

Direct Access

Quick Reference Guide

CUSTOMER SUPPORT

Customer Care: (785) 339-2200 or (877) 772-8724

On-line: <http://www.uscg.mil/hq/psc/customerservice.htm>

Documentation: <http://www.uscg.mil/hq/psc/ps>

Self-Service Tutorials:

<http://www.uscg.mil/hq/hrsic/training/>

e-INTERVIEW

- **e-Interview** = e- Résumé Endorsement Process
- e-Interview is accessed from your Worklist.
- Only Commanding Officers and their authorized representatives (XO, Admin Officer, personnel with "By direction" authority) should complete the **final endorsement**.
- The final endorsement is completed when the **Marked All Final** button is pressed.
- Comments are not mandatory, unless you are disapproving the request or the member is applying for assignments listed in Articles 4.C.6 through 4.C.12 or 4.E.2 of the Coast Guard Personnel Manual, COMDTINST M1000.6(series).
- Enter comments in the comments section for the member's first choice. It is not necessary to repeat the comments for each position.

Endorsement Process						
Stage	Who Does It	What Happens				
1	Member	Enters the Employee ID number of his/her supervisor on Page 12 and submits e-Résumé.				
2	System	Adds the e-Résumé to the Supervisor's or Approving Official's Worklist and sends them an e-mail notification.				
3	Supervisor	Reviews member's e-Résumé. <ul style="list-style-type: none"> • Makes recommendation for approval or disapproval. • Adds comments if desired or necessary. 				
		<table border="1"> <thead> <tr> <th>If the supervisor is</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>not the Approving Official</td> <td>Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.</td> </tr> <tr> <td>the Approving Official</td> <td>Marks endorsement as final and Stage 4 (below) is skipped.</td> </tr> </tbody> </table>	If the supervisor is	Then	not the Approving Official	Enters Approving Official's Operator ID to transfer the e-Résumé to their Worklist for final endorsement.
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the Approving Official	Marks endorsement as final and Stage 4 (below) is skipped.					
4	Approving Official	Reviews member's e-Résumé. <ul style="list-style-type: none"> • Makes recommendation for approval or disapproval. • Adds comments if desired or necessary. • Marks endorsement as final by clicking the Marked All Final button on the Job Endorsement page.. 				

e-Interview

e-INTERVIEW (continuation)

- Navigate to your Worklist. Three suggested methods for navigating to your Worklist are illustrated below.

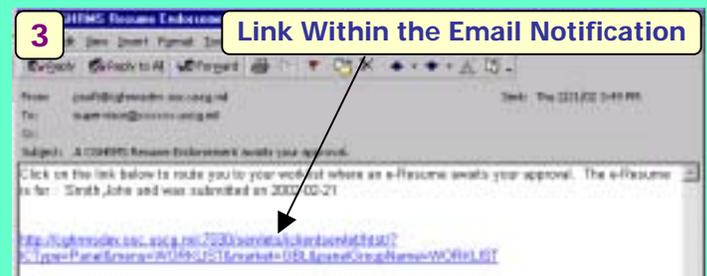
- **Method 1** – From the Home Page, click the **View Worklist** shortcut.



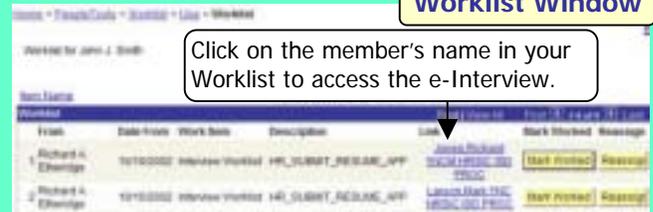
- **Method 2** – From the Home Page navigate to **View My Worklist** by clicking on the expanding menu columns: **Self Service > Employee > View > View My Worklist**.



- **Method 3** – You should have received an email notification regarding the member's e-Résumé. Click on the link within the email notification.



Worklist Window



e-INTERVIEW (continuation)

e-Résumé Endorsement

Click on the **drop-down arrows** to make a **recommendation** and **rate** the member's qualification for each position.

Click on each **Position #** link to view the position details.

If entering comments, click the **comments** link corresponding to the position.

Click on the **arrow** to display the **member's comments** for the e-Résumé being endorsed.

Enter Interview Results

Enter or edit your interview results in the form below.

Comments Screen

Enter Comments.

After entering comments, click Return.

Recommendation:

- **Make Offer** – Request is approved.
- **Reject** – Request is disapproved. When disapproving requests, include comments, in the comments section.

Rating:

- **Average** (default entry)
- **Excellent**
- **Not Qual**

If you are the final command endorser, click **Marked All Final**, then **Submit**. If you are not the final endorser just click the **Submit** button.

Job Endorsement

Listed below are the job postings for which the member has applied. Update the interview results for each job request where appropriate. Press the "Mark All Final" button at the right to finalize all the endorsements.

Mark All Final

#	Position #	Description	Date	Recommendation	Rating	Final Comments
1	00001204	DUTY	02/27/2004	Make Offer	Average	Comments

Submit

This is where the member's remarks would appear.

- After clicking **Submit** you will receive a confirmation. Click **OK** to return to the e-Interview.
- The endorsement may be modified providing it has not been reassigned or marked as final. Access it from your Worklist.
- If you are the final command endorser and you click **Marked All Final**, the system will automatically insert a checkmark in the **Final checkbox** of each position.
- The endorsement will remain in your Worklist until it is **reassigned** or marked as **worked**.

e-INTERVIEW (continuation)

Final Step:

- If you are not the final endorser, reassign the e-Résumé to someone else to complete/review the endorsement.
- If you are the final endorser, and marked it final (previous step), it needs to be removed from your Worklist.

Reassign the e-Résumé

Click **Reassign** to reassign the e-Résumé.

Enter or lookup the Operator ID (User ID).

Operator ID:

Comment:

OK **Cancel**

Use the comment field to explain why you are transferring the e-Résumé to their Worklist. Comments are optional and may be up to 30 characters long.

Click **OK**.

- Once you click **OK**, the e-Résumé will be reassigned. It will no longer appear on your Worklist. If you inadvertently reassign the e-Résumé you will need to contact the person it was reassigned to and ask them to reassign it back to you.
- When searching for the Operator ID, we recommend you search by **Description** or use the **Advanced Lookup**. This will allow you to use the **%** (wildcard) in your search.

Lookup Operator

Search By:

Description:

Lookup **Cancel** [Advanced Lookup](#)

Click on the **Advanced Lookup** link or click on the **Search By** drop-down arrow and select **Description**. In the **Description** field, enter the last name surrounded by **%**. Click **Lookup** to begin the search.

- If using the **Advanced Lookup**, enter the last name in the **description** field using the **%** (wildcard).

Final Endorser

If you are the final endorser and have marked it final, click **Marked Worked**.

- The e-Résumé will be removed from your Worklist.