



# Structured Resume Review Overview

August 2024



# Agenda

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- 1 Introduction**
- 2 Functionality Overview**
- 3 Agency Next Steps**
- 4 Resources**

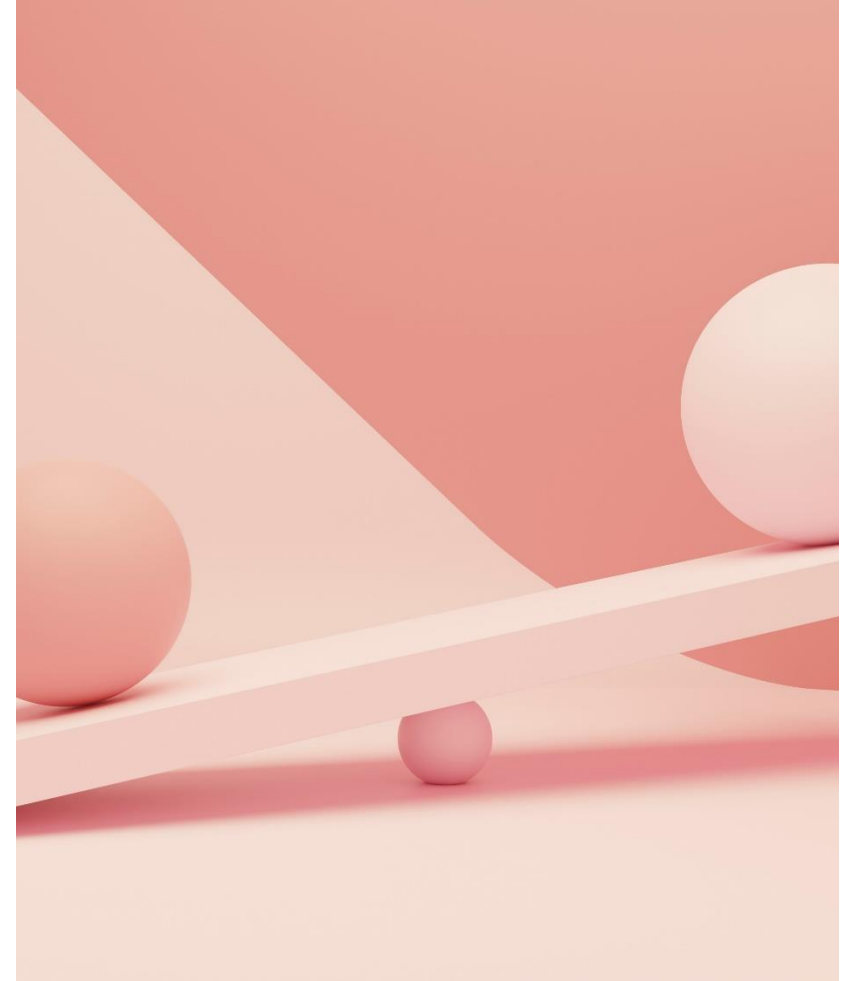
# Introduction



# 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.

USA Staffing Structured Resume Review functionality will address several agency hiring needs. When used following OPM guidance, it meets Executive Order (EO) 13932 requirements.



# Purpose of Structured Resume Review Functionality

1. **Improve screening of qualified candidates** by using a structured and systematic resume review process.
2. **Meet the requirements of EO 13932** by providing customers with a valid assessment hurdle (when used in accordance with OPM guidance).
3. **Automate the structured resume review process**, reducing the overall time it takes a panel to conduct a review.
4. **Create ease of collaboration between SMEs** when conducting a Structured Resume Review, saving time and maximizing efficiency.



# What Are the Benefits?

## HR Users

Allows HR users to **create SME evaluation criteria** to be used by SMEs in the resume review process. Gives HR users the ability to review the SME decisions as a **quality assurance** best practice.

## SME Panelist

Provides **automation** for subject matter experts to review applicant resumes and document evaluation decisions all on a **single page**.

## Federal HR Community

Counts as a **valid assessment hurdle in compliance with EO 13932** when agencies develop and implement this assessment **consistent with OPM guidance**.

# EO 13932 Compliance

## What Makes a Structured Resume Review Compliant with EO 13932 in USA Staffing?

EO Compliant	Non-Compliant
Two or more trained SMEs are required to evaluate resumes.	1 SME and/or no SME training.
Justification must accompany all resume evaluations and be reviewed by an HR professional.	Justification not required for all resume evaluations and evaluations are not reviewed by an HR professional.
If SME evaluations are conflicting, a 3 <sup>rd</sup> trained rater is required to review the two SME justifications and break the tie.	Tiebreaker option not applicable when using 1 SME; no training for SME breaking the tie, if applicable.

# Consider Using Structured Resume Review

*Generally*, OPM recommends Structured Resume Review only for situations meeting all of the following criteria:

- Highly specialized or technical jobs for which SMEs are in a better position than HR professionals to interpret experience as described in applicants' resumes.
- Higher graded positions (i.e., GS-12 and above, or equivalent).
- Positions for which there is no education substitution; the applicant can qualify based on specialized experience only.
- Smaller applicant pools or recruitments where there is control over the number of applicants moving forward (i.e., through application caps or a hurdled process) OR Larger recruitments for which multiple hurdles are being applied, multiple selections are being made and/or agencies can dedicate a larger number of SMEs.



# Inappropriate Use of Structured Resume Review

Structured Resume Reviews are designed **only for use in determining whether applicants possess the required specialized experience** to successfully perform the job. Structured Resume Reviews and/or the associated functionality in USA Staffing are NOT appropriate for use in:

- Determining if an applicant meets the Individual Occupational Requirements (IORs)/Basic Requirements for a position. The IOR/Basic Requirement review should be conducted by an HR professional prior to the Structured Resume Review.
- Reviewing transcripts to determine if an applicant meets education requirements that can serve as a substitution for specialized experience.
- Determining if an applicant meets a selective placement factor that involves a certification, license, or other requirement that involves a review of supporting documentation other than a resume.
- Vacancies that have multiple grades, multiple series, or multiple specialties.

# Functionality Overview

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# Assessment Configuration

VACANCY 10063100 ▾



Vacancy 10063100

Assessment Package

Announcement

Applicant Overview

Reviews

✓ Assessment: Research Microbiologist SME Evaluation



USAJOBS Announcement Title

Research Microbiologist

Pay Plan-Series-Grade

GS-0403-13

Assessment ID

125740

Assessment Information

Competencies

SME Evaluation Items

Screen-Out Criteria

Test Plan

Checklist



History

## Assessment Information

\* = Required

Assessment Name \*

Research Microbiologist SME Evaluatio

Owner \*

Patrick Gonsalves



Screen-out



Rating

Hurdle \*

Hurdle 1: Default Hurdle

Assessment Type \*

SME Evaluation

Assessment Method \*

Structured Resume Review (EO...

Number of SME Evaluations Required \*

2

Evaluation Justification Notes  
Required \*

For All Responses

**HR users build an SME Evaluation assessment type with items designed to help SMEs verify applicant qualifications.**

# Assessment Configuration

VACANCY 10063100 ▾



- Vacancy 10063100
- Assessment Package
- Announcement
- Reviews
- ✓ Assessment: Research Microbiologist SME Evaluation +

USAJOBS Announcement Title  
Research Microbiologist

Pay Plan-Series-Grade  
GS-0403-13

Assessment ID  
125740

- Assessment Information
- Competencies
- SME Evaluation Items
- Screen-Out Criteria
- Test Plan
- Checklist

⚙️ 📄 History

+ SME Evaluation Items (4 Items)

Add SME Evaluation Items ▾

Select All

**HR users add items specifically related to the Specialized Experience required for the position.**

+ ☐ 1. \* Microbiology

Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.

+ ☐ 2. \* Serotyping

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.

+ ☐ 3. \* Encapsulation

Resume reflects at least one year of specialized experience equivalent to the GS-12 level utilizing nanoparticle and/or microparticle production processes for encapsulation and/or characterization of encapsulated material.

+ ☐ 4. \* Aerosolization

Resume reflects at least one year of specialized experience equivalent to the GS-12 level aerosolizing nano and/or microencapsulated material.

Save

Cancel

# SME Review (HR Interface)

HR users assign SMEs to evaluate applicants against the resume review assessment criteria. The review handles assignments, tracking and automates delivery to SMEs in the same manner that current reviews function.

VACANCY 10062937 ▾



Vacancy 10062937 Assessment Package Announcement Applicant Overview Reviews Review: Test review +

Review Name Test review Review Type Subject Matter Expert (SME) Status Active Due 5/25/2023

Review Information Review Assignments Evaluations Recusals

History

## Review Assignments

Add Reviewer

Reviewer Name	Phone	Email	Tiebreaker Only	Inactive
Briana Heinz	202-000-0000	briana.heinz@opm.gov	<input type="checkbox"/>	<input type="checkbox"/>
Patrick Gonsalves	(202) 718-8526	patrick.gonsalves@opm.gov	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Susan Turner	2342342345	susan.turner@opm.gov	<input type="checkbox"/>	<input type="checkbox"/>

Save

Recall Review

# SME Review (Hiring Manager (HM) Interface)

## Subject Matter Expert Review

Assignment Name: Test review

Position Title:

Research Microbiologist (0403-GS-13)

You have...

- 2 available applicant(s) to evaluate
- 0 evaluation(s) requiring amendment
- 2 evaluated applicant(s)
- 0 submitted recusal(s)

### Details

To be completed by May 25, 2023

4 Total Applicants   Completed: 0

Applicant Name:

Drake Raynor

Expires On:

Jul 30, 2024 3:20 PM



Recuse Yourself

### Evaluation Criteria

#### 1. Microbiology

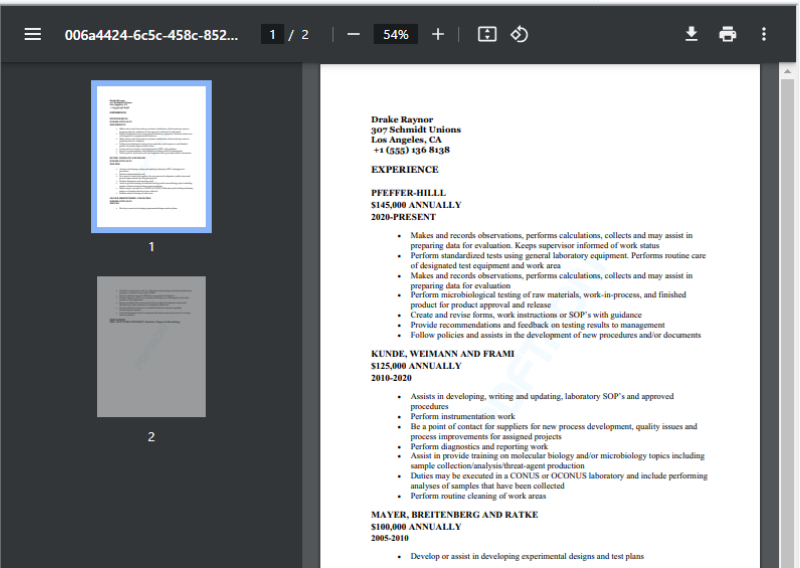
Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult to identify pathogens.

- Resume reflects this experience
- Resume does not reflect this experience

#### 2. Serotyping

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins, and/or peptides.

- Resume reflects this experience
- Resume does not reflect this experience

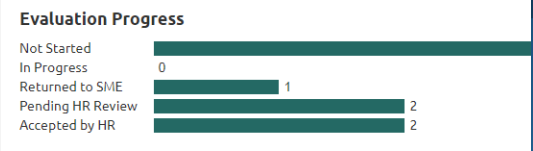


Instructions

The HM interface allows for SMEs to review applicant resumes, provide ratings, and justify their evaluation with notes. SMEs are automatically provided the next applicant to review and can recuse themselves if needed.

# HR Tracks Recusals

HR users may see an alert banner displaying information about applicants requiring additional SME evaluators due to an excessive number of recusals, preventing the completion of their evaluation.



On Recusal tab HR users can see all the recusals and the recusal reasons. This area also provides information regarding insufficient number of SME Evaluators remaining.

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Briana Heinz - OPM

VACANCY 10062937

Vacancy 10062937Assessment PackageAnnouncementApplicant OverviewReviewsApplicant: Liam E. HeinzReview: Test review

Review Name: Test reviewReview Type: Subject Matter Expert (SME)Status: ActiveDue: 5/25/2023

Review InformationReview AssignmentsEvaluationsRecusalsHistory

SME Recusals (1)

Applicant: All ApplicantsEvaluator: All EvaluatorsView Applicants where actions are requiredClear Filters

Applicant	Recusals	Actions Required
Raynor, Drake	1	Insufficient Evaluators
Evaluator	Recusal Date	Recusal Reason
Hainz, Briana	7/30/2024 12:42 EDT	I'm his supervisor.

# HR Quality Assurance

USA Staffing®

VACANCY 10062937

Review Name: Test review, Review Type: Subject Matter Expert (SME), Status: Active, Due: 5/25/2023

Review Information | Review Assignments | **Evaluations** | Recusals | History

**SME Evaluations**

**SME Recusal Warning**

There is 1 applicant with recusals from too many SME evaluators to have their evaluation completed.

[View Recusals](#)

**Evaluation Progress**

Not Started	4
In Progress	0
Returned to SME	1
Pending HR Review	2
Accepted by HR	2

**Overview**

8 Non-Tiebreak Evaluations

**Applicant**: All Applicants, **Evaluation Status**: Pending HR Review, **Evaluated By**: All Evaluators

Showing 1-2 of 2

APPLICANT	EVALUATED BY	STATUS
Merriam Webster	Briana Heinz	Pending HR Review

EVALUATION CRITERIA	DETERMINATION	JUSTIFICATION
1. Microbiology	Resume reflects this experience	Resume
2. Serotyping	Resume reflects this experience	Resume
3. Aerosolization	Resume reflects this experience	Resume

[Accept](#) [Return to SME](#)

**Return to SME Reason**

Enter a message for the Subject Matter Expert explaining why their justification needs amendment and click "Send". Text entered in this field will be sent to the Subject Matter Expert and saved and added to the review.

[Send](#) [Cancel](#)

HR users can review SME evaluations and justifications, and may accept/return SME evaluations as appropriate.



# Applicant Record

**USA Staffing will incorporate the SME Review results into each applicant's record. HR users can review the results along with all other information about the application, assessments, notifications and referral.**

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Briana Heinz - OPM ▼

VACANCY 10063100 ▼

Vacancy 10063100

Assessment Package

Announcement

Applicant Overview

Reviews

Review: Research Microbiologist SME Review

Applicant: Donny Kerabatsos

Application Number  
A2W8D-9YWI

Donny Kerabatsos  
PGONSALVESOPM+2@GMAIL.COM  
2027188526

222 8th AVE NW  
Arden Hills, Minnesota 55112  
United States

PA  
Pending

Eligibilities and Ratings

Application

Assessments

SME Evaluations

Applicant Information

Documents 2

Notes 0

History

– SME Evaluations (4 Items)

– Research Microbiologist SME Evaluation (4)

1. — Microbiology

Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult-to-identify pathogens.

Resume reflects this experience

Resume does not reflect this experience

2. — Serotyping

Resume reflects at least one year of specialized experience equivalent to the GS-12 level serotyping immune-based and/or molecular assays to detect emerging threats such as viruses, bacteria, proteins and/or peptides.

Resume reflects this experience

Resume does not reflect this experience

3. — Encapsulation

Resume reflects at least one year of specialized experience equivalent to the GS-12 level utilizing nanoparticle and/or microparticle production processes for encapsulation and/or characterization of encapsulated material.

Resume reflects this experience

Resume does not reflect this experience

# Reporting and Analytics

Data regarding the structured resume review is available through the Hiring Data Warehouse, and standard reports will be created or updated to include structured resume reviews.

Data will focus on:

- The content and characteristics of the SME Review and participating reviewers
- The content and characteristics of the items included on the SME Evaluation assessment
- The final item-level rating as determined by SMEs completing the review
- Assessment-level outcomes for applications, including the final rating



# Agency Next Steps

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## Agency Next Steps

1. Complete the OPM online Structured Resume Review training module
2. Review USA Staffing resources on the Resource Center
3. Review assessment strategies to determine target positions
4. Communicate to agency stakeholders how to use USA Staffing functionality

## Agency Use Cases

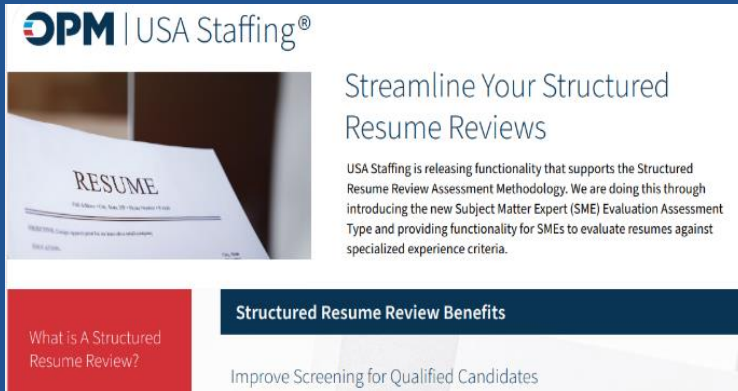
1. Follow **OPM guidance** to conduct a Structured Resume Review to meet EO 13932; and/or,
2. Follow **agency guidance** to automate a structured resume review process

# Resources

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# Structured Resume Review Resources

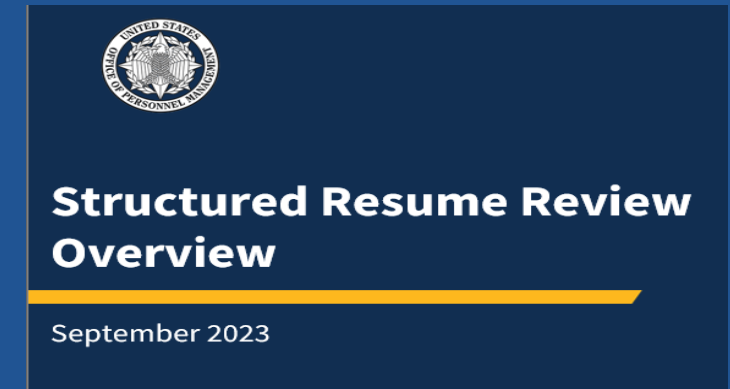
Visit <https://help.usastaffing.gov/ResourceCenter/index.php/Resources> to access all of the Structured Resume Review Resources



Marketing Flyer



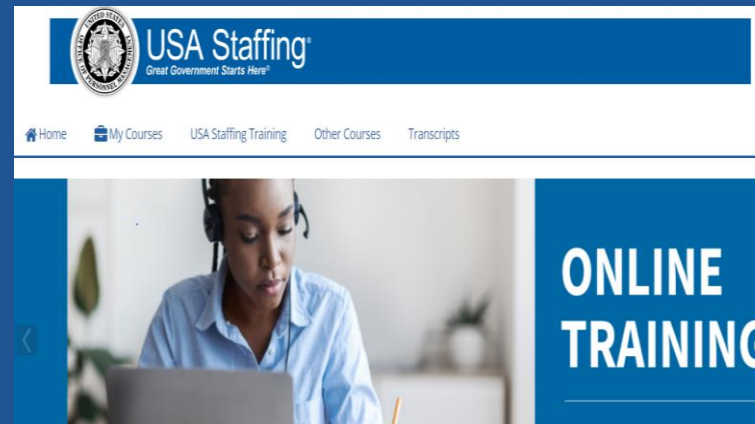
Assessment Methodology Guide



Briefing Slides



HR User Guide



OPM Online Training



SME User Guide



**Questions?**



# Thank you for your partnership!

Developed by:  
USA Staffing Program Office

