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2024



HireVue Applicant FAQs

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What is HireVue?

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HireVue is a software that provides a platform for interviews and application collection that is immediately viewable. It is part of an "end-to-end hiring experience platform" that automates workflows connected with the hiring process.

The HireVue logo, featuring the word "Hire" in white, a red star, and the word "Vue" in white, all on a dark blue background.

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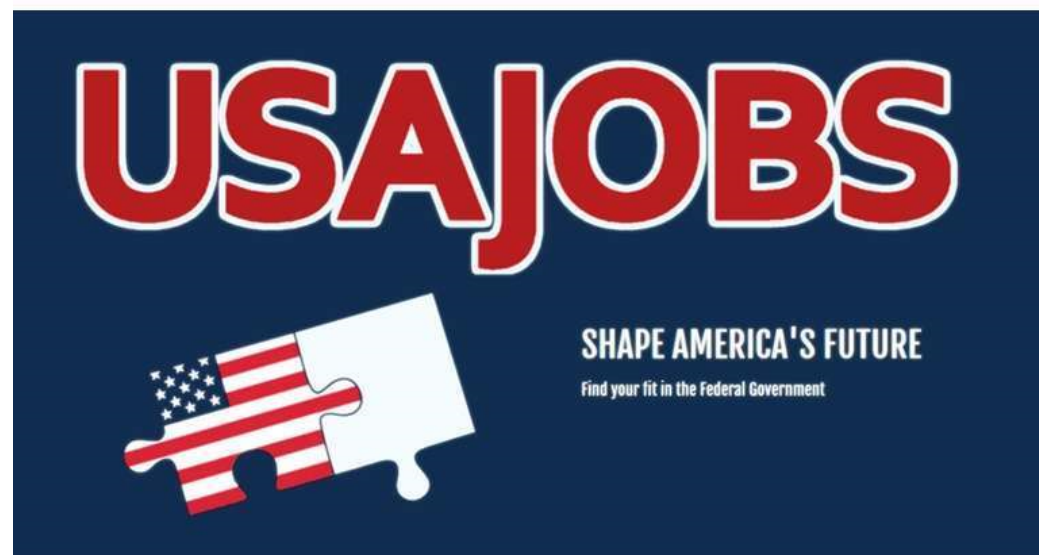
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How is it different from USAJobs?

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- HireVue Shareable Links allow us to collect applications for positions that hiring managers can view in real time as candidates apply. HireVue interviews can be On Demand, which means the candidate takes them on their own time, or Live, which means the candidate interacts via video call with a recruiter or hiring manager.
- USAJobs is a more static platform that doesn't allow hiring managers to review candidates' resumes in real time.
- HireVue also does not allow for searching open positions on the platform.



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HireVue job announcements


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What does a HireVue job announcement look like?

HireVue announcements will use the following front-page template to provide details about the position.

	U.S. Army Intelligence and Security Command Vacancy Announcement INSCOMAFSC-06152023-01
Supervisory Program Manager (Human Resources) Open to all US Citizens Open Period: 06/21/2023 – 06/26/2023	
KEY POSITION DETAILS	
Salary Range: \$112,015 - \$145,617 Series & Grade: GS-0301-13 Job Title: Supervisory Program Manager (HR) Duty Location: Fort George Meade, Maryland Relocation Expenses: Reimbursed: May be Authorized PCS Expense Authorized: May be Authorized Incentives: May be Authorized	Travel Required: Up to 15% of the Time Who May Apply: All U.S. Citizen Security Clearance: Top Secret/SCI Supervisory/Non-Supervisory: Supervisory Drug Testing: Yes Obtain/Maintain Certifications: N/A Position Information: Full Time Excepted Service Permanent
JOB SUMMARY	
This position is located at the U.S. Army Intelligence and Security Command, U.S. Army Field Support Center, Fort Meade Maryland. Serves as the Supervisory Program Manager for Civilian Human Resources for the U.S. Army Field Support Center (AFSC), Human Resources Activity (HRA) and Military Intelligence Civilian Excepted Career Program (MICECP) providing a full range of administrative and technical supervision to a professional and support staff in execution of duties and responsibilities.	
Specific Duties	
<ul style="list-style-type: none">Serves as the Civilian Human Resources Advisor to the Commander, U.S. Army Field Support Center (USAFSC), the MICECP Director and staff, Major Subordinate Commands (MSC), Unit Commanders and Senior Civilian Advisors regarding Human Resources personnel policies, processes, and practices.Provides expertise concerning a comprehensive Human Resource Program, to include position classification, staffing and placement, DCIPS performance management and recognition, employee development, employee relations and benefits programs, and various other related functions.Applies expert knowledge of human resource policy, laws, guidance, and regulations to provide authoritative advice and recommendations to the USAFSC Commander, MICECP Director and globally dispersed MSC and Unit Commanders (supported by MICECP personnel) in managing and supporting worldwide staffing and recruiting activities.Provides oversight of the centralized servicing of USAFSC and MICECP personnel by the Civilian Human Resources Agency (CHRA) on-site Civilian Personnel Advisory Center (CPAC) staff. Serves as Staff advisor for the civilian human resources management program planning, evaluation, and inspection effort of the command. Provides staff-level advice and assistance to subordinate commanders and staff heads as it relates to civilian human resources program evaluation.	

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Applying on HireVue

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How do I apply on HireVue?

Each announcement will include a “How to Apply” section with a link and QR code to upload your resume and supporting documentation.



How to Apply

1. **You must upload your resume and any supporting documents before hitting start on the link.** <https://armyintel.hirevue.com/signup/v48QBqb7nLjFX27UX7mPYA/>



2. Once the documents are visible on the sign in screen, select the “start” button to apply and complete the basic assessment.
 3. Please do not upload documents that contain PII without redacting sensitive information. Do not upload any classified information with your application submission.
 4. Complete applications to include a Resume and response to basic eligibility questions must be submitted by 11:59 pm Eastern Standard Time (EST) on the closing date of the announcement. Incomplete packages may be removed from consideration.
 5. For additional assistance, please email the NGIC Recruiting Mailbox at usarmy.charlottesville.ngic.mbx.ngic-recruitment@army.mil and include INSCOM-CF-NGIC-010 in the subject of the email.
- **Requested Documents: A COMPLETE RESUME IS REQUIRED.** Your resume must show relevant experience (cover letter optional) where you worked, job title, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and end dates (Mo/Yr), hours per week & salary.
 - If you are a current Federal employee or previous Federal employee, provide your pay plan, series and grade level i.e., GG-0201-013 on your resume for each Federal position. You are required to submit acceptable documentation of your appointment eligibility, by submitting a copy of your last or most recent SF-50, Notification of Personnel Action.
 - Veterans: You are required to submit acceptable proof of your preference or appointment eligibility. Acceptable documentation is a DD Form 214, "Certificate of Release or Discharge from Active Duty," showing dates of service, as well as character of service (Honorable, General, etc.) and time lost (if any). The member 4 copy of your DD Form 214 is required as well as any documentation concerning a disability (SF-15 and Veterans Affairs Notification of Preference).

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HireVue Front Page

After scanning the QR code or clicking the link to the HireVue platform, you will land on the INSCOM landing page for uploading your materials. Please enter your first name, last name, email, resume, and supporting documentation (without any Personal Identifying Information like social security numbers or classified information).

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SIGN UP
for INSCOM-08152023-Template-GG-0000-00

First Name* + resume*

Last Name* + document

Email* + document

Start



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Welcome

After submitting your information, you will be pushed through a sequence of welcome screens.

Please note: You will also receive an email with the subject "Interview with National Ground Intelligence Center." You are not being chosen to interview at this time and this is a default message. You will be notified by the hiring manager if chosen for an interview at a later date.



Hello, Kellie Testing!

Welcome to the next step for **NGIC Test**.

We understand the importance of this process, so we have created a quick, convenient experience designed to help you introduce yourself and your skill set to us here at National Ground Intelligence Center.

Continue

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What you can expect

This screen provides a few details and the amount of time it should take to complete the application.

What you can expect:



- 1 Written Response
- 23 Multiple Choice

Wondering how you'll be reviewed?

Our hiring team will review your submission. This interview experience is designed to give you the opportunity to shine beyond your application, reduce bias, and help the hiring team make better decisions.

For this role, only our team members will evaluate your submission. No computer-assisted evaluation (AI) is being used.

This should take approximately 30 minutes to complete.

[If you may need accommodations, click here to learn more](#)

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Section 1

Once documents are visible, you will move on to Section 1 to apply for the position and answer eligibility questions. These simple questions request information about your citizenship, veteran status, and years of relevant experience to the position.

Section 1 of 4

Begin

No Time Limit
Questions: 5

Instructions

In this section there are 5 questions for you to answer. There is no time limit for this section of questions. Once you submit your answer, you cannot change it and you will be taken to the next question.

[? Help](#)

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Section 2

Section 2, provides instructions for the assessment questions. We would also like to know how you learned about the position opening.

Section 2 of 4

Begin

Questions: 3

Instructions

In this section there are 3 questions for you to answer. Each question will have its own time limit. Once you submit your answer, you cannot change it and you will be taken to the next question.

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Section 3

Section 3, asks assessment questions specific to the skills required for the position. These questions will be different for each position and should be reviewed carefully.

Please note: there may not be 15 questions to answer, this is a placeholder.

End of Section 3

Continue

Questions Answered: 15 of 15

Your answers have been submitted. Please click the button above to continue.

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Section 4 and confirmation screen

Section 4, asks you to acknowledge the statement of understanding before your final submission.

Section 4 is followed by a confirmation screen. You will then receive an email that says, "Interview Complete."

We know this can be confusing, but you are not expected to have completed your interview at this time. Once all resumes have been reviewed, those selected to move forward will receive a request for an interview that may be done in-person, by phone, on-demand, or live on the HireVue platform.

Thank You!

National Ground Intelligence Center has received your submission. There is no further action needed from you.

Next Steps & Questions

You'll be contacted after your submission has been reviewed. If you have any questions, contact National Ground Intelligence Center.

U.S. Army Intelligence and Security Command Recruitment Team
usarmy.belvoir.inscom.mbx.g1-career-fair@army.mil
https://www.inscom.army.mil/Employment/career_fair.aspx

Done

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Please send any questions to

usarmy.charlottesville.ngic.recruitment@army.mil

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