The Bureau of Land Management (BLM) is pleased to announce our new automated recruiting system – BLMJOBS OnLine that is easier to use and speeds up the hiring process. In order for the Bureau to become more competitive in seeking out applicants and to provide a quicker and easier process when applying for federal positions, it was decided that automation through use of a web-based internet application was the best choice.

The BLMJOBS OnLine Application Website software automates the federal hiring process. Using our federal hiring process content, the system enables us to use the power of the Internet to build and post vacancies directly to the BLMJOBS OnLine Application Website. Interested applicants can review the vacancy announcement and answer position-specific questions while at this web site. The day after the vacancy closes, the Human Resources (HR) office can rate, rank and certify candidates through the automated system.

All temporary seasonal positions will be filled through this new automated system this year. The Temporary seasonal fire announcements opened on December 15, 2003 and close on April 4, 2004. OR/WA has posted duty locations under three announcements and can be found at http://www.firejobs.doi.gov. Non-fire temporary seasonal announcements opened on December 22, 2003 and will close on August 16, 2004 and can be found on the Bureau-wide website at http://www.blm.gov/careers.

Different locations throughout the BLM - Oregon/Washington (OR/WA) begin making Temporary Seasonal appointments at different times. Therefore, the first cut-off for accepting applications for consideration under these announcements is 3:00 p.m. Pacific Standard Time, Friday, January 16, 2004 for fire positions, and January 30th for non-fire jobs. All eligible and qualified candidates who have submitted applications by the above date will be ready for referral to the selecting officials. When selecting officials are ready to fill their positions, those names will be referred. Commencing in February, all BLM HR offices will begin transition to BLMJOBS OnLine for all vacancies (both permanent and temporary). As part of this transition to an automated online basis, the Bureau will be presenting three satellite broadcasts the week of February 9th. The broadcasts will have three different focuses: one for the HR group, one for supervisors/managers and one for all employees. The broadcasts are as follows: Feb. 10th – HR
The significant changes for supervisors and the HR community is the upfront work that will need to be completed before the vacancy announcement is published. No longer will applicants address Knowledge, Skills and Abilities (KSAs) in a narrative format, nor will applicants be evaluated on KSAs in this new automated system. Rather, applicants are rated and referred based on their responses to the position-specific questions (Task Statements) as supported by information in their resume. The position-specific questions used in this system are derived from competency questions and the position analysis for each occupation or position. The position analysis and a library of questions are currently under development for each occupational series in the Bureau by the HR offices and validated by subject matter experts as appropriate for the job series. OR/WA is currently involved in the development of the following series in partnership with Montana: Forestry, GS-460; Forestry Technician, GS-462; Professional Biological Sciences, GS-401; Rangeland Management, GS-454; and Range Technician (Non-Fire), GS-455.

As each job series is developed and placed in this new automated system’s library, all states will be required to use it in advertising positions. As supervisors are ready to recruit, they will use this new library to identify the appropriate questions needed in filling their positions. In addition, supervisors will continue to provide the HR office with the Request for Personnel Action (SF-52), the position description and OF-8 (as appropriate), Outreach and Recruitment Strategy Plan (ORSP) and any other support documentation necessary as requested by the HR office.

When applicants first access the system, they are prompted to answer a set of core federal questions which are stored in the system and used to determine the applicant’s current status, veteran’s preference, highest grade held, reinstatement eligibility, etc. The system then assigns a user ID and the applicant establishes a password. Applicants can then either create or load their resume, keeping it as brief as possible and include relevant work experience with short descriptions and educational background. Vacancy announcements will instruct applicants on how to submit required supporting documents (i.e. transcripts, DD214s).

The new system does not accept resumes via email. In order to apply for jobs in BLMJOBS OnLine, applicants must log into the system and apply online by answering the position-specific questions and submitting their resume via the website. If applying online poses a hardship for applicants, or they do not have access to the Internet, applicants are instructed to contact the Human Resources office for an application packet PRIOR to the closing date of the announcement. Each district office will need to provide assistance to applicants who do not have internet access. It is understood that the Public Room in the State Office and each district already provides a computer with a link to USAJOBS. It is recommended that an additional site directly linking to BLMJOBS at http://www.blm.gov/careers be added.

Interested applicants can view current openings through a variety of websites. All vacancy announcements require posting on the Office of Personnel Management’s (OPM) web site USAJOBS at http://www.usajobs.opm.gov. The OPM job listing will provide a link to the BLM recruitment system. Applicants can also go directly to BLM jobs at http://www.blm.gov/careers and temporary seasonal fire positions can be found directly at http://www.firejobs.doi.gov.

February 17-20, 2004, representatives from the National Business Center will conduct training to our HR community on the use of BLMJOBS OnLine at the Oregon State Office. Each district office will have an HR representative participating in this training, along with State Office Branch of Human Resources group. Training will consist of building vacancy announcements and the generation of certificates. Task Statement training is currently being arranged for the HR community and subject matter experts. Additional information will be forthcoming as training dates are confirmed. Receipt of the training is critical to districts in carrying out their human resources delegation and responsibilities.
Sheila Casey, Human Resources Specialist, is available to answer questions you or your staff may have regarding this new system. She can be reached at (503) 808-6060 or email at s1casey@or.blm.gov

**Districts with Unions** are reminded to notify their unions of this Information Bulletin and satisfy any bargaining obligations before implementation. Your servicing Human Resources Office or Labor Relations Specialist can provide you assistance in this matter.

Signed by
Thomas M. O’Donnell
Chief, Branch of Human Resources

Authenticated by
Mary O’Leary
Management Assistant

Distribution
WO-700 (Room 5628 - MIB) - 1