Structured Resume Review Overview

August 2024

Agenda

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.
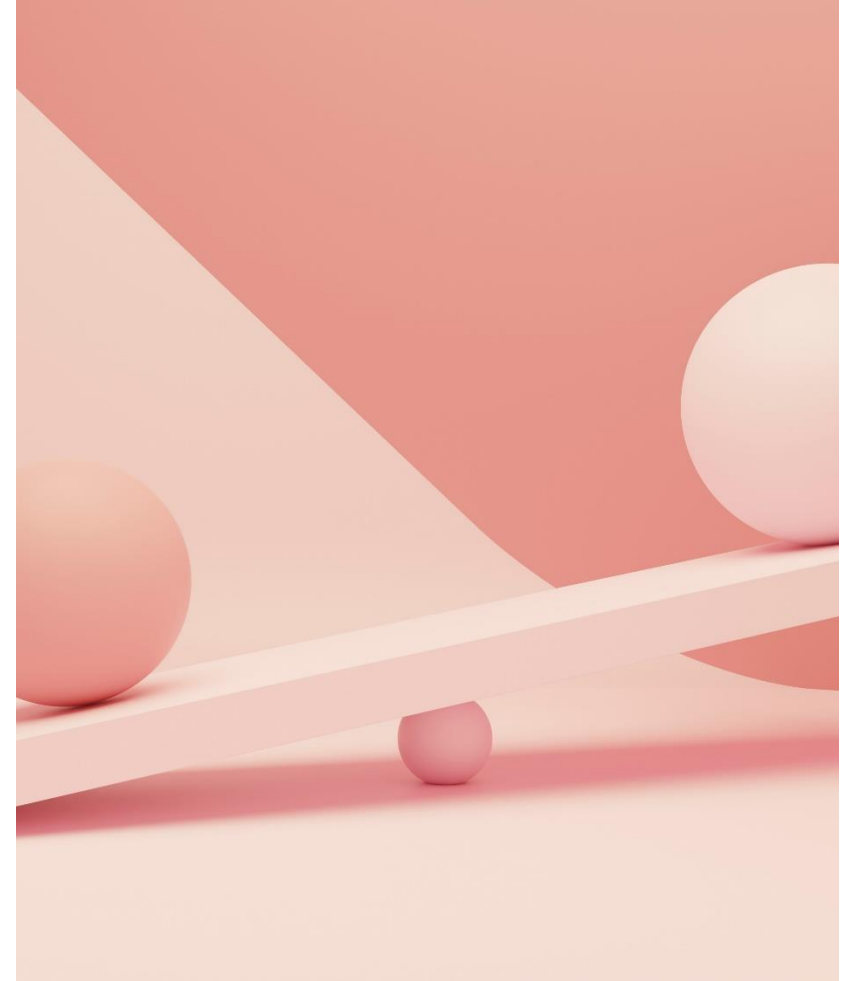
Purpose of Structured Resume Review Functionality

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 3rd 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

Assessment Configuration

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.**

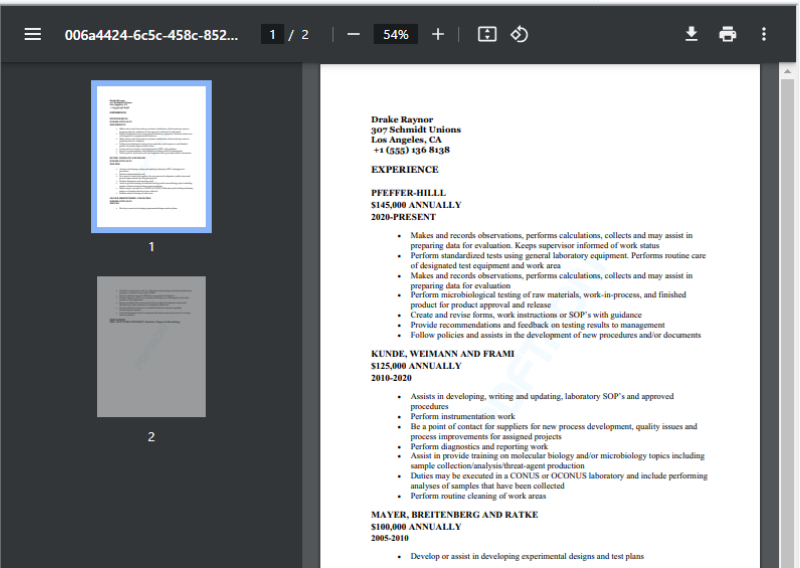+ ☐ ● 1. * **Microbiology** 📝

   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.

SME Review (Hiring Manager (HM) Interface)

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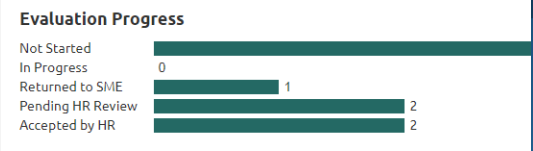
On Recusal tab HR users can see all the recusals and the recusal reasons. This area also provides information regarding insufficient number of SME Evaluators remaining.

15

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.

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

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
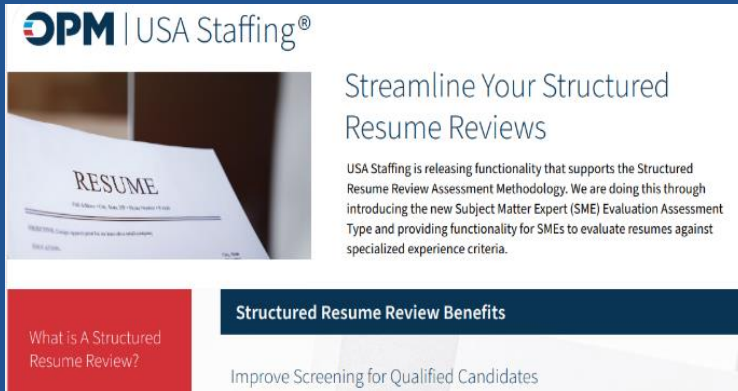
Agency Use Cases

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

Structured Resume Review Resources

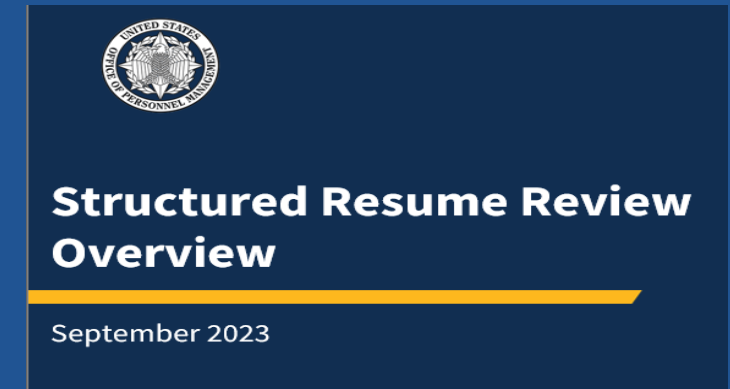Visit https://help.usastaffing.gov/ResourceCenter/index.php/Resources to access all of the Structured Resume Review Resources
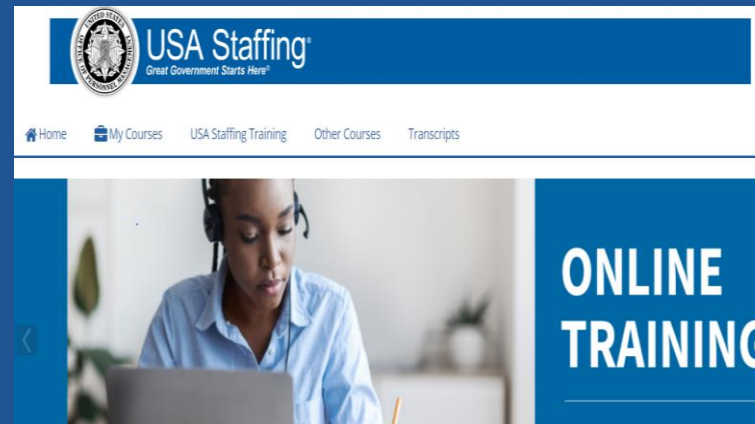

Marketing Flyer

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