

Self Service – My eResume Submission Report

Introduction This guide provides the procedures for how to view the My eResume Submission Report.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 9 more... link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a menu structure. Under the "Tasks" section, there is a list of links: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... (highlighted with a red box). Other sections include "View" with links like My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, and SWE PDE.</p>
<p>2</p>	<p>Now select the My eResume link.</p>  <p>The screenshot shows a page titled "Main Menu > CG AD Self Service: Employee >". Under the "Tasks" section, there is a grid of links with descriptions: PCS eResumes (View jobs and manage your applications.), My Airport Terminal Orders (My Airport Terminal Orders), Home and Mailing Address (Home and Mailing Address), Phone Numbers (Add or update phone numbers, or specify your primary phone number.), Direct Deposit (This link will take you to view and/or change your EFT/Direct Deposit.), Federal & State Tax Elections (Review or change your W-4 information.), Thrift Savings Plan (Review a summary of your savings plan enrollments.), Ethnic Groups (Ethnic Groups), My Reserve Orders (View/Update Reserve Orders), My Assignments Endorsements (My Assignments Endorsements), My Member Info (XMLP report that contains the Member Information), and My eResume (My eResume Submission Report) (highlighted with a red box).</p>

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Self Service – My eResume Submission Report Submission Report, Continued

Procedures,
continued

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3	<p>The member's Empl ID and Name will display. Click Create Report.</p> <div style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;">Coast Guard eResume Submission Report</p> <p>Empl ID <input type="text" value="1234567"/> SAILOR, POPEYE T</p> <p style="text-align: center;"><input type="button" value="Create Report"/></p> </div>																																								
4	<p>The Report will display all positions for which the member has applied.</p> <div style="border: 1px solid blue; padding: 10px;"> <p style="text-align: center;">COAST GUARD eRESUME SUBMISSION REPORT</p> <p>Name: POPEYE T SAILOR Employee ID: 1234567</p> <p>Submitted On: 10/26/2015</p> <p>Endorser: 7777777 - Oil, Olive</p> <p>Member Comment: My eResume is listed in order of locality preference. I have never been stationed at any of the units listed and have not been in those types of positions before. The majority of my career has been spent in a SPO and I would like to be given the opportunity to explore other YN specialties.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8" style="background-color: #e0e0e0;">Positions Applied For</th> </tr> <tr> <th>Rank</th> <th>Entry Date</th> <th>Job Opening</th> <th>Position Number</th> <th>Posting Title</th> <th>DeptID</th> <th>Department Name</th> <th>Endorsement</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/26/2015</td> <td>198102</td> <td>00036895</td> <td>ADMIN - CHESAPEAKE, VA</td> <td>046827</td> <td>COMMCOM SUPPLY/ADMIN DIVISION</td> <td>Not Req'd</td> </tr> <tr> <td>2</td> <td>10/26/2015</td> <td>198006</td> <td>00001513</td> <td>LEGAL ADMIN DUTY - NORFOLK, VA</td> <td>009464</td> <td>LSC-09</td> <td>Not Req'd</td> </tr> <tr> <td>3</td> <td>10/26/2015</td> <td>205864</td> <td>00016719</td> <td>ADMIN/PERS SUPPORT - PORTSMOUTH, VA</td> <td>038218</td> <td>LANTAREA (11)</td> <td>Not Req'd</td> </tr> </tbody> </table> </div>	Positions Applied For								Rank	Entry Date	Job Opening	Position Number	Posting Title	DeptID	Department Name	Endorsement	1	10/26/2015	198102	00036895	ADMIN - CHESAPEAKE, VA	046827	COMMCOM SUPPLY/ADMIN DIVISION	Not Req'd	2	10/26/2015	198006	00001513	LEGAL ADMIN DUTY - NORFOLK, VA	009464	LSC-09	Not Req'd	3	10/26/2015	205864	00016719	ADMIN/PERS SUPPORT - PORTSMOUTH, VA	038218	LANTAREA (11)	Not Req'd
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5	Now close the window and return to the Home screen.																																								
