



Streamline Your Structured Resume Reviews

USA Staffing is releasing functionality that supports the Structured Resume Review Assessment Methodology. We are doing this through introducing the new Subject Matter Expert (SME) Evaluation Assessment type and providing functionality for SMEs to evaluate resumes against specialized experience criteria.

Structured Resume Review Benefits

What is A Structured Resume Review?

A Structured Resume Review is defined by OPM as a screening (pass/fail) assessment whereby a trained panel of two or more subject matter experts (SMEs) follows a systematic process to review an applicant's resume and come to agreement on whether the applicant has the required specialized experience necessary to successfully perform the job.

The USA Staffing functionality will address several agency hiring needs. When used following OPM guidance, it meets EO 13932 requirements.

Improve Screening for Qualified Candidates

Using a structured and systematic resume review process that includes a panel of trained raters, clear rating criteria, and a standardized process can help agencies screen applicants in a reliable, valid, and effective manner. Agencies can leverage SME technical knowledge to improve the quality of candidates referred to the hiring official.

Meet Requirements for Executive Order (EO) 13932

When used in accordance with OPM guidance, using USA Staffing's Structured Resume Review functionality to conduct a Structured Resume Review will count as an assessment hurdle in compliance with EO 13932.

Process Automation

The functionality will automate the structured resume review process, reducing the overall time it takes a SME panel to conduct a review.

Improving Collaboration and Efficiency

The functionality makes it easy for SMEs to collaborate when conducting a Structured Resume Review, saving time and maximizing efficiency.

Structured Resume Review Compliance

EO Compliant

Two or more trained SMEs are required to evaluate resumes.

Justification must accompany all resume evaluations and be reviewed by an HR professional.

If SME evaluations are conflicting, a 3rd trained rater is required to review the two SME justifications and break the tie.

Non-Compliant

1 SME and/or no SME training.

Justification not required for all resume evaluations and evaluations are not reviewed by an HR professional.

Tiebreaker option not applicable when using 1 SME; no training for SME breaking the tie, if applicable.

What Makes a Structured Resume Review Compliant with EO 13932?