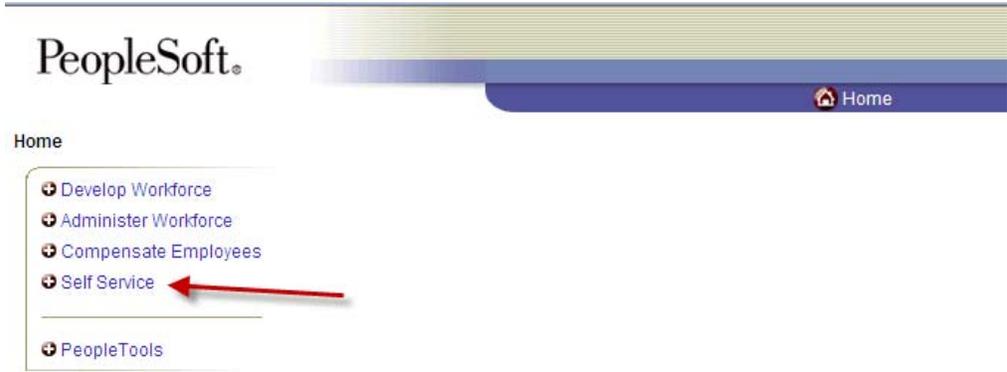


Applying for MK EPO Screening

A CG PSC DESK GUIDE



Applying for MK EPO Screening Guide

Purpose	This instruction will document the Direct Access procedures required to apply for an MK EPO screening.
Procedure	Follow the steps below:
STEP	ACTION
Note:	These instructions assume that you are logged in to Direct Access and are looking at the Home page. If you need assistance with Direct Access please contact your local computer administrator.
1.	<p>From the Home page click Self Service.</p>  <p>The screenshot shows the PeopleSoft Home page. At the top left is the PeopleSoft logo. Below it is a 'Home' section with a list of links: 'Develop Workforce', 'Administer Workforce', 'Compensate Employees', 'Self Service', and 'PeopleTools'. A red arrow points to the 'Self Service' link.</p>
2.	<p>Click on Employee then Tasks.</p>  <p>The screenshot shows the PeopleSoft Self Service Employee page. The breadcrumb trail is 'Home > Self Service > Employee'. There are three main menu sections. The middle section contains 'Applicant', 'Employee', and 'Manager'. The right-hand section contains 'Tasks', 'View', and 'Profile'. Red arrows point to the 'Employee' link in the middle section and the 'Tasks' link in the right-hand section.</p>

3.

Click on Create e-Resume.

PeopleSoft.

Home > Self Service > Employee > Tasks

Applicant
Employee
Manager

Tasks
View
Profile

Languages
Memberships

Email Addresses
Emergency Contacts
Home and Mailing Address
Phone Numbers

Allotments
Direct Deposit
W-4 Tax Information
State Tax Information

Create e-Resume
Review My Resume
Annual Screening Questionnaire
Schedule Drills

TDY Orders
Reserve Orders
All Duty
Thrift Savings Plan

Result: You are presented with the View Job Postings page.

4.

Click on Position Source then choose Command Screening for the drop down list.

PeopleSoft.

Home

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

View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source: Active Duty PCS

Position: Active Duty PCS

Dept Type: Advanced Training

Department: CWO -> LT Board

State: Career Extension

Job Family: Command Screening

Job Code: First Tour Jr. Officer Assign

Accomplishment: Integration

Competency: PCTS Appointment

Keyword(s): RPA Appointment

Optional

Include positions NOT on shopping list

Search

Jobcode	Dept	Position	City	State	Job Title
					Job Title

5.

Enter MK in the Job Family field then click the yellow Search Button.

PeopleSoft

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

View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source: Command Screening Select a Position Source Code

Position: Select a Position Nbr or leave blank for all

Dept Type: Select a Type or leave blank for all

Department: Select a Dept or leave blank for all

State: Select a State or leave blank for all

Job Family: MK **Do NOT include positions not shopped.** Select a Job Family or leave blank for all

Job Code: Select a Jobcode or leave blank for all

Accomplishment: Select an Accomplishment or leave blank for all

Competency: Select a Competency or leave blank for all

Keyword(s): Optional

Include positions NOT on shopping list

Jobcode	Dept	Position	City	State	Job Title
					Job Title

Result: The MK EPO Screening Panel position is displayed at the bottom of the page.

6.

Note: The below screen shot is the bottom of the page shown in the previous step.
Under Job Basket on the right of the screen place a check mark in the box then click the yellow button Add Selected Job to Basket.

View All First 1 of 1 Last

Jobcode	Dept	Position	City	State	Job Title	Status	Position Source	Job Req #	Job Basket
MK1	CG PERSONNEL COMMAND		ARLINGTON	VA	MK EPO Screening Panel	Open	Cmd Screen	134196	<input checked="" type="checkbox"/>

[View Job Basket](#)

Click here to place a check mark.

Result: It seems like nothing happened but if you noticed the check mark on the right has been removed as the job has indeed been added to the Job Basket.

7.

Click on View Job Basket.

PeopleSoft® Home

View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source: Select a Position Source Code

Position: Select a Position Nbr or leave blank for all

Dept Type: Select a Type or leave blank for all

Department: Select a Dept or leave blank for all

State: Select a State or leave blank for all

Job Family: Select a Job Family or leave blank for all

Job Code: Select a Jobcode or leave blank for all

Accomplishment: Select an Accomplishment or leave blank for all

Competency: Select a Competency or leave blank for all

Keyword(s): Optional

Include positions NOT on shopping list Search

Jobcode	Dept	Position	City	State	Job Title
MK1	CG PERSONNEL COMMAND		ARLINGTON	VA	MK EPO Screening Panel

Add Selected to Job Basket **View Job Basket**

Result: The Job Basket page is displayed.

8.

Click on Apply for Jobs in Basket.

PeopleSoft® Home Worklist

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [Create e-Resume](#)

View Job Postings

Job Basket

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

Position Number	Position Desc	Department	Job Code
	MK EPO Screening Panel	CG PERSONNEL COMMAND	MK1 + -

Apply for Jobs in Basket [Return to Job Postings](#)

Result: The Apply for Jobs page is displayed.

Note: Job Code will default to MK1; this applies to all MK1, MKC, MKCS

9.

Ensure you go through all steps 1 through 13.

PeopleSoft.

 Home

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > [Hr Resume Add Emp \(Hidden\)](#)

Apply for Job

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#)

Your Online Resume

Review your information on the following pages and update anything which has changed or is incorrect. Move between the pages by clicking on the Next and Previous buttons at the bottom of each page. Alternatively click the circled numbers above to return to completed pages.

If you change your resume the date will be recorded and any new jobs you apply for will use the new information. Jobs you applied for previously will continue to use the old information. This is because recruitment decisions may have already been made based on the original information you supplied.

When you reach the last page click the Submit button to confirm any changes and to apply for any jobs in your basket.

Next

10.

On step 12 of the E-Resume process enter the Employee ID of the Endorser in the text box provided.

Note: An endorsement is required. **DO NOT** place a check mark in the No Endorsement Required check box.

PeopleSoft®

Home > Self Service > Employee > Tasks > Hr Resume Add Emp (Hidden)

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Preferences

Move the positions from your Job Basket in your preferences to the Job Basket. Click the arrow button next to the position in the Job Basket to add it to your preferences. The position will be added to your preferences. Positions can be deleted from your preferences and then added again.

Do NOT Check this box.

Enter the Endorser Emplid:

No Endorsement Required

Job Basket					View All			First	1 of 1	Last
Position	Position Desc	Department	Job Code	Add						
MK EPO Screening Panel		CG PERSONNEL COMMAND	MK1	<input type="button" value="▶"/>						

Pref Order			View All			First	1 of 1	Last
Del	Position	Descr						
1								

[Transfer to Convey Career Intentions](#)

11.

While still on step 12 of the E-Resume process click the yellow arrow pointing to the right to move the MK EPO Screening Panel position to the right.

PeopleSoft®

Home > Self Service > Employee > Tasks > Hr Resume Add Emp (Hidden)

Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13

Preferences

Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.

Enter the Endorser Emplid:

No Endorsement Required

Job Basket				Pref Order		
Position	Position Desc	Department	Job Code	Del	Position	Descr
MK EPO Screening Panel		CG PERSONNEL COMMAND	MK1	<input type="button" value="▶"/>	1	<input type="checkbox"/>

[Transfer to Convey Career Intentions](#)

12.

Notice how the MK EPO Screening Panel position is shown on the right of the page, this indicates that it is the number one job in the basket.

Now click on the yellow Next button.

PeopleSoft

Home

[Home](#) > [Self Service](#) > [Employee](#) > [Tasks](#) > Hr Resume Add Emp (Hidden)

Apply for Job

① ② ③ ④ ⑤ ⑥ ⑦ ⑧ ⑨ ⑩ ⑪ ⑫ ⑬

Preferences

Move the positions from your Job Basket in your preferred order. (Even if there is only one position in the Job Basket). Use the YELLOW right arrow button next to the position to move the job to the right. The position will be added at the end of your list. Positions can be deleted from the Job Preference Order and then added again to re-sort if necessary.

Enter the Endorser Emplid:

No Endorsement Required

Job Basket				Pref Order		
View All				View All		
First 1 of 1 Last				First 1 of 1 Last		
Position	Position Desc	Department	Job Code	Del	Position	Order
	MK EPO Screening Panel	CG PERSONNEL COMMAND	MK1	<input type="button" value="▶"/>	1	MK EPO Screening Panel

[Transfer to Convey Career Intentions](#)

13.

When you are satisfied that everything is correct click the Submit button.

PeopleSoft®

Home

Home > Self Service > Employee > Tasks > Hr Resume Add Emp (Hidden)

Apply for Job

1 2 3 4 5 6 7 8 9 10 11 12 13

Submit Resume

If you wish to review your information use the previous and next links, or click the step numbers above, to navigate through the pages. When you have checked your information click the Submit button below to send us your resume.

Certain parts of your resume can be updated after submission, such as your email address, but the rest cannot be changed because the information in your resume may be used in the candidate selection process and as such will be assumed to be a snapshot of your position at the time of submission. If your resume information changes significantly in the future, and you wish to apply for more jobs, you will be required to submit a new resume.

Submit

You will be notified by email when we have received your resume.

The company is not responsible for the verification of data provided and shall not be liable for any errors, factual, transcription or otherwise, contained in the information posted.

Previous

14.

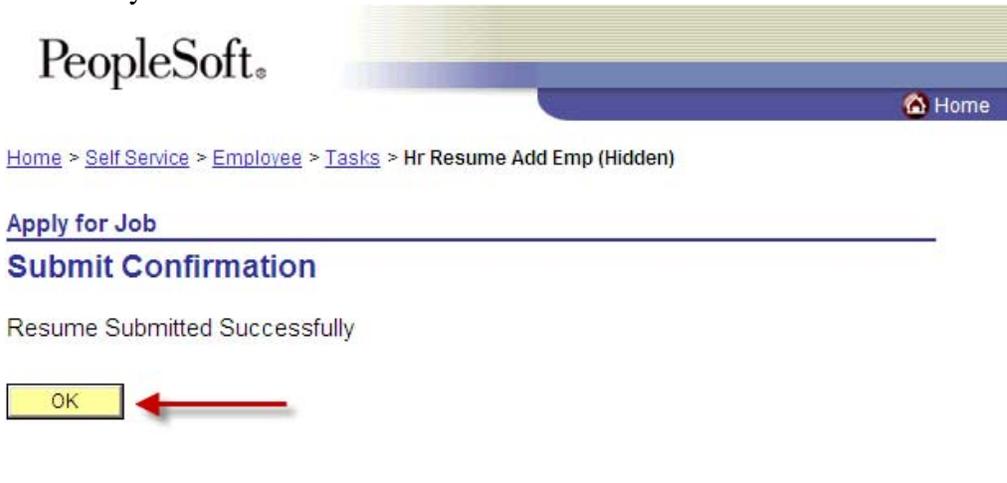
If you forget to enter the Employee ID of the endorser you will get the following message. Go back to step 10 of this guide (Or step 12 of E-Resume Process) to correct the problem.

Windows Internet Explorer

You have not entered an Approver Emplid or selected that you do not want an endorsement. (20130,30)

You have not entered an approver emplid or you have not checked that you do not want an endorsement. If you want your E-Resume to be endorsed you MUST enter an approver emplid.

OK

15.	<p>After pressing the Submit button you should see the following page. Click the yellow OK button.</p>  <p>Result: Your E-Resume is displayed for easy printing if desired.</p>
End of Document.	Congratulations! You are done applying for MK EPO Screening.