

<AgencyName>

SME Training: Resume Review

<INSERT DATE>

<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









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}	
{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
