

**Note:** OPM is currently revising the online Structured Resume Review Training that was previously hosted on the USA Staffing Training Portal. This training is temporarily unavailable. We anticipate restoring access to the training as soon as possible; however, a timeline is not yet available. Thank you for your understanding and cooperation.



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

February 13, 2023

### Memorandum for Human Resources Directors

From: Kimberly A. Holden  
Deputy Associate Director  
Talent Acquisition, Classification, and Veterans Programs

Subject: Launch of OPM's Structured Resume Review Training

The U.S. Office of Personnel Management (OPM) is pleased to launch a free, self-paced web training on the use of Structured Resume Reviews as a way to meet agency goals in support of Executive Order (EO) 13932 on *Modernizing and Reforming the Assessment and Hiring of Federal Job Candidates*.

#### What Is a Structured Resume Review?

A Structured Resume Review is 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. This process is recommended as an assessment option for positions that are:

- Highly specialized or technical;
- At a grade level for which there is no education substitution (i.e., an applicant must qualify based on specialized experience); and
- Likely to have a smaller applicant pool (or larger recruitments for which multiple hurdles are being applied, multiple selections are being made, and agencies can dedicate a larger number of SMEs).

A Structured Resume Review does not result in a score or quality category for the applicants. It results in a qualified/not qualified determination based on the required specialized experience for the position.

#### Why Use a Structured Resume Review?

Although HR Specialists are the experts on Federal hiring processes and systems, there may be positions for which SMEs are in a better position than HR professionals to interpret experience as described in applicants' resumes. By utilizing SMEs to perform a Structured Resume Review, agencies can leverage SME technical knowledge to improve the quality of candidates referred to the hiring official.

Additionally, when agencies implement this hurdle consistent with OPM training, Structured Resume Review will count as a valid assessment hurdle in a multiple hurdle approach for purposes of meeting EO 13932 requirements. This practice includes training SMEs on how to conduct a Structured Resume Review; using a minimum of two SMEs to review each resume if using a consensus approach or including a third SME if using a tie-breaker approach to handle rating discrepancies; and requiring SMEs to provide a written justification statement for each review, which is reviewed by the HR Specialist for appropriateness.

**Update:** While this training is not mandatory, agencies using Structured Resume Review as an assessment method should ensure they are following proper procedures. This includes training Subject Matter Experts (SMEs) on how to conduct reviews; using at least two SMEs per resume when applying a consensus approach (or a third SME as a tie-breaker when needed); and requiring SMEs to provide written justification statements for each review, which are then reviewed by an HR Specialist for appropriateness and maintaining documentation for recordkeeping, reconstruction, and accountability purposes.

As long as your agency has a process in place to ensure SMEs understand their roles and properly document the review process, you may continue using Structured Resume Review without the OPM-specific training.

### **Who Should Attend this Course?**

This course is designed for experienced HR Specialists who are proficient in conducting job analyses, writing specialized experience statements, and providing guidance and direction to hiring managers (e.g., conducting training or focus groups). A solid background in Federal staffing is a pre-requisite for taking the course.

### **How Do I Sign-Up for this Training?**

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### **For More Information**

For more information on implementing a Structured Resume Review process, please contact OPM's Hiring Experience Group at [HX@opm.gov](mailto:HX@opm.gov).

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs