

CUSTOMER SUPPORT

Customer Care: 1-866-PSC-USCG (785) 339-2200 or toll-free (866) 772-8724 Email: PSCCustomerCare@hrsic.uscg.mil On-line Help: <u>http://cgweb.psc.uscq.mil/ps</u> Self-Service Tutorials:

http://www.uscg.mil/hg/psc/training/

CREATE e-RESUME

The e-Résumé replaced the Assignment Data Card (CG-3698A). The e-Résumé provides a means to communicate your assignment desires to your assignment officer.

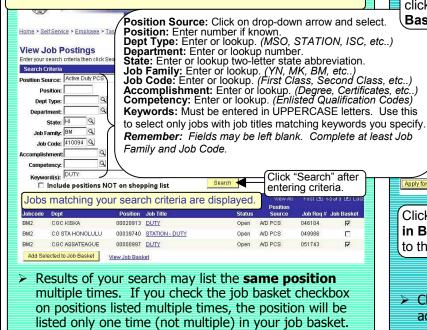
- e-Résumé = Electronic Assignment Data Card (e-ADC)
- Job Basket = Shopping List
- > **e-Interview** = e-ADC Endorsement Process

Step 1: View postings of available jobs and add the jobs you wish to apply for to your Job Basket.

- Search criteria needs to be entered before you will be able to view job postings.
- Complete at least the Job Family and Job Code fields before clicking the Search button. Other fields may be left blank.
- > Click the "Include positions NOT on shopping list" if you want to view filled or closed positions.

Tip: 🔍 Invokes a lookup page. Click on the magnifying glass to lookup field codes.

Home > Self-Service > Employee > Tasks > Create e-Résumé



e-Résumé > The **Job Title** of each position displayed links to additional information about that position. Click on the Job Title link to view the additional information. Job Title link. Position Job Title Status Job Reg # Job Bask Dent BM2 CGC KISKA Open Military 046104 00039740 STATION - DUTY BM2 CG STA HONOLULU Open Military 049986 П BM2 CGC ASSATEAGUE 00000997 DUTY Open Military 051743 Add Selected to Job Basket View Job Basket Additional information for CG STA View Job Postings Job Description HONOLULU. STATION - DUTY .lob Title: Location Code: HI0015 Reference #: 049986 Return to Job Postings Job Description: on: Department: 000829 - CG STA HONOLULU ATU/OPFAC: 14/30144 HONOLULU Position: 00039740 STATION - DUTY Job: 410094 BM2 City: HONOLULU Click the Return to Job City: HONOLULU State: HI BCN: 1498653 Competency: CXNSG UTB Incumbent: Spillman,Rodney C. AO: BM3/2/1 Dists 8/8/11/13/14/17 Rotate Date: 31-MAR-02 Postings link to return to your search results. > The **Job Basket** serves as a holding area to store your job selections for inclusion on your e-Résumé. > If you intend on applying for an extension add your current position to the Job Basket. > Jobs stay in your job basket until you remove them. Click the Job Basket check box if you want to add this job to your basket. Status Position Job Title Job Reg # Job E BM2 CGC KISKA 00020913 DUTY Open A/D PCS 046104 BM2 CG STA HONOLULU 00039740 STATION - DUTY Open A/D PCS 049986 BM2 CGC ASSATEAGUE 00000997 DUTY Open A/D PCS 051743 5 Add Selected to Job Basket View Job Basket Click the View Job After selecting the jobs you

Basket link to view your want to add to your basket, click Add Selected to Job job basket.

> ervice > Employee > Tasks > Create e-Resume Click View All to see all jobs in your basket.

> > Click the minus (-) button to

delete. Click OK when the

Click Cancel if you do not

want to delete the job from

vour basket.

delete confirmation displays.

the right of the job you want to

.Inh Code

BM2

BM2

Apply for s in Basket Return to Job Postings Click Apply for Jobs in Basket to proceed to the e-Résumé.

of the jobs you have currently selected in your job basket.

Department

CGC KISKA

CGC ASSATEAGUE

Basket.

ostings

Position Desc

ket

DUTY

> Click the Return to Job Postings link if you wish to add additional jobs to your basket.

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e-RESUME

Step 2: The e-Résumé consists of an introduction and twelve pages of personnel and assignment data.

- Move between the pages by clicking the <u>Previous</u> or <u>Next</u> buttons at the bottom of each page or click the circled numbers 1 2 3 4 6 6 7 8 9 10 11 12 13 at the top of each page.
- Do not use the Internet Explorer Back Forward buttons to navigate between pages.
- The e-résumé is saved only after submitting it, which is the final step. If your system locks up or you lose your connection prior to submitting your erésumé your contact details information, full text résumé comments and job preference selection will be lost.
- To exit the e-Résumé before submitting (saving) click the Home breadcrumb or Home on the CGHRMS toolbar.
 Do not use the Internet Explorer Home button.
- When you reach the **last page** click the <u>Submit</u> button to confirm any changes and to apply for jobs you added to your preferences (Page 12 of e-résumé).

Note: You are at a **point of no return** once you click **Submit**. You may only submit **one** e-résumé **per day**.

Changes made to the Contact Details (Page 2) only affects the e-résumé. These changes do not affect the contact information.

e-Résumé pages:

Page	Section	Action
1	Introduction	No data entry required.
2	Contact Details	Data entry required.
3	Current and Prior	Shows previous assignment
	Employment	history. No data entry allowed.
4	Competencies	Shows your Enlisted Qualification
		Codes and the competencies
		associated with the positions in
		your job basket. No data entry
		allowed.
5	Education	Shows education level and degree
		information. No data entry allowed.
6	Linear and	
0	Licenses and Certificates	Shows licenses or certificates you
	Certificates	have earned and reported. No data entry allowed.
7	Languages	Shows foreign language skills you
- 1	Languages	have reported. No data entry
		allowed.
8	Honors and Awards	Shows your military awards. No
		data entry allowed.
9	Training	Shows military training courses
		you have attended. No data entry
		allowed.
10	Professional	Shows professional memberships
	Memberships	you have reported. No data entry
	•	allowed.
11	Full Text Résumé	Same as comments section of
		your Assignment Data request.
		Data entry allowed.
12	Preferences	Shows job postings from your Job
		Basket and allows you to sort the
		job postings. Select endorser or
		check No Endorsement Required.
13	Submit Résumé	Final step. Click Submit .

