RESERVE SENIOR SERVICE SCHOOL
(RSSS)

APPLICANT AND COMMANDING OFFICER
E-RESUME GUIDANCE

1. **APPLICATIONS** ARE SUBMITTED VIA E-RESUME ARRIVING NLT 1 JUNE 2011.
A. APPLICANTS WHO DO NOT SUBMIT AN E-RESUME WILL NOT BE ALLOWED TO COMPETE AT THIS PANEL.
B. **APPLICANT:** TO APPLY, COMPLETE A NEW E-RESUME IN DIRECT ACCESS. DIRECT ACCESS IS AVAILABLE AT THE FOLLOWING USCG RESERVE WORLDWIDE WEBSITE UNDER THE QUICK LINKS SECTION,
HTTP://WWW.USCG.MIL/RESERVE/MEMBER_RESOURCES.ASP
C. CREATE A NEW E-RESUME IN DIRECT ACCESS UNDER HOME, SELF SERVICE, EMPLOYEE, TASKS, CREATE E-RESUME. THE USER IS NOW POINTED TO THE VIEW JOB POSTINGS SCREEN.
(1) SELECT ADVANCED TRAINING FROM THE POSITION SOURCE PULL-DOWN MENU.
(2) IN THE JOB FAMILY FIELD, LEAVE THE FIELD BLANK. IF THERE IS TEXT THAT IS AUTOMATICALLY IN THE FIELD, DELETE IT.
(3) IN THE JOB CODE FIELD TYPE IN “000093” FOR SRCOC COURSE OR “000095” FOR WAR AND STAFF COURSES.
(4) IN THE KEYWORD(S) FIELD, TYPE IN “RESERVE” FOR SRCOC OR “WAR AND STAFF” FOR ALL OTHER COURSES.
(5) PRESS THE YELLOW SEARCH BUTTON LOCATED AT THE BOTTOM RIGHT OF THE SCREEN.
(6) SELECT THE COURSE OR COURSES YOU ARE APPLYING FOR BY CHECKING THE JOB BASKET CHECKBOX, CLICK THE ADD SELECTED TO JOB BASKET BUTTON.
(7) CLICK VIEW JOB BASKET THEN CLICK APPLY FOR JOBS IN BASKET. THIS TAKES THE USER TO THE ONLINE RESUME. ENSURE THAT SECTION 2 OF THE ONLINE RESUME HAS AN ACCURATE AND COMPLETE EMAIL ADDRESS, OTHERWISE YOU WILL NOT RECEIVE NOTIFICATION THAT YOUR E-RESUME WAS PROCESSED. CONTINUE THROUGH THE E-RESUME. THE NEXT PARAGRAPH WILL FURTHER DETAIL THE REQUIREMENTS FOR SECTION 11.
(8) E-RESUME TEXT: ADDRESS YOUR REASONS FOR APPLYING FOR RESPECTIVE COURSES. CITE ANY IDT, ADT OR OTHER EXPERIENCE RELEVANT TO YOUR APPLICATION. ADDRESS HOW THE COAST GUARD WILL BENEFIT BY SENDING YOU. ENTER TEXT BY TYPING DIRECTLY INTO THE E-RESUME TEXT WINDOW. DO NOT USE THE CG ADOBE FORMATTED RESERVE RESUME. DO NOT PASTE RESUMES OR CORESPONDENCE FROM OTHER APPLICATIONS INTO THE E-RESUME TEXT WINDOW.
(9) AFTER COMPLETING SECTION 11, HIT THE NEXT BUTTON. THIS TAKES THE USER TO SECTION 12, PREFERENCES. ENTER THE ENDORSERS EMPLID IN THE BLOCK PROVIDED. THE FINAL ENDORSER ON THE E-RESUME IS YOUR COMMANDING OFFICER.
(10) BELOW THE ENDORSER BLOCK ARE ITEMS FROM THE JOB BASKET. CLICK THE YELLOW ADD ARROW BY THE RESPECTIVE COURSE. THIS MOVES THE DESIRED POSITION TO THE RIGHT OF THE PREFERENCE SCREEN. CLICK THE NEXT BUTTON AND THEN THE SUBMIT BUTTON.
(11) TO EXIT, PRESS THE SIGN OUT LINK LOCATED AT THE TOP OF THE PAGE.

2. **CO ENDORSEMENT**, E-INTERVIEW IN DIRECT ACCESS IS REQUIRED AND ONLY ENDORSEMENTS FROM THE IMMEDIATE COMMAND ARE AUTHORIZED.

A. LOG INTO DIRECT ACCESS AND CLICK ON VIEW WORKLIST SHORTCUT AT THE TOP RIGHT OF THE SCREEN.

B. CLICK ON THE APPLICANTS NAME TO ACCESS THE E-INTERVIEW.

C. ONCE YOU HAVE ACCESSED THE APPLICANTS E-RESUME, IN THE "JOB ENDORSEMENT" PAGE UNDER THE "RECOMMENDATION" DROP-DOWN MENU, COMMANDING OFFICERS SHOULD CHOOSE "MAKE OFFER" TO POSITIVELY ENDORSE A CANDIDATE'S APPLICATION IN THE DROP DOWN FIELD.

D. CLICK ON THE COMMENTS LINK AND ENTER COMMENTS. A POSITIVE COMAND ENDORSEMENT IS REQUIRED FOR THIS PROGRAM AND MUST CONTAIN A SUBSTANTIVE ASSESSMENT OF THE APPLICANTS INTERESTS, ABILITY AND POTENTIAL VALUE TO THE SERVICE RELATING TO THE CURRICULA REQUESTED. IF THE APPLICANT IS RECOMMENDED THEN

E. CLICK THE RETURN BOUTTON AFTER ENTERING COMMENTS.

F. THIS WILL RETURN YOU TO THE JOB ENDORSEMENT SCREEN: IF YOU ARE THE FINAL ENDORSER CLICK ON THE MARK ALL FINAL BUTTON AND THEN CLICK SUBMIT. **NOTE: ONLY THOSE ENDORSEMENTS MARKED FINAL WILL BE CONSIDERED COMPLETE.** THESE ENDORSEMENTS MAY BE MADE FOR SECTOR PERSONNEL BY A DESIGNATED CO OF MILITARY PERSONNEL.

F. IF YOU ARE NOT THE FINAL ENDORSER, CLICK THE SUBMIT BUTTON. THIS WILL BRING YOU BACK TO YOUR WORKLIST WHERE YOU CAN REASSIGN THE E-RESUME.

G. IF YOU ARE THE FINAL ENDORSER YOU CAN CLICK THE MARKED WORKED BUTTON AND IT WILL REMOVE THE E-RESUME FROM YOUR WORKLIST.

3. APPLICANTS ARE ALSO ENCOURAGED TO ENSURE THAT THEIR MEMBER INFORMATION IS CORRECT IN DIRECT ACCESS, MENU HOME, SELF SERVICE, EMPLOYEE, TASKS, (PHONE, EMAIL, ADDRESS) INCLUDING THEIR WORK E-MAIL ADDRESS. YOU WILL RECEIVE A SYSTEM NOTIFICATION ENSURING YOUR E-RESUME WAS RECEIVED AND PROPERLY PROCESSED.