

Motta, Maritza R., VBASPT

From: Adobe Connect Notifications <admin@adobeconnect.com>
Sent: Thursday, October 20, 2022 2:08 PM
To: Warburton, Cole E. (Victor 12 Inc.), VBASPT
Subject: [EXTERNAL] Adobe Connect- Chat Transcript from HR Community of Practice

Transcript from Chat with Everyone

Motta, Maritza - HRTT Orlando: (10/20/2022 12:54) Hello Everyone and welcome to October's HR Community of Practice - Resume Writing.

Ural McKnight 2: (10/20/2022 13:04) I cannot hear anything.

Green, Kevin D., HRTT-ORL: (10/20/2022 13:04) If you want to receive TMS credit please ensure you have signed in with the correct naming convention.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:04) Naming convention should be - last name, first name and location. Thank you.

Finney, D'Oreal: (10/20/2022 13:05) I have tried leaving and coming back in to fix my naming convention to where I have my location, but I don't get the option. What do I do?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:06) It would all be on one line..... Motta, Maritza - HRTT Orlando Watt, Lafaydra: (10/20/2022 13:06) Sound went out Watt, Lafaydra: (10/20/2022 13:06) What was her last statement?

Demetrius: (10/20/2022 13:06) No audio Finney, D'Oreal: (10/20/2022 13:07) I'm okay. @Motta, Maritza?

Day, Ebony, Phoenix: (10/20/2022 13:07) NO audio Rita reno: (10/20/2022 13:07) It will not allow me to change name

Motta, Maritza - HRTT Orlando: (10/20/2022 13:07) Great @ Finney!

Finney, D'Oreal: (10/20/2022 13:07) Thank you!

Green, Kevin D., HRTT-ORL: (10/20/2022 13:07) @ D'Oreal click on the three dots in the right hand corner in the Attendees box and you can fix your sign in.

Finney, D'Oreal: (10/20/2022 13:08) Thank you @Green, Kevin D.

Rita reno: (10/20/2022 13:08) I left and came back and tryed to fix it but it wont let me change it Motta, Maritza - HRTT Orlando: (10/20/2022 13:08) Knock down ALL browsers.

Green, Kevin D., HRTT-ORL: (10/20/2022 13:08) ALCON: click on the three dots in the right hand corner in the Attendees box and you can fix your sign in.

Wanda: (10/20/2022 13:08) I was not able to access this training in TMS I had to copy and paste the link. What is the correct number for the training

Green, Kevin D., HRTT-ORL: (10/20/2022 13:09) @Wanda the training is not listed in the TMS library we will send the link out to attendees once training is complete to receive credit.

Gorman Rita Reno RO: (10/20/2022 13:10) got it thank you Richards-Clarke, Wanda, VRE Newark: (10/20/2022 13:10) thank you

Brittany: (10/20/2022 13:10) Did you say they don't have to be limited to one page?

Day, Ebony, Phoenix: (10/20/2022 13:10) No audio Marsicano, Michael, Lincoln: (10/20/2022 13:11) I can hear fine

Bell, Sharon, PHX RO: (10/20/2022 13:11) audio dropped Benson, Christina HRTT: (10/20/2022 13:11) Yes resume does not need to just be 1 page

Brittany: (10/20/2022 13:11) Thank you!

Ieshia Squires: (10/20/2022 13:12) Hi, will we be able to go back and look at this recording again?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:13) Yes. Please visit our SharePoint to listen to our recorded sessions.

Brittany: (10/20/2022 13:13) Can you all provide examples of resumes and resume templates?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:13)
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CJQljoiv2luMzliLCJBTiI6k1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&data=WxJ8nDMFdeZvB3nMnHZGjyFRX
DUCgb7KBWXNmSQDUWU%3D&reserved=0

Benson, Christina HRTT: (10/20/2022 13:14) On our sharepoint site we will have the recording Maritza just provided the link
Roe, Cody Muskogee: (10/20/2022 13:18) Would it be possible to go over so we have a better understanding the VEOA and VHA hiring authorities and how they're applicable. Especially in regards to bypassing TIG under the normal hiring process
Dunn, John, Winston-Salem: (10/20/2022 13:19) Please explain the importance of the "how you will be evaluated" section of the USA Jobs solicitation.

Marsicano, Michael, Lincoln: (10/20/2022 13:20) I can hear Katsatos, Ariadni, Phoenix: (10/20/2022 13:20) Sound is fine.

Madsen, DiAnne, Phoenix: (10/20/2022 13:20) I can hear you.

Irene: (10/20/2022 13:20) Yes , I can hear you.

Mejia, Felix Phoenix: (10/20/2022 13:20) sounds good
Bell, Sharon, PHX RO: (10/20/2022 13:20) I was able to hear, then audio dropped
Ural McKnight 2: (10/20/2022 13:20) What if your current job duties mirror word for word the job description?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:21) At the end of the instruction, we will have a question and answer box open and we will take your questions.

Ural McKnight 2: (10/20/2022 13:21) Ok thanks.

Sherelle Knight: (10/20/2022 13:22) Will we get a copy of this
Jamison, Stephanie, Winston-Salem: (10/20/2022 13:22) I have no audio at all. I've tried logging back in. Will try once more
Motta, Maritza - HRTT Orlando: (10/20/2022 13:22) You can download the files in the download box.

William Foggie: (10/20/2022 13:22) Is the salary required?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:23) The USAJobs resume builder has all the required information for input. We encourage you to follow that format if creating your own resume in another format.

Sherelle Knight: (10/20/2022 13:23) Thank you
William Foggie: (10/20/2022 13:23) Thanks
Motta, Maritza - HRTT Orlando: (10/20/2022 13:24) Welcome.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:24) @ Sherelle - if you can't get it to work, please visit our SharePoint for the recorded session.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:24)

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdvagov.sharepoint.com%2Fsites%2FVBAHRPortal%2FHRTT%2FSitePages%2FHRTTNewSharepoint.aspx%3FOR%3DTeams-HL%26CT%3D1642702560990&data=05%7C01%7C%7C001271b7ec4c42a5bd2b08dab2c604ae%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C638018860802373864%7CUnknown%7CTWFpbGZsb3d8eyJWljoimC4wLjAwMDAiLCJQljoiv2luMzliLCJBTiI6k1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&data=WxJ8nDMFdeZvB3nMnHZGjyFRX DUCgb7KBWXNmSQDUWU%3D&reserved=0>

Demetrius: (10/20/2022 13:31) Where can we download this presentation?

Ural McKnight 2: (10/20/2022 13:32) What if your current job duties mirror word for word the job description?

Marsicano, Michael, Lincoln: (10/20/2022 13:32) do the resume's go through a computer program that pulls resume's out or does each resume get viewed by an actual person
Fryzel, Linda Baltimore: (10/20/2022 13:32) does a computer - look for key words in the resume prior to a person reviewing our resumes?

Gorman Rita Reno RO: (10/20/2022 13:32) Is it true the longer the resume better?

Marsicano, Michael, Lincoln: (10/20/2022 13:32) some companies use bots to search resume's
Bell, Elizabeth, STL: (10/20/2022 13:32) Is it looked at as poorly if we state to contact us first instead of the supervisor? I've had 7 supervisors in the same position over the last year. So it's been easier than changing my supervisor.

Dunn, John, Winston-Salem: (10/20/2022 13:32) How important is the "how you will be evaluated" section
Niemczyk-Mullins, Denise Milwaukee: (10/20/2022 13:32) has the VA policy regarding checking resumes changed recently

Roe, Cody Muskogee: (10/20/2022 13:33) Would it be possible to go over VEOA and VHA hiring authorities so we have a better understanding , how they're applicable, especially in regards to bypassing TIG under the normal hiring paths

Gorman Rita Reno RO: (10/20/2022 13:33) Also no fillers words, be curt and short description for bullet point?

Watt, Lafaydra: (10/20/2022 13:33) What about the process of USAJOBS? Do they scan for keywords?

Ural McKnight 2: (10/20/2022 13:33) Can your current rater be a reference for you.

Lane, Keshia St. Pete: (10/20/2022 13:33) What is the suggested length of a resume? 2-3 pages or more than 3?

Watt, Lafaydra: (10/20/2022 13:33) ok thanks Richards-Clarke, Wanda, VRE Newark: (10/20/2022 13:33) Salary needs to be included? Won't the grade and step indicate salary based on region?

Lane, Keshia St. Pete: (10/20/2022 13:33) Thanks :-)

Liz: (10/20/2022 13:34) USA jobs has a resume builder. To whom and how would an applicant submit a resume to? This is 'National Federal Standard' resume, however i found certain states have variations. Is it up to the EC to know these variations and share with Job Ready Veterans Cheree Gardner: (10/20/2022 13:35) How many years back should we go for experience? I think I missed that.

Benson, Christina HRTT: (10/20/2022 13:35) Or if it's federal jobs in a payband salary would be important to determine equivalent grade level Gorman Rita Reno RO: (10/20/2022 13:35) what about power word that are actionable word?

Ilesia Squires: (10/20/2022 13:35) For the area of interest, what if someone is about to move to the area of the job listed but does not have a physical address there yet, would that be something that needs to be annotated anywhere in the resume?

Watt, Lafaydra: (10/20/2022 13:35) Are you able to differentiate between the different hiring authorities?

Carrigan, Joy, Oakland: (10/20/2022 13:36) I have applied for positions previously where I was found not qualified for a position, but had over 20 years experience in the exact field. It was also shown on my resume. I have emailed and called to have my resume pulled and reviewed again, and then found qualified. What do you suggest can be done in the future to ensure this would not happen. This is very frustrating considering alot of times people are not aware to request the reason why the applicant was found not qualified.

Benson, Christina HRTT: (10/20/2022 13:37) Lafaydra we will add hiring authorities during a calibration session since this session is just related to how to write your resume shuang song: (10/20/2022 13:38) this is a bad example of competencies, correct?

shuang song: (10/20/2022 13:39) Can I have a good example of competencies please?

Gould, Samantha PHX: (10/20/2022 13:39) yes. Are competencies a good route to take when you dont have the job experience in the specific position, but you do have the skills that are required ?

Ural McKnight 2: (10/20/2022 13:39) How much of the job criteria have to be met to get an interview. Some, all, a percentage?

Gould, Samantha PHX: (10/20/2022 13:41) Makes complete sense.!

Gould, Samantha PHX: (10/20/2022 13:41) Thank you Gaugh, Dawn, Winston-Salem: (10/20/2022 13:41) Should they be listed as competencies? I have never seen this used..

Benson, Christina HRTT: (10/20/2022 13:41) Interviews are determined from the hiring manager. Your resume determines your qualification not if you will get an interview Mitchell, Shari, Phoenix: (10/20/2022 13:41) Was that a bad example of competencies?

Mitchell, Shari, Phoenix: (10/20/2022 13:42) How they were just listed....

Irene: (10/20/2022 13:43) No Problem, it happens to us as well :) Scruggs-Triplett, Itaska St. Louis VARO 331: (10/20/2022 13:45) Are these links embedded in the PDF?

Marsicano, Michael, Lincoln: (10/20/2022 13:45) what are your thoughts on resume writing companies that say they specialize in fed resume's Gaugh, Dawn, Winston-Salem: (10/20/2022 13:45) Do y'all prefer the resume builder format?

Ochal, Kendra, Buffalo: (10/20/2022 13:45) Cover letter - helpful to HR?

Ural McKnight 2: (10/20/2022 13:46) How much of the job criteria have to be met to get an interview. Some, all, a percentage?

Gaugh, Dawn, Winston-Salem: (10/20/2022 13:46) do you have examples of well developed resumes?

Edsall, Deborah, Washington Comp Service: (10/20/2022 13:46) Any tips for changing from one federal agency to another?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:46) We do not provide examples. However, there are resource out there.

Edsall, Deborah, Washington Comp Service: (10/20/2022 13:46) LOL angela brown: (10/20/2022 13:46) does it help to do some education from TMS on the job applying for if we dont have experience?

Gaugh, Dawn, Winston-Salem: (10/20/2022 13:46) lol Motta, Maritza - HRTT Orlando: (10/20/2022 13:46) Ha Ha good one Bell, Sharon, PHX RO: (10/20/2022 13:47) lol REED, DEE, WICHITA: (10/20/2022 13:47) How important is the demographics button?

Emly, Shalako Portland VRE Office: (10/20/2022 13:47) lol Lane, Keshia St. Pete: (10/20/2022 13:47) How important is a cover sheet?

Sherelle Knight: (10/20/2022 13:47) I have a Masters Degree and was told it means nothing unless you have a PhD

Benson, Christina HRTT: (10/20/2022 13:47) You can have different resumes saved in usa jobs like Andrea stated.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:48) Have multiple resumes.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:48) Each one will target different jobs.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:49) Education is a factor for basic qualifications.

Morris, Rhonda Phoenix, VASS: (10/20/2022 13:49) Tips for moving from state to state within VBA; most are targeting applicants in the area. How is the best way to apply ?

Motta, Maritza - HRTT Orlando: (10/20/2022 13:49) Education can be super important if their is an education requirement for that specific job.

Irene: (10/20/2022 13:49) Why do I get referred to a position for remote, then be told not eligible for location?

Jamison, Stephanie, Winston-Salem: (10/20/2022 13:49) I keep mine updated. You never know what different organizations are looking for

Bell, Elizabeth, STL: (10/20/2022 13:50) Is it looked at as poorly if we state to contact us first instead of the supervisor? I've had 7 supervisors in the same position over the last year. So it's been easier than changing my supervisor.

Eggleston, Shaunda, Winston-Salem: (10/20/2022 13:50) I could have missed this if its been said and I apologize but will this presentation be available after this? If so how will it be distributed?

Eggleston, Shaunda, Winston-Salem: (10/20/2022 13:51) never mind I see the download

Benson, Christina HRTT: (10/20/2022 13:51) If you have a specific question on a particular scenario why you didn't qualify or why a selection criteria didn't match the job refer to the who to contact on the job announcement

Motta, Maritza - HRTT Orlando: (10/20/2022 13:51) The recorded session will be available on on SharePoint site. You can download the file from the download box.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:51)

<https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fdvagov.sharepoint.com%2Fsites%2FVBAHRPortal%2FHRTT%2FSitePages%2FHRTTNewSharepoint.aspx%3FOR%3DTeams-HL%26CT%3D1642702560990&data=05%7C01%7C%7C001271b7ec4c42a5bd2b08dab2c604ae%7Ce95f1b23abaf45ee821db7ab251ab3bf%7C0%7C0%7C638018860802373864%7CUnknown%7CTWFPbGZsb3d8eyJWljoimc4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikk1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=WxJ8nDMFdeZvB3nMnHZGjyFRXDUCgb7KBWXNmSQDUWU%3D&reserved=0>

Motta, Maritza - HRTT Orlando: (10/20/2022 13:52) Thanks for that Christina. Please, please, if you feel you were qualified for a position and found not qualified, please reach out to the POC on the announcement. There are those few times were maybe something was overlooked.

Cole, Clifton, VBACO: (10/20/2022 13:54) One can make the cert, but do not make it off the BQ list to be interviewed

Ochal, Kendra, Buffalo: (10/20/2022 13:54) Can you comment on Cover Letters - are they helpful to HR ?

Benson, Christina HRTT: (10/20/2022 13:54) qualified, interviewed, and selected are different. You can be qualified, but not interviewed. You can be interviewed, but not selected. It is manager's right to interview or select who they feel meets their needs

Motta, Maritza - HRTT Orlando: (10/20/2022 13:54) @ Cole - Correct

Colby, Richard VBASLCRO: (10/20/2022 13:55) Many announcements have multiple multiple hiring paths (i.e. Internal, Open to Public, Veterans). How can we best understand all of these icons in "This job is open to..." Sometimes there seems to be clarifications that are more limiting.

Watt, Lafaydra: (10/20/2022 13:55) Does VBA allow late filers? For instance, submit resume and other required documents directly to HR after announcement closed.

Herron, Sharyn, St Louis: (10/20/2022 13:55) I am curious about getting referred for a position multiple times, but never ending up getting an interview, is there a part of the process specifically where you go from being "Referred" to never getting a call/interview. (In this case it is the same position being applied for over the course of different listings for position)

Ochal, Kendra, Buffalo: (10/20/2022 13:55) @sharyn I have had this happen multiple times ! Maddening

Benson, Christina HRTT: (10/20/2022 13:56) copy and paste does not tell me what you did, it just tells me what the job is looking for

Morris, Rhonda Phoenix, VASS: (10/20/2022 13:56) Thank you for our time. I have learned a lot today.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:57) Keep in mind everyone - you are competing with many people. If we have 100 applicants, you may not reach the threshold.

Motta, Maritza - HRTT Orlando: (10/20/2022 13:58) When doing your resume - consider it marketing. Using the announcement as your marketing tool.

Hamilton, Ray, Phoenix: (10/20/2022 13:58) Thank you so much for the great information!!

Bell, Sharon, PHX RO: (10/20/2022 13:59) Good info Motta, Maritza - HRTT Orlando: (10/20/2022 13:59) Icons - good question Cole, Clifton, VBACO: (10/20/2022 13:59) Awesome training Andrea - Thanks katie perry: (10/20/2022 13:59) Thank you for the information LISA ALICEA: (10/20/2022 13:59) its been a while, but this is GREAT REFRESHER INFORMATION!

Benson, Christina HRTT: (10/20/2022 13:59) Be detailed and step by step. Spell it out for the person who has no idea what you did DeMarco, Concetta LAS: NCC - Phoenix, AZ: (10/20/2022 14:00) Thank you Marnette Wilson: (10/20/2022 14:00) Is there an audio version of this training that we can shared with Veterans?

angela brown: (10/20/2022 14:01) I usually look at the KSAS's first to see what they are looking for and when writing my job descriptions were I have that experience I make sure to add it there.

McCombs, Andrea Instructor: (10/20/2022 14:02) Angela Brown - that is perfect!

Parkin, Leah, Buffalo RO: (10/20/2022 14:03) so federal employees cannot also qualify under US citizens?

Benson, Christina HRTT: (10/20/2022 14:03) the recording will be on HRTT's sharepoint site Motta, Maritza - HRTT Orlando: (10/20/2022 14:03) @ Leah, government employees can apply as US Citizens Benson, Christina HRTT: (10/20/2022 14:03) Open to all US citizens means everyone who is a US citizen Motta, Maritza - HRTT Orlando: (10/20/2022 14:03) or other special hiring authorities.

Motta, Maritza - HRTT Orlando: (10/20/2022 14:03) if applicable Colby, Richard VBASLCRO: (10/20/2022 14:04) Thank you Parkin, Leah, Buffalo RO: (10/20/2022 14:04) thank you Benson, Christina HRTT: (10/20/2022 14:04) It will be next week we'll compile the Q&A section Scruggs-Triplett, Itaska St. Louis VARO 331: (10/20/2022 14:04) Thank you Gould, Samantha PHX: (10/20/2022 14:04) TY !!

Lane, Keshia St. Pete: (10/20/2022 14:04) Thank you Marsicano, Michael, Lincoln: (10/20/2022 14:04) thank you Pamela S. Commins: (10/20/2022 14:04) Thank You.

KEITH SANDERS: (10/20/2022 14:04) THANK YOU GUYS!

Finney, D'Oreal, STL: (10/20/2022 14:04) Thank you!

cynthia venerable: (10/20/2022 14:04) great job....

Kent, Lisa Muskogee: (10/20/2022 14:04) Thank you so much Andrea!

Benson, Christina HRTT: (10/20/2022 14:04) Hiring authorities will be a different training Seth Rusinko: (10/20/2022 14:04) Thank you!

Mejia, Felix Phoenix: (10/20/2022 14:04) thank you LISA ALICEA: (10/20/2022 14:04) thank you!!!!!!

Edsall, Deborah, Washington Comp Service: (10/20/2022 14:04) Thank you!

leshia Squires: (10/20/2022 14:04) Thank you so much for this!

Dominy, Karen, Atlanta: (10/20/2022 14:04) thank you Motta, Maritza - HRTT Orlando: (10/20/2022 14:04) Thank you all for your attendance and attention. I hope you gained valuable information to assist you in your professional goals.

Rodriguez, Fred, San Diego: (10/20/2022 14:05) thank you Thompson-Lee, Miriam Rachel, Muskogee: (10/20/2022 14:05) I've learned a lot. Thank you!

Young, Shomari, San Diego: (10/20/2022 14:05) thank you Mitchell-Ghans, Bernadeen, New York: (10/20/2022 14:05) Thank you!

norway, sarah Denver: (10/20/2022 14:05) Thank you so much!

Cheree Gardner: (10/20/2022 14:05) Thank you Jamison, Stephanie, Winston-Salem: (10/20/2022 14:06) Thank you!

Berumen, Amy, Phoenix: (10/20/2022 14:06) Thank you!

Billings, Marlene, Muskogee: (10/20/2022 14:06) Thank you!

Mazone, Allie, Winston Salem: (10/20/2022 14:06) Thank you Fearn, LaQuishia San Diego SSD: (10/20/2022 14:06) Thank you!

LISA ALICEA: (10/20/2022 14:06) SUPER!!!!!!!!!!

Zhang, Tonya Phx: (10/20/2022 14:06) thank you Roe, Cody Muskogee: (10/20/2022 14:06) Ty Ramirez, Carlos, Phoenix: (10/20/2022 14:06) Thank you Russaw, John, VARO San Diego: (10/20/2022 14:06) Thank you Sherwyn Moochoon: (10/20/2022 14:06) ty LaCroix, Stephanie, Roanoke VA: (10/20/2022 14:06) Thanks you Gipson, Lisa, Winston Salem: (10/20/2022 14:06) Thank you very much Gonta, Marianne, BUF: (10/20/2022 14:06) Thank you!

L. Bracey, Nashville: (10/20/2022 14:06) thank you Collier, Karen RO350: (10/20/2022 14:06) Was this recorded? If yes, where can I find it?

Ray, Twanna, Phx: (10/20/2022 14:06) Thank you Marlo Vaughn: (10/20/2022 14:06) thanks Brown, Kimberly, Houston: (10/20/2022 14:06) Thanks Grigsby, Makeitha, Columbia: (10/20/2022 14:06) Thank you!

Mitchum, Sarita, Muskogee RPO: (10/20/2022 14:06) Thank you!

Moore, William: (10/20/2022 14:06) Great training... thank you