

## USAJOBS 3.0 Resume Screen Shots - PRA (as of 4/10/13)

Major changes recommended for an upcoming release are referred to in call outs on each screen shot. Minor changes are outlined in bullets following each screen shot. "TFS" refers to the Team Foundation Server system used to track requirements and is for internal reference only.

### Resume > Work Experience (TFS 2634)

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### Resume Builder

\* Resume Name

1. Experience 2. Education 3. Other 4. References 5. Preview and Finish [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

#### Work Experience ?

**Note:** If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

To edit your work experience, click the employer name below, make your edits, and then click the "Save Experience" button.

| Employer Name                | Location       | Job Title          | Start  | End     |
|------------------------------|----------------|--------------------|--------|---------|
| <a href="#">Company Name</a> | City, Virginia | Formal Title       | 2/2004 | Present |
| <a href="#">PeopleSoft</a>   | NA             | Process Specialist | 7/2000 | Present |

\* Employer Name

Employer Address 1

Employer Address 2

\* Country

Postal Code

\* City/Town

\* State/Territory/Province

\* Formal Job Title

\* Start Date

\* End Date

Salary

\* Average Hours per week

May we contact your supervisor?  
 Yes  No  Contact me first

Supervisor Name

Supervisor Phone

Is this a Federal position?  Yes  No

\* Duties, Accomplishments and Related Skills  
[Expand this area](#)

- Product lead for Federal sector  
- human resources consultant  
- certified in HRMS and Technology

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Add a checkbox that reads, "I do not wish to provide work experience". When selected, all work experience fields will gray out and no entry is required.

**The following minor changes should be made to the Resume > Work Experience page:**

- Resume Name – allow special characters Current message: Field may not contain the following characters (<),(>), and (&).
  - Add ability to use “&”
- **Note:** If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.
  - Remove this note on all pages.
- The seeker must select either “I do not wish to provide” or enter 1 work experience row. I do not wish to provide would be sent in the SIF as a row of work experience.
  - If the user selects the “I do not wish to provide” checkbox, they should receive a warning message that reads, “Please be sure to read the Job Opportunity Announcement carefully to be sure you are submitting all of the required information.”
  - If selected, “I do not wish to provide...” should appear on print preview
- Employer Name – Lengthen field to accommodate longer titles. Current field length is 60 characters. Allow 100 characters (accommodate Federal Employer name)
- Employer Address 1- Should be required field
- Zip Code should be conditionally required (and noted as such). If it's a US location (State or Territory), it requires a ZIP. Follow profile page logic.
  - New edits – if country is US: (NOTE: Applies to Profile, Resume Work Experience, and Education)
    - Make sure zip code is valid against reference location table
    - Add APO, FPO, DPO zip codes to reference location (should not be seen in JOA or advanced search)
    - Require at least 5 numbers be entered (although must allow for more in case seeker is entering plus 4). If country is not equal to US, this edit should not exist.
    - If user enters more than 5, auto lookup should ignore anything past the first 5 to auto populate city/town and state.
    - If there are multiple values in the auto populate for a zip code, prompt the user with all options and have user select the correct one. Present a pop up dialog box with valid values.
- State/Territory/Province – Default should be -- Select -- and require a valid value other than select on Save.

- Start Date – should default to “—Select --” instead of current date and should require a valid value on save.
- End Date – use standard “ – Select –“ instead of the all caps “SELECT”
  - All <SELECTS> should be mixed case “—Select --”
- End Date – system allows you to save every job with an end date of “present”. Should provide a warning message to flag applicant since this is a default and they may be missing it. Applicants can have more than one current job so we can’t restrict it completely
- Supervisor Name/Phone - Are currently required if supervisor contact is “yes” and therefore need to show a red asterisk.
- “Is this a Federal position?” change to “Is this a Federal Civilian position?”
- Pay Play – Display “Code – Description” in dropdown
- Add help text question mark for “Is this a Federal Position” Link to same new help text as question 4 on profile > hiring eligibility.
- Ensure all fields do NOT have colons behind them for style consistency

# Resume > Education

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### Resume Builder

1. Experience 2. **Education** 3. Other 4. References 5. Preview and Finish [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

**READ THIS - important notice before listing your Education!**  
Only list degrees from accredited schools or other education programs that meet the provision of the [Office of Personnel Management's Operating Manual](#).  
[Learn more!](#)

#### Education ?

To edit your education, click the school name below, make your edits, and then click the "Save Education" button.

| School                                  | Location              | Degree Level              | Completion Date |
|---|-----------------------|---------------------------|-----------------|
| <a href="#">Harvard</a>                 | Boston, Massachusetts | Master's Degree           | May/2020        |
| <a href="#">Cave Spring High School</a> | Roanoke, Virginia     | High School or equivalent | June/2013       |
| <a href="#">Virginia Tech</a>           | Blacksburg, Virginia  | Bachelor's Degree         | June/1996       |

\* School or Program Name

\* Country

\* State/Territory/Province

\* City/Town

\* Degree/Level Attained

[Degree/Level Clarifications](#)

Completion date

Major

Minor

GPA  of GPA Max.

Total Credits Earned

System for Awarded Credits  
 Semester Hours  
 Quarter Hours  
 Continuing Education Units

Honors

Relevant Coursework, Licensures and Certifications

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(2000 characters remaining)

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← Add a checkbox that reads, "I do not wish to provide education". When selected, all education fields will gray out and no entry is required.

**The following minor changes will be made to the Resume & PROFILE > Education page:**

- Edit: The seeker must either select “I do not wish to provide education” or enter at least one education row. “I do not wish to provide” would be sent in the SIF as an education row.
  - o If the user selects the “I do not wish to provide” checkbox, they should receive a warning message that reads, “Please be sure to read the Job Opportunity Announcement carefully to be sure you are submitting all of the required information.”
  - o If selected, “I do not wish to provide...” should appear on print preview
- State/Territory/Province should default to -- Select -- instead of Alabama and require selection other than “select” for each education row.
- Add “expand this area” link to Relevant Coursework field for consistency in long description fields.
- Update all defaults of Selects to be “—Select – “ an entry of other than select is required
- All fields – no colon
- Make sure accreditation help text is prominent above the school name after you click “Add Education” button.
- Postal Code New edits – if country is US: (NOTE: Applies to Profile, Resume Work Experience, and Education)
  - Make sure zip code is valid against reference location table
  - Add APO, FPO, DPO zip codes to reference location (should not be seen in JOA or advanced search)
  - Require at least 5 numbers be entered (although must allow for more in case seeker is entering plus 4). If country is not equal to US, this edit should not exist.
  - If user enters more than 5, auto lookup should ignore anything past the first 5 to auto populate city/town and state.
  - If there are multiple values in the auto populate for a zip code, prompt the user with all options and have user select the correct one. Present a pop up dialog box with valid values.

# Resume > Other

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### Resume Builder

1. Experience 2. Education 3. **Other** 4. References 5. Preview and Finish [Preview your resume](#)  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

#### Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

PeopleSoft Recruitment (1998), PeopleSoft Training Administration (2000)

(4928 characters remaining)

[Spell Check](#) ✓

#### Language Skills

| Language | Spoken | Written | Read   |
|----------|--------|---------|--------|
| Spanish  | Novice | Novice  | Novice |

Language:

Spoken:  None  Novice  Intermediate  Advanced

Written:  None  Novice  Intermediate  Advanced

Read:  None  Novice  Intermediate  Advanced

[Add Language](#) ▶

#### Organizations/Affiliations

| Organization Name | Affiliation/Role |
|-------------------|------------------|
| club b            | vice president   |
| club c            | treasurer        |
| The club          | president        |

Organization Name:

Affiliation / Role:

[Add Affiliation](#) ▶

You may have up to 4 affiliations.

#### Professional Publications

Enter any professional publications in the space provided

(5000 characters remaining)

[Spell Check](#) ✓

#### Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

[Expand this area](#)

President's Leadership Council

(19970 characters remaining)

[Spell Check](#) ✓

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**The following minor changes should be made to the Resume > Other page:**

Resume > Other > Languages

- Do not allow users to select the same language twice
- Expand this area should be an option on all long description fields in the resume. It currently displays on Additional Info and should also be available on professional publications (if remains one box) and job related training.
  - Change expand box wording from “shrink” to “collapse”
- Other will become the last page prior to the preview. References will be moved before Other.

## Resume > References (TFS 2639)

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### Resume Builder

1. Experience 2. Education 3. Other 4. **References** 5. Preview and Finish

**Preview your resume**  
Only information already saved will display in Print Preview.

**PLEASE NOTE:** Fields with an asterisk (\*) are required fields.

#### References

**Note:** If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

To edit your References, click the name below, make your edits, and then click the "Save Reference" button.

| Name                      | Employer | Title | Reference Type | Delete |
|---------------------------|----------|-------|----------------|--------|
| <a href="#">Bob Smith</a> | BWI      |       | Professional   |        |

\* Name:

Employer:

Title:

\* Phone:

Email:

Reference Type:  Professional  Personal

You may have up to 5 references.

**Save Reference** ▶

◀ Previous Save Next ▶

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Add a checkbox that reads, "References available upon request". This will also be added to the preview/printed resume.



**The following minor changes should be made to the Resume < References page:**

- Job Seeker must either select checkbox that says, “References available upon request” or you must add a reference. If References available upon request is selected, that sentence will appear on the Resume Preview in the references section.
- No reference fields should be mandatory. Name and phone are currently mandatory and this should be removed.
- Remove the “Note: If you resume is not searchable...” from this page as it is confusing and not necessary here. Or, reword to make relevant depending on the decisions made on searchable/not searchable functionality
- Switch references and other tabs (Other should be next to last; then preview/finish). Tab order for the resume will be:
  - o 1. Experience
  - o 2. Education
  - o 3. References
  - o 4. Other
  - o 5. Preview and Finish

# Resume > Preview and Finish

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Where:

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### Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

**Preview and Finish** [Print Resume](#)

**Katrina Wagner, JR**  
 1750 TESTING IS FUN  
 Falls Church, VA 22046 US  
 Day Phones: 202-222-2222  
 Email: katrina.wagner@opm.gov

**Country of Citizenship:** United States

**Veterans' Preference:** No, I do not claim Veterans' Preference

**Registered for Selective Service:** I am a male born on or after January 1, 1960, and I have not registered for the Selective Service.

**Availability:** **Job Type:** Permanent, Detail, Internships  
**Work Schedule:** Full-Time

**Desired locations:** United States - VA

| <b>Work Experience:</b> <b>Company Name</b>              | <b>02/2004 - Present</b>  |          |              |         |       |         |               |        |        |              |  |
|--|---|----------|--------------|---------|-------|---------|---------------|--------|--------|--------------|--|
| City, VA United States                                   | <b>Hours per week:</b> 10   |          |              |         |       |         |               |        |        |              |  |
|  | <b>Series:</b> 0201   |          |              |         |       |         |               |        |        |              |  |
| <b>Formal Title</b> (This is a federal job)              |   |          |              |         |       |         |               |        |        |              |  |
| <b>Supervisor:</b> Supervisor (202-222-2222)             |   |          |              |         |       |         |               |        |        |              |  |
| <b>Okay to contact this Supervisor:</b> Yes              |   |          |              |         |       |         |               |        |        |              |  |
| work description here                                    |   |          |              |         |       |         |               |        |        |              |  |
|  |   |          |              |         |       |         |               |        |        |              |  |
| <b>PeopleSoft</b>  | <b>07/2000 - Present</b>  |          |              |         |       |         |               |        |        |              |  |
| NA, United States  | <b>Hours per week:</b> 40   |          |              |         |       |         |               |        |        |              |  |
| <b>Process Specialist</b>                                |   |          |              |         |       |         |               |        |        |              |  |
| <b>Supervisor:</b> John Smith (202-222-2222)             |   |          |              |         |       |         |               |        |        |              |  |
| <b>Okay to contact this Supervisor:</b> Yes              |   |          |              |         |       |         |               |        |        |              |  |
| - Product lead for Federal sector                        |   |          |              |         |       |         |               |        |        |              |  |
| - human resources consultant                             |   |          |              |         |       |         |               |        |        |              |  |
| - certified in HRMS and Technology                       |   |          |              |         |       |         |               |        |        |              |  |
|  |   |          |              |         |       |         |               |        |        |              |  |
| <b>Education:</b>  | <b>Harvard</b> Boston, MA United States   |          |              |         |       |         |               |        |        |              |  |
|  | Master's Degree 05/2020   |          |              |         |       |         |               |        |        |              |  |
| <b>Relevant Coursework, Licenses and Certifications:</b> |   |          |              |         |       |         |               |        |        |              |  |
| testing to see if this saves                             |   |          |              |         |       |         |               |        |        |              |  |
| <b>Cave Spring High School</b> Roanoke, VA United States |   |          |              |         |       |         |               |        |        |              |  |
| High School or equivalent 06/2013                        |   |          |              |         |       |         |               |        |        |              |  |
| <b>Virginia Tech</b> Blacksburg, VA United States        |   |          |              |         |       |         |               |        |        |              |  |
| Bachelor's Degree 06/1996                                |   |          |              |         |       |         |               |        |        |              |  |
| <b>GPA:</b> 4.0 of a maximum 4.0                         |   |          |              |         |       |         |               |        |        |              |  |
| <b>Credits Earned:</b> 200 Semester hours                |   |          |              |         |       |         |               |        |        |              |  |
| <b>Major:</b> Finance <b>Honors:</b> Cum Laude           |   |          |              |         |       |         |               |        |        |              |  |
|  |   |          |              |         |       |         |               |        |        |              |  |
| <b>Job Related Training:</b>                             | PeopleSoft Recruitment (1998), PeopleSoft Training Administration (2000)  |          |              |         |       |         |               |        |        |              |  |
| <b>Language Skills:</b>                                  | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Language</th> <th>Spoken</th> <th>Written</th> <th>Read</th> </tr> </thead> <tbody> <tr> <td>Spanish</td> <td>Novice</td> <td>Novice</td> <td>Novice</td> </tr> </tbody> </table>  | Language | Spoken       | Written | Read  | Spanish | Novice        | Novice | Novice |              |  |
| Language   | Spoken  | Written  | Read         |         |       |         |               |        |        |              |  |
| Spanish  | Novice  | Novice   | Novice       |         |       |         |               |        |        |              |  |
| <b>Affiliations:</b>                                     | club b - vice president<br>club c - treasurer<br>The club - president   |          |              |         |       |         |               |        |        |              |  |
| <b>References:</b>                                       | <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Name</th> <th>Employer</th> <th>Title</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Bob Smith (*)</td> <td>BWI</td> <td></td> <td>202-555-4444</td> <td></td> </tr> </tbody> </table> <p>(*) Indicates professional reference</p> | Name     | Employer     | Title   | Phone | Email   | Bob Smith (*) | BWI    |        | 202-555-4444 |  |
| Name   | Employer  | Title    | Phone        | Email   |       |         |               |        |        |              |  |
| Bob Smith (*)  | BWI   |          | 202-555-4444 |         |       |         |               |        |        |              |  |
| <b>Additional Information:</b>                           | President's Leadership Councilasfdafasdfasdfasdf  |          |              |         |       |         |               |        |        |              |  |

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**The following minor changes will be made to the Preview/Finish Page:**

- Make section headers stand out more with bigger/stronger font
- Work experience – label duties section
- Work experience – remove right alignment of dates and salary and align with employer name. Depending on the browser, this can cause a large amount of white space between employer name and job title
- Work Experience – Job description should follow job title. Currently supervisor information displays in the middle (job title, supervisor name, supervisor phone, job description). Would like to see title and duties together
- Work Experience – Display “I do not wish to provide work experience” if selected
- Education – Display “I do not wish to provide education” if selected
- Wherever possible, display field labels in clear text (i.e. spell out foreign countries vs. abbreviations)
- Field/section header titles should only appear if there is content to display for them.
- Decrease the amount of extra white space shown if the applicant has only entered required fields and not all of the additional fields
- Draw separator lines between major sections and ensure distinct separation between areas where multiple rows of entry may exist such as work experience and education.

**The following text should be added to the instructional text at the top of every resume page:**

- You will be automatically logged out after 30 minutes of inactivity. Be sure to save your work regularly.

**The following changes should be made on every resume page:**

- Left justify the “Fields with an \*” message on the top of every page.
- No colons should be listed after field labels
- All drop downs should have a default value of < -- Select -- > but required fields should require a value other than select. For consistency ensure that all selects use that format.
- All long description fields should have an Expand/Collapse link
  - Change expand box wording from “shrink” to “collapse”
- On the top of EVERY resume page, the following text should be added, “Note: USAJOBS is designed to time out after 30 minutes of inactivity. Please save your work often. [Click here for more details.](#)” Click here will take you to a help page that will provide additional information on security timeouts and what to do to keep your session active.