



Structured Resume Review Overview

August 2024



Agenda

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

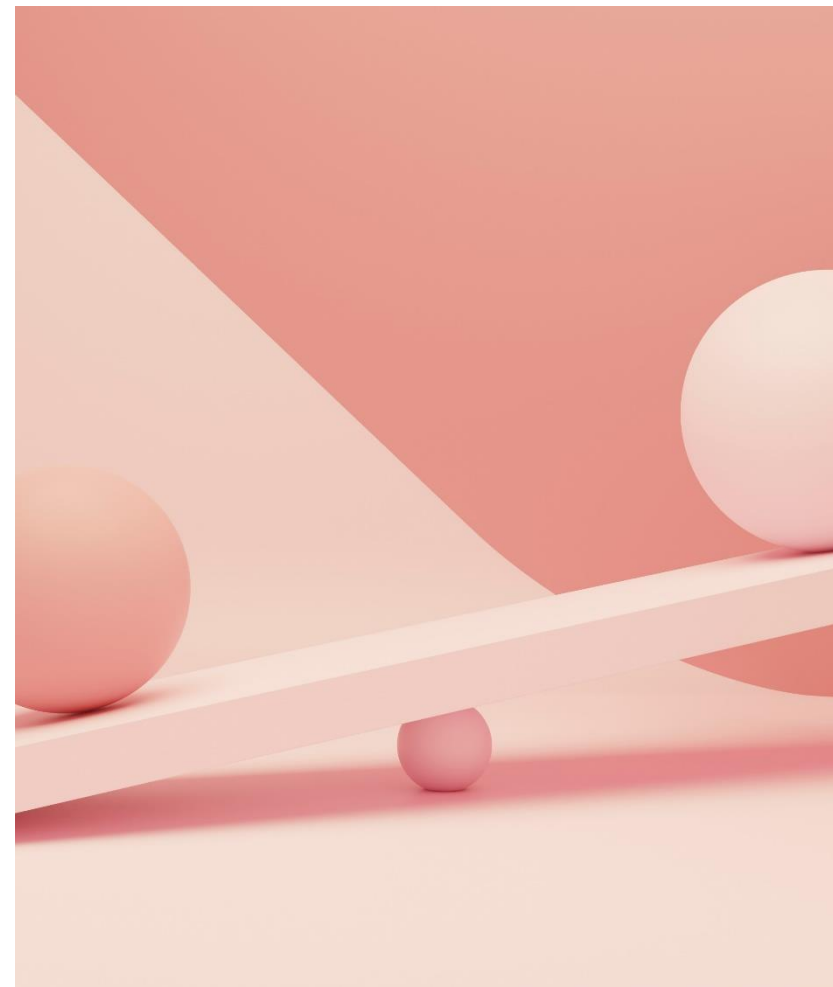
Introduction



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 3 rd 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

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 *	Owner *	<input checked="" type="checkbox"/> Screen-out <input type="checkbox"/> Rating	Hurdle *
Research Microbiologist SME Evaluatio	Patrick Gonsalves ▾		Hurdle 1: Default Hurdle ▾
Assessment Type *	Assessment Method *	Number of SME Evaluations Required *	Evaluation Justification Notes Required *
SME Evaluation ▾	Structured Resume Review (EO... ▾	2 ▾	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

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

Select All

- 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

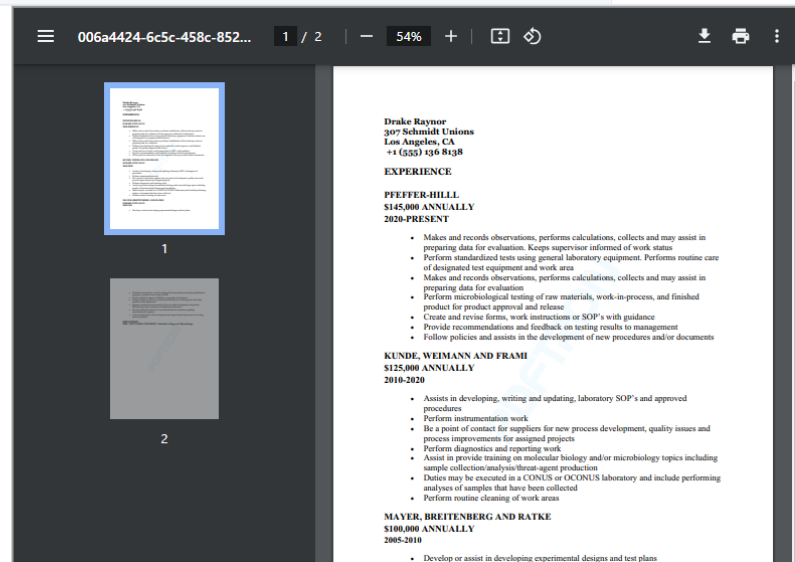
Resume reflects at least one year of specialized experience equivalent to the GS-12 level planning microbiological field and laboratory investigations involving novel or difficult to identify pathogens.

- 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



006a4424-6c5c-458c-852... 1 / 2 54%

Drake Raynor
307 Schmidt Unions
Low Angeles, CA
+1 (553) 310-8438

EXPERIENCE

PFEFFER-HILL
\$145,000 ANNUALLY
2020-PRESENT

- Makes and records observations, performs calculations, collects and may assist in preparing data for evaluation. Keeps supervisor informed of work status
- Perform standardized tests using general laboratory equipment. Performs routine care of designated test equipment and work area
- Makes and records observations, performs calculations, collects and may assist in preparing data for evaluation
- Perform microbiological testing of raw materials, work-in-process, and finished product for product approval and release
- Create and revise forms, work instructions or SOP's with guidance
- Provide recommendations and feedback on testing results to management
- Follow policies and assists in the development of new procedures and or documents

KUNDE, WEIMANN AND FRAM
\$125,000 ANNUALLY
2010-2020

- Assists in developing, writing and updating, laboratory SOP's and approved procedures
- Perform instrumentation work
- Be a point of contact for suppliers for new process development, quality issues and process improvements for assigned projects
- Perform diagnostics and reporting work
- Assist in provide training on molecular biology and/or microbiology topics including sample collection/analysis/threat-agent production
- Duties may be executed in a CONUS or OCONUS laboratory and include performing analysis of samples that have been collected
- Perform routine cleaning of work areas

MAYER, BREITENBERG AND RATKE
\$100,000 ANNUALLY
2005-2010

- Develop or assist in developing experimental designs and test plans

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

USA Staffing®

VACANCY 10062937

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

SME Recusal Warning

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

View 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.

Evaluation Progress

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

USA Staffing®

VACANCY 10062937

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

SME Recusals (1)

Applicant: All Applicants, Evaluator: All Evaluators, View Applicants where actions are required, Clear Filters

Applicant	Recusals	Actions Required
Raynor, Drake	1	Insufficient Evaluators

Evaluator	Recusal Date	Recusal Reason
Heinz, Briana	7/30/2024 12:42 EDT	I'm his supervisor.

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.

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

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.

The screenshot shows the USA Staffing web application interface. At the top, the navigation bar includes 'USA Staffing', 'Staffing', 'Classification', 'Admin', 'Reports', 'Search', and 'New AdvancedSearch'. The user is logged in as 'Briana Heinz - OPM'. The main header displays 'VACANCY 10063100'. Below this, a breadcrumb trail shows 'Vacancy 10063100' > 'Assessment Package' > 'Announcement' > 'Applicant Overview' > 'Reviews' > 'Review: Research Microbiologist SME Review' > 'Applicant: Donny Kerabatsos'. The applicant's details are shown: Application Number A2W8D-9YWI, Name Donny Kerabatsos, Email PGONSALVESOPM+2@GMAIL.COM, and Address 222 8th AVE NW, Arden Hills, Minnesota 55112, United States. The status is 'Pending'. The main content area is titled '- SME Evaluations (4 Items)' and contains three evaluation items:

- 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.
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- 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
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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

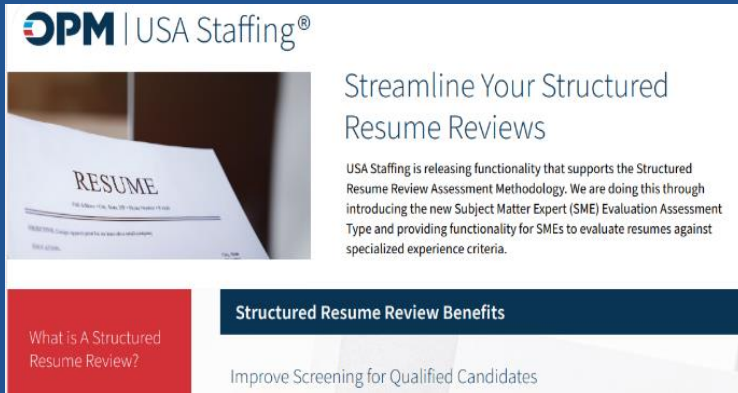
1. Follow **OPM guidance** to conduct a Structured Resume Review to meet EO 13932; and/or,
2. Follow **agency guidance** to automate a structured resume review process

Resources



Structured Resume Review Resources

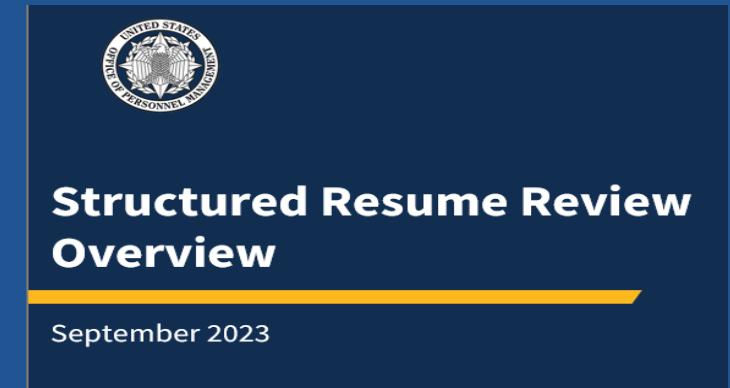
Visit <https://resourcecenter.usastaffing.gov/hc/en-us/sections/32525730105876-Structured-Resume-Review> to access all of the Structured Resume Review Resources



Marketing Flyer



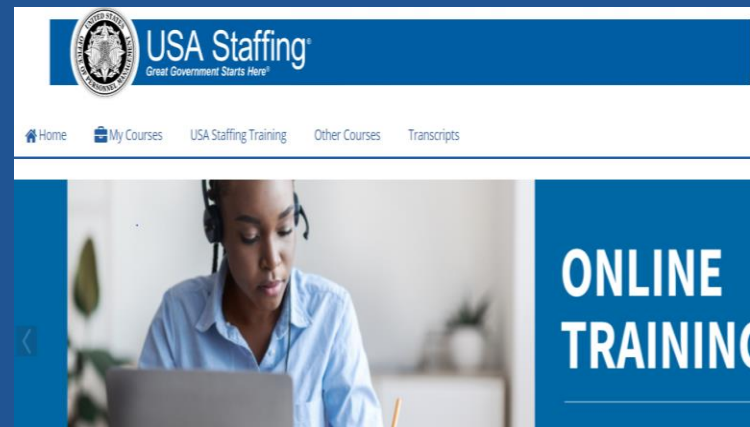
Assessment Methodology Guide



Briefing Slides



HR User Guide



OPM Online Training



SME User Guide



Questions?



Thank you for your partnership!

Developed by:
USA Staffing Program Office

