

Documenting Your Experience



Evaluation Criteria

Each Job Opportunity Announcement (JOA) will list Evaluation Criteria by which you will be evaluated – these refer to the Knowledge, Skills, and Abilities needed to carry out the functions of a particular job. The concept of addressing Evaluation Criteria may be new to some mariners. However, it is one of the most reassuring aspects of the entire evaluation process because it represents an objective yardstick for evaluating individual candidates ensuring a fair and impartial evaluation system.

Your responses are compared to a crediting plan used to “grade” your overall application. To do this however, there must be a response that can be scored against the crediting plan. So, although addressing evaluation criteria is technically not required, it is **strongly** recommended as it gives the applicant the opportunity to detail their qualifications and highlight their ability to do the job effectively. Be sure your resume & application evaluation criteria include examples of what you have actually done!

(If you’re not sure about completing the Evaluation Criteria, keep in mind that your competition most likely will be!)

The Reading Part Read the Evaluation Criteria carefully, giving consideration to how they apply to the job you are seeking. Recall your experiences and consider how they meet or exceed the requirement.	The Writing Part Reviewers are not allowed to infer anything from your responses, so be specific . Also remember to: be precise (don’t ramble), use examples, don’t bluff, don’t borrow wording from the description of duties.
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Getting Down To Business

There are two places to best demonstrate you have the skills MSC is looking for – in your generated resume and in the Evaluation Criteria section of the application. Because we expect that your answers will be thoughtful and detailed, it is recommended that you download and review a copy of the JOA prior to completing your profile and starting the application process.

Your Resume

Your resume will be generated based on the information you share in the Work Experience, Previous Federal Experience (if applicable), and Previous Military Experience (if applicable) sections of your profile. You will want to be sure it shows sufficient experience and/or education to perform the duties required of the specific position you wish to apply for.

Be sure when you are completing the previous military, federal and work experience sections of your profile that you have downloaded the JOA for reference and are keeping the position specific Evaluation Criteria in mind - Be as detailed as possible!

Application Evaluation Criteria

After you have selected the position you wish to apply for and read the description you will be given another opportunity to enter position specific responses to each Evaluation Criteria. It is recommended that in order to avoid being timed out of the application process, you craft these responses before hitting the “Apply for a Position” button. Do this by downloading the JOA, using your resume details as a starting point and crafting detailed responses in a word processor before you start the application process.

Questions? Call 1-877-JOBS-MSC (562-7672)

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Evaluation Criteria

The below is a good example of a detailed Evaluation Criteria Response.

Announcement #: 16-308-01EX

Position Title and Code: Third Assistant Engineer WM-9934-25

Name: Your Name

Date: Submission Date

Question #1

Applied knowledge of engineering to ensure proper operation, monitoring, repair and maintenance of engine machinery, equipment and spaces.

Answer:

While serving onboard the USS Underway, my assigned duty was to oversee the engine room operation and maintenance, make ready the engine room for underway and arrival in-port, designate work duties and ensure engine crew followed safety regulations, upkeep of work logs, update of NS-5 and maintenance log spreadsheets, plan and schedule in-port jobs for the crew and assign helpers for shore-side techs, update and input data to go in the Oil Record Book, repair or designate personnel for repairs to deck machinery, conduct any needed welding on deck and in the engine room, place orders for parts and consumables, check STCW hours and maintain compliance as best as possible, potable water/waste water management, carry out any instructions from Chief Engineer or new Standing Orders, conduct tests and analysis on lube oils, Main Engine Performance, and Boiler water, indoctrination engine room training of new personnel and job skills training.

A very important job that I was responsible for was scheduling the 69,000hp MAN B&W Main Engine Piston Pulls, Cylinder Head replacement and Exhaust Valve replacements. This job had to be done at the correct port time so as to not interfere with ships sailing schedule. I pre plan time line, advise crew of the job and their special duties/positions, explain the scope of the job several days prior to getting in-port and continued check of any cargo change plans with the Chief Mate. Tools are laid out, rags, diapers and special tools as well in an organized manner. All parts to be used are pre inspected and made ready. Once the ship is docked and the Chief Engineer gives the go ahead, the pre job meeting is held and lock out/tag outs are hung.

I am proficient in socket/ratchet, wrench basic tool handling and use, hydraulic tools and jacks, micrometers, gasket cutters, lathes, arc welders, oxy/ acetylene torch, electrical meters, torque wrenches and hydraulic torque units, grinders, wire brushes, sanders, chain-falls and rigging, drills and drill press, electronic cylinder and deflection meters, fuel valve test units and all dial indicators.