Applicant User Guide

Contents
Applicant User Guide ........................................................................................................................................... 1

- Section I: Creating ERA Account .................................................................................................................. 2
- Section II: Applying for Jobs .......................................................................................................................... 6
- Section III: Managing ERA Account ........................................................................................................... 15
  - A. Editing Application Material before Vacancy Close Date ................................................................. 15
  - B. Updating Application Documents before Vacancy Close Date ......................................................... 20
  - C. Resetting Password ............................................................................................................................... 22
  - D. Updating ERA Account ......................................................................................................................... 24
Section I: Creating ERA Account

Step 1:
Click on your country’s seeker URL and then go to the next page of this job-aid.

Step 2:
*Option A*: Click “Login” from the Open Vacancies page.

*Option B*:
1. Click on the hyperlinked job title for any job.
2. Click “Apply to this Vacancy” or “Email to a Friend.”
Step 3:

Click “Create an Account” from the Login pop-up window.
Step 4:

1. Fill out Personal and Contact Information including First Name, Last Name, US Citizen status, Address, City/Town, Country, State/Province/Territory, Zip/Postal/Zip Code, Telephone type, Telephone Number, and Email.

- Use the "Next" and "Previous" buttons located at the bottom of each page to navigate.
- Do NOT use the browser navigation buttons or refresh button, or you may lose important information.
- All items marked with a red asterisk (*) are mandatory and require a response.
- Note that each ERA account must have a unique email address. The system will not allow multiple applicant accounts to share an email address.

**Personal Information**

- **Prefix**: --- Please Select ---
- **First Name**: 
- **Middle Name**: 
- **Last Name**: 
- **Suffix**: --- Please Select ---
- **US Citizen**: 
  - Yes
  - No

**Contact Information**

- **Address 1**: 
- **Address 2**: 
- **Address 3**: 
- **City/Town**: 
- **Country**: United States
- **State/Province/Territory**: --- Please Select ---
- **Zip/Postal/Zip Code**: 
- **Plus 4**: 
- **Telephone 1**: 
  - Select
  - **Telephone Number**: 
  - **Extension**: 
- **Add Another Telephone**: 
- **Email**: 

Enter only ONE Internet E-mail Address (example: john.doe@company.com)
2. Enter and confirm password then select and answer three security questions.
   - Your password must have at least 12 characters and must include at least one letter (upper and lower case), one digit, one special character and no spaces.
   - Each security question selection must be unique.
   - Each security question answer must be unique.
   - Question answers must not begin and/or end with spaces.
   - Question answers are case sensitive.
   - Security answer answers must contain between 5 and 25 characters.

3. Click “Next.”

---

Step 5:
Receive confirmation that your account was created.
- Upon account creation you also will receive an email stating that your seeker account was created.
- Ensure to safeguard account email, password, and security questions/answers as you will be responsible for remembering this information in order to login to your ERA account.
**Section II: Applying for Jobs**

**Step 1:**
1. Enter the email address associated with your ERA account.
2. Enter the password associated with your ERA account.
3. Click the “Login” button.

---

**Login**

1. Email
2. Password
3. Login

**Don’t have an account yet?**

[CREATE ACCOUNT]

---

**TERMS AND CONDITIONS**

By creating an account (login and password), I understand and expressly consent to the following:

- The information that I provide while filling out this online employment application form and completing the application process, including possibly sensitive data, will be transferred online, stored, and processed on a server in the United States of America. This information may or may not be provided the same level of data protection as provided in my home country.

- The information that I provide will be retained and destroyed in accordance with U.S. Department of State record retention policies and procedures.
Step 2:
1. Enter search terms (e.g., job title) on the Open Vacancies page.
2. Press the “magnifying glass” symbol to begin your search.
   - Optionally, click on one of the “Filter Results By” dropdowns to narrow your search (i.e., Series, Grade, Location, Salary, and Agency). Then click on any hyperlinked information within each option.
3. Click on the hyperlinked Job Title that you’re interested in applying (e.g., Protocol Assistant).

Step 3:
Click “Apply to this Vacancy” button after reviewing information on the Vacancy Details Page (e.g., Duties, Qualifications and Evaluations).
   - Optionally, click “View Eligibility Questions,” “View Education and Experience,” “View Vacancy Questions” to see what to expect during the application.
Step 4:

1. Respond to the Eligibility questions including Personal Information and Citizenship sections. Or review your previous responses if you have already applied for a job using ERA.
   - Your responses to Eligibility questions will be saved by the system and will be retrieved once you apply for other vacancies using ERA.
   - All items marked with a red asterisk (*) are mandatory and require a response.

2. Click the “Next” button.

<table>
<thead>
<tr>
<th>Eligibility Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONAL INFORMATION</strong></td>
</tr>
<tr>
<td>1. Does your relative work in this Embassy or Consulate?</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
<tr>
<td><img src="image" alt="Red asterisk indicating mandatory fields" /></td>
</tr>
<tr>
<td>2. Are you able to legally work in the country?</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
<tr>
<td><img src="image" alt="Red asterisk indicating mandatory fields" /></td>
</tr>
<tr>
<td>3. If this job includes driving a U.S. Government vehicle, do you have a current and valid driver’s license?</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
<tr>
<td><img src="image" alt="Red asterisk indicating mandatory fields" /></td>
</tr>
<tr>
<td><strong>CITIZENSHIP</strong></td>
</tr>
<tr>
<td>Select all that apply and include the required documents (as stated) with the application. Additional documents may be requested by HR at the interview phase.</td>
</tr>
<tr>
<td>4. Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire GS, CS, or uniformed service member assigned (not TDY) to this U.S. Mission and under Chief of Mission authority, or to an office of the American Institute in Taiwan?</td>
</tr>
<tr>
<td>- Yes</td>
</tr>
<tr>
<td>- No</td>
</tr>
</tbody>
</table>

Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.
Step 5:

1. Respond to Education & Experience questions including Education, Experience, and Languages sections. Or review your previous responses if you have already applied for a job using ERA.
   - Note that the system will not allow you to save incomplete responses.
   - If you are required to provide a typed response to a mandatory question that is not applicable to your situation, enter “Does not apply” or “Not applicable.”
   - Utilize the “Add Additional Education/Work Experience/Languages” hyperlinks to include all of the information.
   - Note that applicants must complete the entire set of the Eligibility Questions in order to press the “Next” or “Save buttons”

2. Click the “Next” button.

2. Click the “Next” button.
Step 6:

1. Provide/review information under Series, Grade, and Location sections.
   - Select “Yes” for the grade(s) that you’d like to apply in the Grade section. If not a single grade is selected, ERA will not allow you to proceed.
   - Check the box next to the location where you’d like to apply.

2. Click “Next.”

<table>
<thead>
<tr>
<th>Series</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please confirm you wish to be considered for these series (Check all that apply.)</strong></td>
<td></td>
</tr>
<tr>
<td>☑ 0120-Secretary, Office Management And Protocol Series</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.</td>
<td></td>
</tr>
<tr>
<td><strong>Do you wish to be considered for Grade 5?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Location</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Please indicate the locations for which you want to be considered. (Check all that apply.)</strong></td>
<td></td>
</tr>
<tr>
<td>☐ Bogota, CO</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Notifications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are we allowed to send you email reminders about completing this vacancy before it closes?</td>
<td></td>
</tr>
<tr>
<td>☑ Yes, please send me email reminders about completing this vacancy.</td>
<td></td>
</tr>
<tr>
<td>☑ No, I do not wish to receive email reminders about completing this vacancy.</td>
<td></td>
</tr>
</tbody>
</table>
Step 7:
1. Respond to Vacancy Questions by selecting the responses that match your previous experiences.
2. Click “Next.”

### Vacancy Questions

Items marked with * are required.

<table>
<thead>
<tr>
<th>All Grades Questions</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Please indicate the types of activities you have performed in organizing high level events? (Check all that apply)</td>
</tr>
<tr>
<td>□</td>
<td>Manage written communications through official channels</td>
</tr>
<tr>
<td>□</td>
<td>Offer advice and suggestion for types of events and sites hosted by the organization</td>
</tr>
<tr>
<td>□</td>
<td>Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages</td>
</tr>
<tr>
<td>□</td>
<td>Lead the administration of the contact database of the organization</td>
</tr>
<tr>
<td>□</td>
<td>None of the above.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Please select the responses that describe your experience following official procedures for government or diplomatic events? (Check all that apply)</td>
</tr>
<tr>
<td>□</td>
<td>Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages</td>
</tr>
<tr>
<td>□</td>
<td>Lead the administration of the contact database of the organization</td>
</tr>
<tr>
<td>□</td>
<td>Advise staff of an organization on formalities and courtesies they should observe when associating with foreign visitors</td>
</tr>
<tr>
<td>□</td>
<td>Organize events that involve international relations</td>
</tr>
<tr>
<td>□</td>
<td>Manage written communications through official channels</td>
</tr>
<tr>
<td>□</td>
<td>None of the above.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Which BEST describes your experience interacting with office visitors?</td>
</tr>
<tr>
<td>□</td>
<td>I have had no interaction with office visitors</td>
</tr>
<tr>
<td>□</td>
<td>I have had limited or occasional interaction with office visitors</td>
</tr>
<tr>
<td>□</td>
<td>I have interacted with office visitors on a regular and frequent basis</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Select from the list below the type of requests for information that you have received? (Check all that apply)</td>
</tr>
<tr>
<td>□</td>
<td>Procurement requests</td>
</tr>
<tr>
<td>□</td>
<td>Information on the office programs</td>
</tr>
<tr>
<td>□</td>
<td>Appointment availability dates</td>
</tr>
<tr>
<td>□</td>
<td>Relay messages</td>
</tr>
<tr>
<td>□</td>
<td>Vendor requests</td>
</tr>
</tbody>
</table>

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempt to conceal information may be grounds for not hiring you or for firing you after you begin work.
Step 8:

1. Click “Upload from your computer” to attach documents to your application.
2. Select Document Type by using the dropdown.
3. Enter Document Description.
4. Click “Browse” and find the right file.
5. Click “Upload.”
   - Repeat 1 through 5 for every requested document, specified in the vacancy announcement.
   - Note that only one file may be uploaded per document type.
   - Uploading multiple documents to the same document type will result in previously uploaded versions to be replaced by the most recently uploaded file.
6. Click “Save and Continue.”
   - If one or more requested documents types do not have an attachment, you will receive a “Missing Document?” pop-up window.
     - Click “Continue” if there are no additional documents to upload or click “Cancel” if you’d like to upload additional documents.
     - After uploading a document you may use it to apply to other vacancies by clicking “Reuse a Document.”
**Step 9:**

1. **Review/Edit information on the Application Review and Submit Page.**
   - Scroll all the way down the page to review all of the information provided by you.
   - Click “Edit” and update any section as necessary (i.e., Personal Information, Series/Grade/Location, Eligibility Questions, Vacancy Questions, and/or Documents).
     - Click “Save” after updating Personal Information and Series/Grade/Location Sections and you will return to the Application Review and Submit Page.
     - Click “Save” after updating Eligibility Questions and you will return to the Vacancy Questions Section (Step 8). Then click “Next” at the bottom of each section until you return to the Application Review and Submit Page.
     - Click “Next” after updating the Vacancy Questions section and you will return to the Application Review and Submit Page.

2. **Click “Submit Application.”**
Step 10:
1. Check the box signifying that you all of the application information provided by you is accurate.
2. Click the “Submit” button.

Step 11:
1. Review Receive confirmation that you have successfully submitted your application.
   - A confirmation window will appear automatically after clicking “Submit Application” in the previous step.
2. Click “View your Dashboard” to review your application status or “Return to Vacancy Listing” to continue applying for other vacancies.

Thank You! You have successfully submitted your application.

Notes: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application.

What’s Next?
- Download a copy of this application for your records.
- View the status of this application in your dashboard.
- Return to the vacancy listing page to search for more job opportunities.
Section III: Managing ERA Account

A. Editing Application Material before Vacancy Close Date

Step 1:

Option A: Click “Edit Application” next to the Announcement Number/Position Title of interest located on the Applications Dashboard.

Option B:
1. Click on the hyperlinked Announcement Number that you’re interested in editing, located under Currently Available Vacancies listing.
2. Click “Edit your Application” under Vacancies Details.
**Step 2:**
Click “Edit” next to the section that you’d like to change (i.e., Personal Information, Series/Grade/Location, Eligibility Questions, Vacancy Questions, and/or Documents).

### Application Review and Submit

Please review your information below and note that you have attached 0 document(s) to your application. Your application status will remain incomplete until you click SUBMIT APPLICATION.

<table>
<thead>
<tr>
<th>Personal Information</th>
<th>Series/Grade/Location</th>
<th>Eligibility Questions</th>
<th>Vacancy Questions</th>
<th>Documents</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Personal Information

- **Name:** JOHN DOE
- **Email:** artemishain@monstar.com
- **Vacancy Announcement:** 123456
- **Position Title:** Protocol Assistant (Protocol Assistant)

#### Series/Grade/Location

- **Series:** 0123
- **Grade:** 5
- **Location(s):** Bogota, CO

#### Eligibility Questions

**PERSONAL INFORMATION**

1. Please list any other names used:
   - [ ] Not Answered

   NOTE: Relative is a husband, wife, domestic partner, member of household, father, father-in-law, stepfather, mother, mother-in-law, stepmother, son, son-in-law, stepson, daughter, daughter-in-law, stepdaughter, brother, brother-in-law, half-brother, sister, sister-in-law, half-sister, uncle, aunt, first cousin, nephew, or niece.

2. Does your relative work in this Embassy or consulate?
   - [ ] Yes

   ...
Step 3:

1. Update the chosen application section.
2. Click “Save,” “Next,” or “Finish” at the bottom of each page depending on which application section you’re updating.
   - Click “Save” after updating Personal Information and/or Series/Grade/Location Sections. Then you will arrive at the Application Review and Submit Page.
   - Click “Save” after updating Eligibility Questions and you will return to the Vacancy Questions Section. Then click “Next” at the bottom of each page until you return to the Application Review and Submit Page.
   - Click “Next” after updating the Vacancy Questions section and you will return to the Applicant Review and Submit Page.
   - Click “Finish” after updating the Documents section and you will return to the Applicant Review and Submit Page.

### Personal Information

<table>
<thead>
<tr>
<th>Prefix</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>* First Name</td>
<td>Middle Name</td>
</tr>
<tr>
<td>JOHN</td>
<td></td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>* Address 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>4221 Judiciary Road</td>
</tr>
<tr>
<td>Address 2</td>
</tr>
<tr>
<td>Address 3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>* City/Town</th>
<th>* Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bogota</td>
<td>Colombia</td>
</tr>
</tbody>
</table>

| * Telephone 1 |
| * Telephone Number | Extension |
| Day Phone | 3192887773 |  |
Step 4:

   - Scroll all the way down the page to review all of the information.
   - Click “Edit” and update any additional items if necessary. Then click “Save” or “Next” until you arrive at the Application Review and Submit Page.
2. Click “Submit Application.”
3. Receive confirmation that you have successfully re-submitted your application. If you get a confirmation that your application has been received, then you have successfully submitted your application. You will receive an email notification of your application status.

4. Click “View your Dashboard” to review your application status or “Return to Vacancy Listing” to continue applying for other DOS jobs.

Thank You! You have successfully submitted your application.

Note: You can modify your application at any time before the vacancy closes. Simply return to your dashboard, select the vacancy, and update your application.

What's Next?

- Download a copy of this application for your records.
- View the status of this application in your dashboard.
- Return to the vacancy listing page to search for more job opportunities.
B. Updating Application Documents before Vacancy Close Date

**Step 1:**
Click “Update Documents” next to the Announcement Number/Position Title of interest located on the Applications Dashboard.
- Option B: Note that you may also update documents while editing Applications material by clicking “Edit” next to the Documents section of the Application Review and Submit Page (Step 2 – Editing Application Material before Vacancy Close Date).
- Optionally click “Download Your Application” option to view/print all of the application material.
- Optionally click “Withdraw Application” option to remove yourself from the application process. Then check the box next to the grade and click the “Submit” button.

![Dashboard](image)

Welcome, ART IVAKH 👤

**Applications**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Announcement Number</th>
<th>Application Status</th>
<th>Comments</th>
<th>Vacancy Status</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Protocol Assistant (Protocol Assistant)</td>
<td>Nov 2017</td>
<td>Grade 5 Application Received</td>
<td>Grade 5 No Comment</td>
<td>Accepting Applications Vacancy closes in 17 days</td>
<td>Edit Application Update Documents Download Your Application Withdraw Application</td>
</tr>
</tbody>
</table>
Step 2:
1. Click “Upload from your computer.”
2. Select Document Type by using the dropdown.
3. Enter Document Description.
4. Click “Browse” and find the right file.
5. Click “Upload.”
   - Repeat 1 through 5 above for every additional document that you’d like to upload.
   - Uploading multiple documents to the same document type will result in previously uploaded versions to be replaced by the most recently uploaded file.
6. Click “Finish” and you will return to the Applications Dashboard.
   - If one or more requested document types do not have an attachment, you will receive the “Missing Document?” notification window.
     - Click “Continue” if there are no additional documents to upload or click “Cancel” if you’d like to upload additional documents.
C. Resetting Password

Step 1:
Click “Forgot User ID or Password.”

Step 2:
1. Enter Email.
   o If you don’t remember the email address that was used to create your ERA account, you may need to create a different account, using a unique email address.
2. Click “Next.”

Step 3:
   o If you respond to one of your security questions incorrectly, you will receive an email stating that you entered an incorrect response.
   o If you don’t remember case sensitive response to one of your security questions, you will not be able to login to this account and may need to create a different ERA account, using a unique email address.
2. Click “Next.”
Step 4:

1. Receive a note generated by the system that says that an email has been sent to your address.
2. Click on the link received in your email to complete your password reset (or copy and paste the link in a new browser window).
   - This should be done immediately after the link has been received, otherwise, the link will be deactivated and you'll have to go back to step 1/Resetting Password.
3. Enter the new password that meets the requirements.
4. Click the “Submit” button.
5. Receive a note generated by the system stating that your password has been reset.
6. Enter your username and a new password to login.
NOTE: THERE IS NO ADMINISTRATIVE SUPPORT TO RESET APPLICANT PASSWORDS

If you don’t remember a case sensitive response to one of your security questions, you will not be able to login to your ERA account. If this occurs, create a new account, using a different email address.

Please refer to the Section I of the Applicant User Guide for instructions on how to create a new ERA account.
D. Updating ERA Account

Step 1:
Click “Your Name” from the Applications Dashboard.

Step 2:
1. Click “Edit” to update your Personal or Contact Information.
   - Click “Save” when finished.
2. Click “View my Resume” to review/update the Resume.
   - It is not necessary to enter resume information as part of the application process in most cases.
   - Click “Save” when finished.
3. Click “Change My Password” in order to update your current password.
   - Click “Save” when finished.
4. Click “Change my Security Questions” to update your current questions/answers.
   - Click “Save” when finished.