### 

### <DELETE THIS SLIDE BEFORE PRESENTING>

### PREPARE THE FOLLOWING AHEAD OF TIME – 1 PRINTED COPY OF EACH PER ATTENDEE

- 3-4 sample resumes (should be relevant to the job you're hiring for)
- Copy of competencies and proficiency levels doc that the team created out of Job Analysis Workshop
- Optional: copies of SME Background Info Sheet if they haven't all submitted them already

### AGENDA FOR THIS SESSION

- Learn how to review resumes
- Learn how to write a good resume review statement
- Learn basic principles behind the merit system and about preventing bias
- Practice resume review
- Reminder: Turn in filled out SME Background Info Sheet

### MULTI-HURDLE SME ASSESSMENT PROCESS

#### **WE ARE HERE**

#### **DETERMINING WHICH APPLICANTS MEET THE MINIUMUM REQUIREMENTS**

#### 1: JOB ANALYSIS WORKSHOP

Conduct a two-day job analysis workshop with HR and SMEs to develop your assessments.



#### 2: JOB ANNOUNCEMENT

Post an accurate and compelling job announcement to attract the most qualified applicants.



**Human Resources** 

#### **3: RESUME REVIEW**

Two SMEs review each resume against the core competencies and proficiencies.

98 applicants

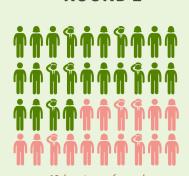


#### 4: PHONE ASSESSMENT INTERVIEWS

SMEs conduct up to two rounds of phone interviews to determine which applicants meet the minimum qualifications.

40 applicants

**ROUND 1** 



24 applicants

applican



10 do not move forward

**Subject Matter Experts** 

#### **5: ISSUING A CERTIFICATE**

HR applies veterans' preference and applies category ratings.

14
applicants







**Human Resources** 







#### TIME CONSIDERATIONS

- You are one of two SMEs who will review every resume in your list.
- If you are a tiebreaker, you will have additional time to finalize decisions.
- We recommend 1 hour blocks of time with breaks in between.
- Review should take about 5 minutes and will get progressively easier.

#### WHAT TO LOOK FOR DURING RESUME REVIEW

- Look at the first {PAGES} pages of work experience only.\* (might not be first pages).
- {OPTIONAL: If team decided to require it, verify "Recency of skill" duration requirement.}
- Verify at least a year of relevant job experience.
- Look for evidence of the required competencies at the proficiency level specified. Be rigorous.

- Do not look for specific keyword matches.
- Do not reject for overqualification.
- Regarding veterans: Do not make a determination based on veteran status.
   You are only evaluating applicants against the competencies.

# WITHIN FIRST {PAGES} PAGES OF JOB EXPERIENCE, ASSESS THE FOLLOWING

Competency or Requirement	Proficiency Level or Duration Required	Met or Not Met
{CORE-COMPETENCY-1}	{PROFICIENCY-LEVEL-1}	
{CORE-COMPETENCY-2}	{PROFICIENCY-LEVEL-2}	
{CORE-COMPETENCY-3}	{PROFICIENCY-LEVEL-3}	
{CORE-COMPETENCY-4}	{PROFICIENCY-LEVEL-4}	
Relevant job experience	At least 1 year	
Recency of skill	In the past {X} years (if applicable)	

To move an applicant forward, the resume must reflect ALL of these.

# WITHIN FIRST {PAGES} PAGES OF JOB EXPERIENCE, ASSESS THE FOLLOWING

Competency or Requirement	Proficiency Level or Duration Required	Met or Not Met
{CORE-COMPETENCY-1}	{PROFICIENCY-LEVEL-1}	
{CORE-COMPETENCY-2}	{PROFICIENCY-LEVEL-2}	<b>8</b> +
{CORE-COMPETENCY-3}	{PROFICIENCY-LEVEL-3}	
{CORE-COMPETENCY-4}	{PROFICIENCY-LEVEL-4}	
Relevant job experience	At least 1 year	
Recency of skill	In the past {X} years (if applicable)	

One core competency not met. No need to assess for additional competencies.

### PROVIDING WRITTEN JUSTIFICATION

- Include rating with 2-4 sentences tied back to proficiencies.
- Provide enough detail to retrace decision point later. When not moving an applicant forward, cite the technical reason a required competency is not met.
- While you are not looking for specific keywords, evidence of the competencies and proficiency levels must be in the resume.
- If you are making an assumption, write it down.

### **RATINGS**

#### **Move Forward**

Required competencies and proficiency levels adequately reflected to warrant further evaluation.

#### **Does Not Move Forward**

Required competencies and proficiency levels not adequately reflected; no further evaluation recommended.

ELEMENTS OF A GOOD STATEMENT: START WITH DECISION (MOVE FORWARD/DO NOT MOVE FORWARD)

"Move Forward:

# ELEMENTS OF A GOOD STATEMENT: MENTION THAT CORE COMPETENCIES/PROFICIENCY LEVELS ARE MET

"Move Forward: Core competency proficiency levels adequately reflected.

# ELEMENTS OF A GOOD STATEMENT: MENTION IF CORE COMPETENCIES/PROFICIENCY LEVELS ARE MET

"Move Forward: Core competency proficiency levels adequately reflected. Meets communications/collaboration because she implemented a company-wide program that had success results and metrics.

### ELEMENTS OF A GOOD STATEMENT: MENTION IF THEY HAVE 1 YEAR RELEVANT EXPERIENCE

"Move Forward: Core competency proficiency levels adequately reflected. Meets communications/collaboration because she implemented a company-wide program that had success results and metrics. One year relevant experience."

### **EXAMPLE STATEMENT: DOES NOT MOVE FORWARD**

"Does Not Move Forward: Though Eugene's resume shows 43 years experience as an IT Specialist, there is no evidence that he is experienced at security and policy and communications/collaboration at the levels required by the position."

# **EXAMPLE STATEMENT: DOES NOT MOVE FORWARD (TYPOS AND GRAMMATICAL ERRORS)**

"Does Not Move Forward: Kevin's resume does not show the communications/collaboration competency at the level required for this position because it contains significant spelling and grammatical errors."

# Prohibited Personnel Practices 5 U.S.C. 2302(b)

- Giving an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment (also, don't promise anyone they're going to get this job--you don't know that!)
- Engaging in nepotism
- Discriminating (including discrimination based on marital status and political affiliation)
- Considering employment based on factors other than personal knowledge or records of job-related abilities
- Influencing any person to withdraw from job competition

#### **EVERYONE HAS BIAS**

- Private sector applicants vs federal employees
- Veteran applicants
- Race/age/gender

Be conscious of your biases and make sure you are making decisions only on the established competencies/proficiencies.

### Resume Review Practice Session

# 60 minutes

## LOGISTICS <NOTE: REPLACE THIS CONTENT WITH YOUR SPECIFIC DETAILS>

- Resume review dates
  - <insert dates and SME names>
- Resume review tie breaker dates
  - <insert dates and SME names>

### The End