

[Electronic Résumé](#) 13-4.01-P

PREPARE an electronic Résumé (e-Résumé), as presented in the E-PME Study Guide.

***Completing an
Electronic Résumé***

All personnel in an Assignment Year (AY) must submit electronic résumés (e-Résumés) using Direct Access. The e-Résumé consists of an introduction and 12 pages of personnel and assignment data.

You will need a computer with access to the Internet. In addition, you will need to obtain a user identification (ID). Your Employee ID number is your user ID unless PSC customer care has given you a different number. Your password is your SSN. You will receive a prompt to change the password once you've entered the system. To access Direct Access, you will need to use the Coast Guard Intranet.

For help, contact PSC Customer Care at 1-866-PSC-USCG (772-8724), toll free. The untestable link to file an on-line Customer Care Trouble Ticket is:

<http://www.uscg.mil/hq/psc/customerservice.htm>

***Changing Your
Password***

Passwords must consist of at least eight characters, two of which must be numeric. They cannot be the same as the user ID number. Always **SAVE** your changes by clicking the SAVE or SUBMIT button.

Passwords expire every 90 days. A reminder alerts the user two days before expiration. After five unsuccessful login attempts, system lockout occurs. If this happens, contact PSC Customer Care or submit an Online Trouble-Ticket.

***Entering the
Program***

To enter the program, first select your language and then sign in using your User ID and Password. Navigate through the program by making various choices from the options offered.

Shown below are various screens and the correct prompts to select from the options in order to view the job postings.



Sample Screen with Highlighted Self Service Option



Sample Screen with Highlighted Self Service-Employee Option



Sample Screen with Highlighted Self Service-Employee-Tasks Option



Sample Screen with Highlighted Self Service-Employee-Tasks-Create e-Resume Option

View Job Postings

The View Job Postings page requires several entries in order to search your query. These entries are:

- Position Source (*provides a submenu with four choices*)
- Position
- Dept Type
- Department
- State
- Job Family (*the “Lookup Tool” provides job family descriptions*)
- Job Code (*only the job code is needed to search for assignments*)
- Accomplishment
- Competency
- Keywords

When you have completed the entries for this page, click on the applicable prompts to complete your e-Résumé application.

COAST GUARD
Human Resource System

Home View Worklist Help

Home > Self Service > Employee > Tasks > Create e-Resume [New Window](#)

View Job Postings

Enter your search criteria then click Search

Search Criteria

Position Source: Active Duty PCS Select a Position Source Code

Position: Select a Position Nbr or leave blank for all

Dept Type: Select a Type or leave blank for all

Department: Select a Dept or leave blank for all

State: Select a State or leave blank for all

Job Family: **Click the "Lookup Tool" to search for a Job Family. Click to continue.** Select a Job Family or leave blank for all

Job Code: Select a Jobcode or leave blank for all

Accomplishment: Select an Accomplishment or leave blank for all

Competency: Select a Competency or leave blank for all

Keyword(s): Optional

Include positions NOT on shopping list

View All First

Jobcode	Dept	Position	Job Title	Status	Position Source	Job Post #
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View Job Postings Screen

Creating Your e-Résumé

An interactive tutorial is provided on the Internet to guide you through the program. The untestable link is:

<http://www.uscg.mil/hq/psc/training/index.htm>

To meet this performance requirement, you will need to:

- Create your e-Résumé
- Verify with your supervisor that it is accurate and in the system