

OCHR FACTSHEET

Transition to USAJOBS

For Employees and Applicants

Issued: January 2011

HIRING REFORM

This Fact Sheet:

- Highlights the key improvements offered by the full transition to USAJOBS.
- Provides references for finding additional information on hiring reform.

USAJOBS for Employees and Applicants

The Department of the Navy continues to move forward in its efforts to improve the hiring process and reduce the time to fill vacancies. Part of the improvement includes the transition from CHART to USAJOBS for job announcements. USAJOBS provides current employees and job seekers with better tools to apply for federal positions.

Key Improvements Provided by the USAJOBS Tool

Function or Process	USAJOBS (future)	CHART (current)
Where to Apply	<ul style="list-style-type: none">• USAJOBS.gov	<ul style="list-style-type: none">• chart.donhr.navy.mil
Resume	<ul style="list-style-type: none">• Create and store five resumes• Spell-check capable• Ability to upload attachments and resumes• Email notification of job postings• Ability to store 25 job interests• Submit via fax, hardcopy, online	<ul style="list-style-type: none">• Create and store one resume• No spell-check capability• Cannot upload supporting attachments• No email notifications• No ability to store job interests• Submit via hardcopy and online
Application Status	<ul style="list-style-type: none">• Remains in system for 18 months• Delegated examining capability	<ul style="list-style-type: none">• Drops status 60 days after action filled• No delegated examining
Rating	<ul style="list-style-type: none">• Based on answer to assessment questions	<ul style="list-style-type: none">• Based on skills and experience within resume
Job Searches	<ul style="list-style-type: none">• Ability to set up 10 searches	<ul style="list-style-type: none">• Ability to have five searches

Getting Started

During the transition to USAJOBS, vacancy announcements will continue to be posted to both CHART and USAJOBS. However, they will be exclusively posted to USAJOBS as the transition is complete. To prepare for the future system, employees should:

- Copy existing resumes from CHART
- Update resumes to reflect current qualifications
- Create a USAJOBS account at www.usajobs.gov
- Upload resumes and supporting documents to USAJOBS account

Until the DON's transition from CHART to USAJOBS is complete, applicants are encouraged to keep active resumes in both CHART and USAJOBS

For additional questions, email the DON Hiring Reform Team at DONhrfaq@navy.mil

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