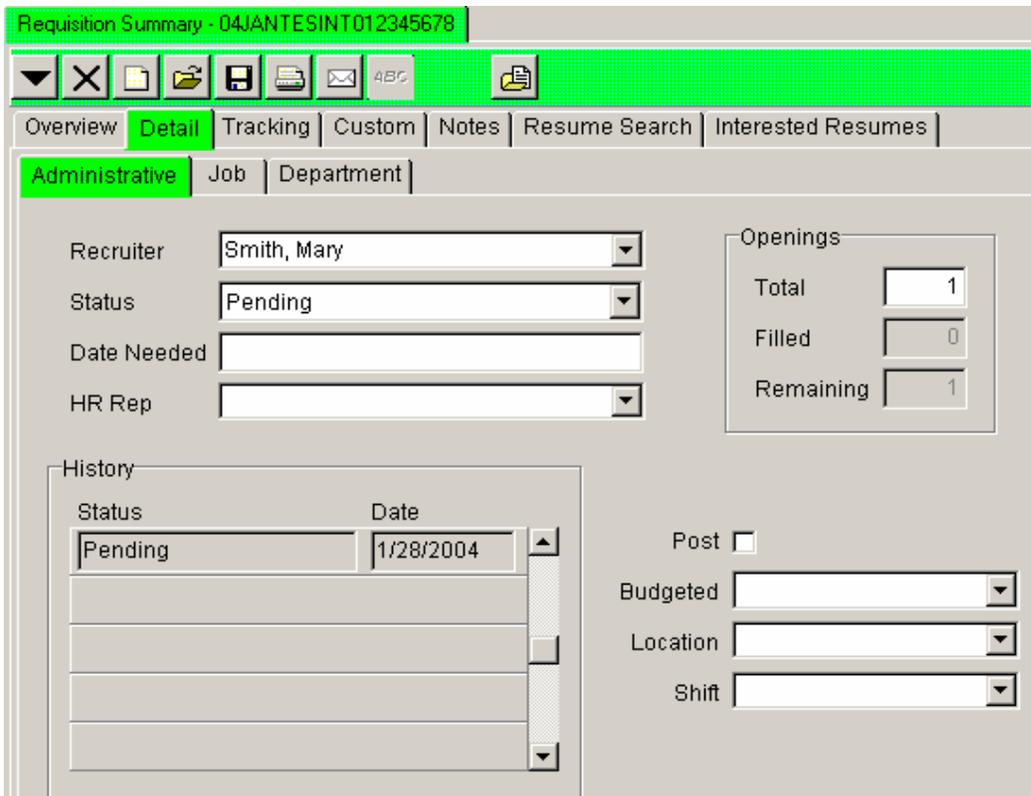


You may need to use the last 6 digits of the Resumix assigned number. Refer to the User's Guide to Posting External/Internal Vacancy Announcements.

Click **OK**.

**STEP 4:** The new Requisition name will now appear on the Requisition Window. Complete all mandatory and optional data fields in the requisition using the User's Guide to Posting External/Internal Vacancy Announcements located at:

<http://www.afpc.randolph.af.mil/dpc/staffing/guides/guides.htm>



Status	Date
Pending	1/28/2004

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