

ITSA Resume Template Training



ITSA

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CONTENTS

- Resume Template Location
- Opening and Saving the Template
- Header
- Skills Box
- Education and Certifications
- Employment History
- Submission Checklist



FINDING THE RESUME TEMPLATE

Go to <http://itsa.ostglobal.com>

Scroll to the bottom of the page and locate the Vendors box on the right

Click on ITSA Resume Template link

Vendors

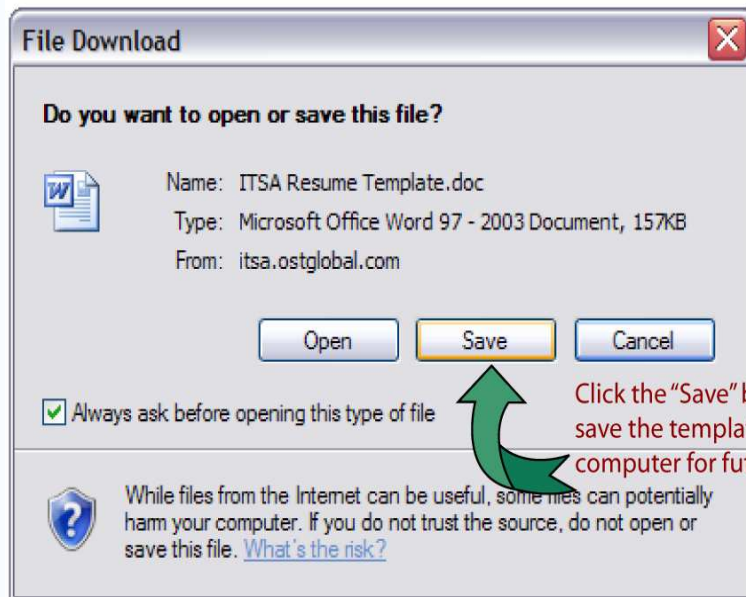
- ITSA Final Subcontractor Agreement
- Subcontractor Agreement Q&A
- Peopleclick Login
- Peopleclick Quick Reference Guide
- Peopleclick Vendor Training Manual
- Technology Types/ Job Categories
- Rate Card
- ITSA Resume Template
- Duplicate Submittal Process
- Active Vendors



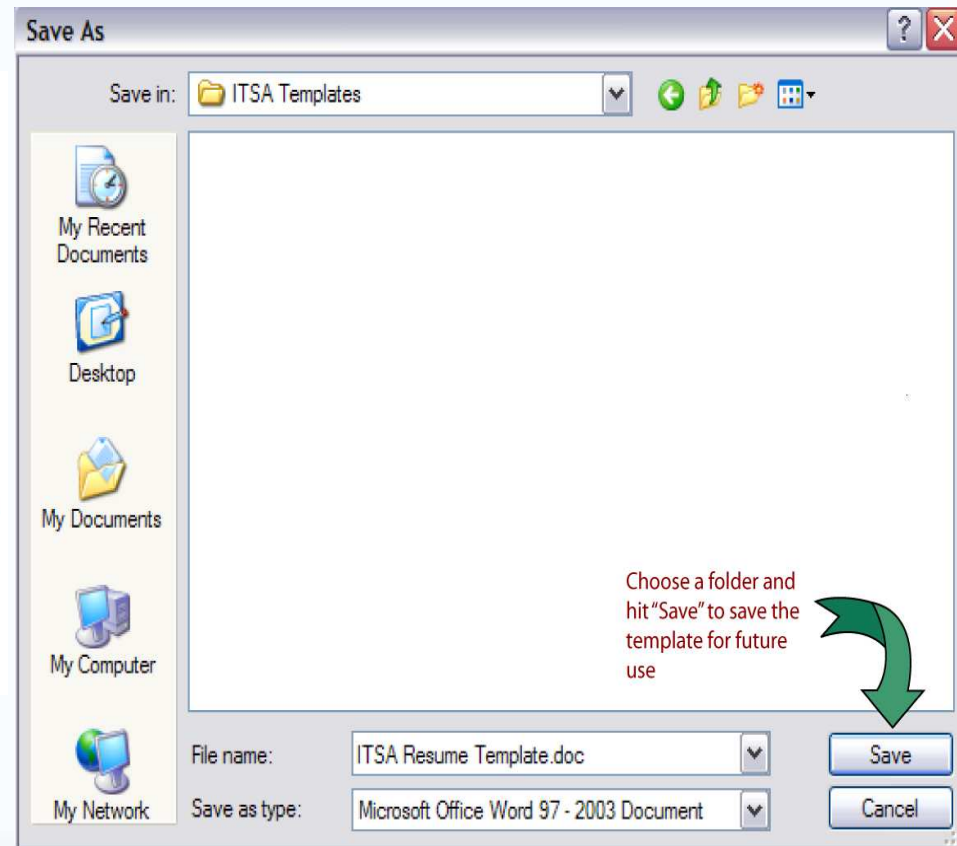
SAVING THE TEMPLATE

A box will pop up asking “Do you want to open or save this file?”
Click the “Save button

Choose a folder and hit “Save”



Click the “Save” button to save the template to your computer for future use.



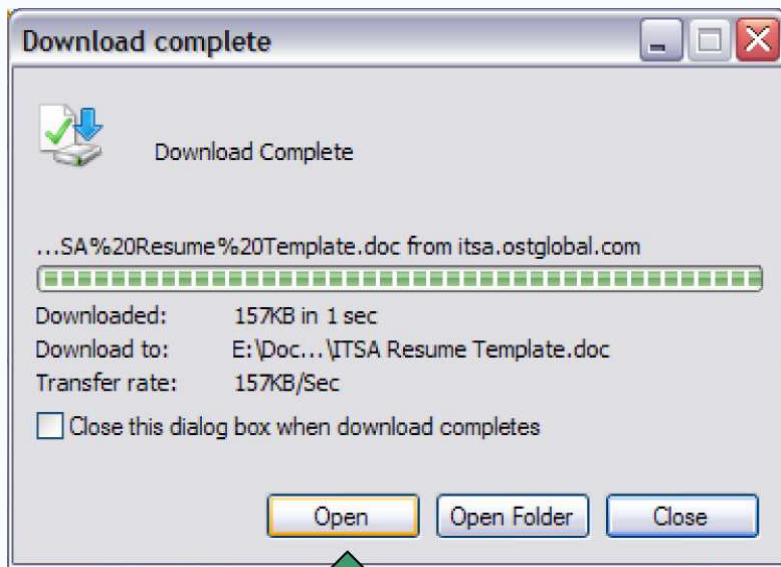
Choose a folder and hit “Save” to save the template for future use



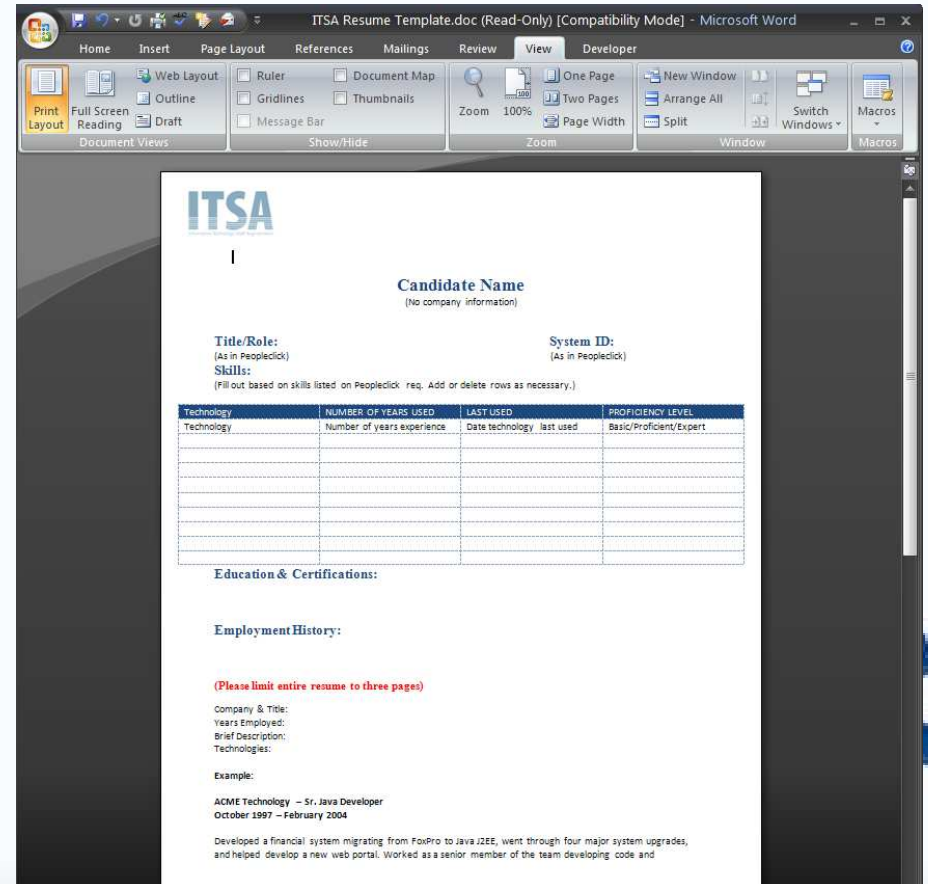
OPENING THE TEMPLATE

Click “Open” when you get the Download Complete box

The template will open in Microsoft Word



When you get the Download Complete box click “Open”



HEADER

Below is an example of Joe Smith's resume. Joe is being submitted to Requirement 155555, Program Manager (HCM) Level 3. Please make sure you **DO NOT** include any Vendor or Candidate contact information anywhere on the resume.

The image shows a screenshot of a Microsoft Word document titled "ITSA Resume Template.doc [Compatibility Mode]". The ribbon is set to "Home". The document content includes the ITSA logo (Information Technology Staff Association) in the top left. The main text of the resume header is as follows:

Joe Smith, PMP (labeled as "Candidate's Name")

Title/Role: Program Manager (HCM) Level 3 (labeled as "Position Title")

System ID: 155555 (labeled as "Requirement Number")

Green arrows point from the labels to the corresponding text in the resume header. A large blue gear icon is visible on the right side of the document.



SKILLS BOX contd.

You should copy the Skills section from Peopleclick and paste it onto the template. To do this, you highlight the entire table as shown in figure 1, press Ctrl+C to copy, click right underneath “Skills” on the template, and press and Ctrl+V to paste. The finished copy should look like Figure 2.

Figure 1

Requirement Details And Candidate Match						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
Project Management	Req	8 Years	2 - Proficient	Exceeds	11 Years	3 - Expert
Managed PeopleSoft Implementations	Req	4 Years	2 - Proficient	Exceeds	5 Years	3 - Expert
Microsoft Project PlanView	Req High Des	8 Years 1 Years	2 - Proficient 3 - Expert	Exceeds Meets	13 Years 1 Years	3 - Expert 3 - Expert
Knowledge of Government Human Resources Practices	Req	2 Years	3 - Expert	Exceeds	9 Years	3 - Expert
Familiarity with PeopleSoft Performance Management	Req	2 Years	3 - Expert	Exceeds	5 Years	3 - Expert
Familiarity with PeopleSoft Enterprise Learning Management	Req	2 Years	3 - Expert	Meets	2 Years	3 - Expert
Familiarity with PeopleSoft Workforce Analytics	Req	2 Years	3 - Expert	Meets	2 Years	3 - Expert
Microsoft Office	Req	8 Years	2 - Proficient	Exceeds	13 Years	3 - Expert
Personnel management experience	Req	5 Years	2 - Proficient	Exceeds	11 Years	3 - Expert
Global Candidate Requirements						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
Candidate Permission to Submit Received	Req			Exceeds	11 Years	3 - Expert
Acknowledge Background Check REQ'd if Selected	Req			Exceeds	11 Years	3 - Expert

Figure 2

ITSA

Joe Smith

Title/Role: Program Manager (HCM) Level 3
System ID: 155555

Skills:

Requirement Details And Candidate Match						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
Project Management	Req	8 Years	2 - Proficient	Exceeds	11 Years	3 - Expert
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Familiarity with PeopleSoft Workforce Analytics	Req	2 Years	3 - Expert	Meets	2 Years	3 - Expert
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Global Candidate Requirements						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
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Acknowledge Background Check REQ'd if Selected	Req			Exceeds	11 Years	3 - Expert

Page: 1 of 2 | Words: 337

EDUCATION AND CERTIFICATIONS

Education and Certifications can be shown in a table

Education & Certifications:

Description	Valid Location(s)	Date Achieved	Exp. Date	Cert #	Y/N	Comment
PMP	Global	10/2003	Current	75546	Y	PMP from PMI
MCE	Global	10/2006	Current	N/A	Y	MicroStrategy Certification
MBA	Global	05/1997	Current	N/A	Y	Arizona State University
M.S. in Information Management	Global	05/1997	Current	N/A	Y	Arizona State University
B.S. in Industrial Engineering	Global	06/1994	Current	N/A	Y	Bogazici University(Turkey)

Or a list

Education & Certifications:

PMP - Obtained 10/2003, PMI, Certification Number 55555

M.S. - Information Systems Management, Texas A&M, Obtained 1998

B.S. - Accounting, University of Texas, Obtained 1985



EMPLOYMENT HISTORY

List: Company & Title, Years Employed, Brief Description, and Technologies. Any additional skills should be bolded in the description. Please see example below:



Employment History:

District of Columbia Government – OCTO – Project Manager / Sr. Program Manager (Contractor)
October 2006 – Current

- Hands on **personnel and project management** as the Project Manager of the DCHR HCM Modules implementation project including **PeopleSoft HCM 8.8 eRecruit, ePerformance, eCompensation and UPK, Enterprise Learning Management (ELM) and Workforce Analytics** modules.
- Hands on **personnel and project management** as the Controller for the **PeopleSoft HCM Payroll** implementation.
- Utilized **MS Project, MS Office, Sharepoint, Planview and Project Management Institute (PMI) methodology** to successfully monitor and report project performance and assure collaboration.
- Leveraging extensive **knowledge of Government Human Resources practices**, partnered with stakeholders to develop the District's **PeopleSoft HCM** strategic roadmap and developed the citywide **ERP** strategic business framework.
- Evaluated various **PeopleSoft HCM** Modules including **Enterprise Learning Management and Workforce Analytics** for the PeopleSoft HCM strategic roadmap.
- Currently managing the FY09 deliverables of the DCHR HCM Modules implementation project.

Technologies: PeopleSoft HCM 8.8, eRecruit, eCompensation, Enterprise Learning Management, Performance Management, Workforce Analytics, UPK, Planview, MS Project, MS Office, Sharepoint, MS Visio



All skills listed in the Skills Box MUST BE SHOWN in the Employment History!

THE FINISHED RESUME SHOULD LOOK LIKE THIS

PAGE 1

ADDITIONAL PAGES



Joe Smith

Title/Role:
Program Manager (HCM) Level 3

System ID:
155555

Skills:

Requirement Details And Candidate Match						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
Project Management	Req	8 Years	2 - Proficient	Exceeds	11 Years	3 - Expert
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Microsoft Project	Req	8 Years	2 - Proficient	Exceeds	13 Years	3 - Expert
PlanView	Hgh Des	1 Years	3 - Expert	Meets	1 Years	3 - Expert
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Familiarity with PeopleSoft Workforce Analytics	Req	2 Years	3 - Expert	Meets	2 Years	3 - Expert
Microsoft Office	Req	8 Years	2 - Proficient	Exceeds	13 Years	3 - Expert
Personnel management experience	Req	5 Years	2 - Proficient	Exceeds	11 Years	3 - Expert

Global Candidate Requirements						
Skill	Required Desired	Amount of Experience	Expertise Rating	Candidate Response *	Candidate Experience	Candidate Exp. Rating
Candidate Permission to Submit Received	Req			Exceeds	11 Years	3 - Expert
Acknowledge Background Check REQ'd if Selected	Req			Exceeds	11 Years	3 - Expert

Education & Certifications:

- PMP – Obtained 10/2003, PMI, Certification Number 55555
- M.S. – Information Systems Management, Texas A&M, Obtained 1998
- B.S. – Accounting, University of Texas, Obtained 1985



Employment History:

- State Government – Project Manager / Sr. Program Manager October 2006 – Current
 - Hands on personnel and project management as the Project Manager of the DCHR HCM Modules implementation project including PeopleSoft HCM 8.8 eRecruit, ePerformance, eCompensation and UPK, Enterprise Learning Management (ELM) and Workforce Analytics modules.
 - Hands on personnel and project management as the Controller for the PeopleSoft HCM Payroll implementation.
 - Utilized MS Project, MS Office, Sharepoint, Planview and Project Management Institute (PMI) methodology to successfully monitor and report project performance and assure collaboration.
 - Leveraging extensive knowledge of Government Human Resources practices, partnered with stakeholders to develop the District's PeopleSoft HCM strategic roadmap and developed the citywide ERP strategic business framework.
 - Evaluated various PeopleSoft HCM Modules including Enterprise Learning Management and Workforce Analytics for the PeopleSoft HCM strategic roadmap.
 - Currently managing the FY09 deliverables of the DCHR HCM Modules implementation project.

Technologies: PeopleSoft HCM 8.8, eRecruit, eCompensation, Enterprise Learning Management, Performance Management, Workforce Analytics, UPK, Planview, MS Project, MS Office, Sharepoint, MS Visio

- Company One, INC., - Director of PeopleSoft HCM and Financials November 2004 – October 2006
 - Hands on personnel management as the director of the global PeopleSoft HCM and Financials.
 - Directed a PeopleSoft 8.8 upgrade project to success.
 - Directed the worldwide PeopleSoft ERP implementation program, replacing EMEA and APAC applications with PeopleSoft (Phase I).
 - Utilized MS Project and MS Office and Project Management Institute (PMI) methodology to successfully monitor and report project performance.
 - Leveraging extensive knowledge of Human Resources and Financial practices developed and managed the PeopleSoft HCM and Financials strategic roadmap including the evaluation of the HCM expansion and outsourcing vs. in-house maintenance options.

Technologies: PeopleSoft HCM 8.8, PeopleSoft Financials 8.8, MS Project, MS Office, MS Visio, WebMethods Fabric (SOA)

- Company Two Inc., - PeopleSoft HCM Project Director August 2003 – November 2004
 - Hands on personnel and project management as the director of the full cycle PeopleSoft HCM 8.8 implementation at Oakland County, Michigan.
 - Leveraging extensive knowledge of Government Human Resources practices, successfully implemented PeopleSoft HCM 8.8 Time and Labor, ePerformance, eCompensation, eBenefits, ePay, eProfile modules early and under budget.
 - Project managed the PeopleSoft HCM upgrade from version 8.4 to version 8.8.
 - Introduced and successfully implemented a new project management approach using a combination of personal experience and Project Management Institute (PMI).
 - Utilized MS Project and MS Office to successfully monitor and report project performance



CANDIDATE SUBMISSION CHECKLIST

- ✓ The candidate's e-mail is noreply@peopleclick.com or left blank
- ✓ All columns are filled out in the Skills section
- ✓ The candidate's years experience is equal to or greater than required years experience for all skills
- ✓ You have responded to all Questions for Requirement
- ✓ "Candidates Employer If Subcontracted to Vendor" is left blank (if W2) or "Independent Contractor"
- ✓ The resume is on the ITSA Resume Template
- ✓ There is no vendor information on the resume (name, logo, etc.)
- ✓ There is no candidate contact information on the resume
- ✓ The Skills box on the resume matches Skills listed Peopleclick
- ✓ All certifications are listed
- ✓ All technologies and skills listed are shown in Employment History
- ✓ There are no attachments other than the Candidate's Resume

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