

Sequence of this Presentation

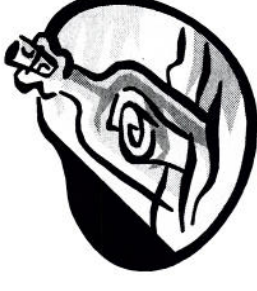
• Background Information

- Your three target audiences
 - Software
 - Personnel Staffing Specialist
 - Hiring and Selecting Official (or team)
- The E-Interview (Vacancy Announcement)
- Your three-layer cake with frosting
 - History: employment, volunteering, education, training, awards
 - Answering the interview questions from the announcement
 - What else you have beyond the announcement
 - Attitude and Reasons to Select YOU
- Frequently Asked Questions (FAQs)



The Federal Government including the Dept of the Army

- Is a world-class employer, hiring world-class employees, world-wide.
- Difficult to do initial screening interviews with hundreds of world-wide applicants – so they don't.
- They conduct the initial screening interviews *electronically* at Civilian Personnel On Line (CPOL.army.mil).
- So your Army Resume Builder (RESUMIX) is the initial interview!
- You are writing your script for a hiring event that you are not at!



- Use the Army's vacancy announcement's DUTIES, ABOUT THE POSITION, and QUALIFICATIONS blocks to derive the questions.
- Then answer their questions with your written, aligned success statements.
- At CPOL, you are *invited* to **write, type and interview**.

Hiring Practices: some thoughts ...

Private Sector vice Federal Government

Army "Civilian Personnel
On Line" (CPOL)

<u>Topic</u>	<u>Private Sector</u>	<u>ARMY CPOL</u>
Interviews	Face to Face	Electronic Interview
Résumés	1-2 Pages; Trigger Interviews	4+ pages Electronic Application <i>is the interview!</i>
Quantities (Numbers)	\$ - Money made and saved	Time (How Long)