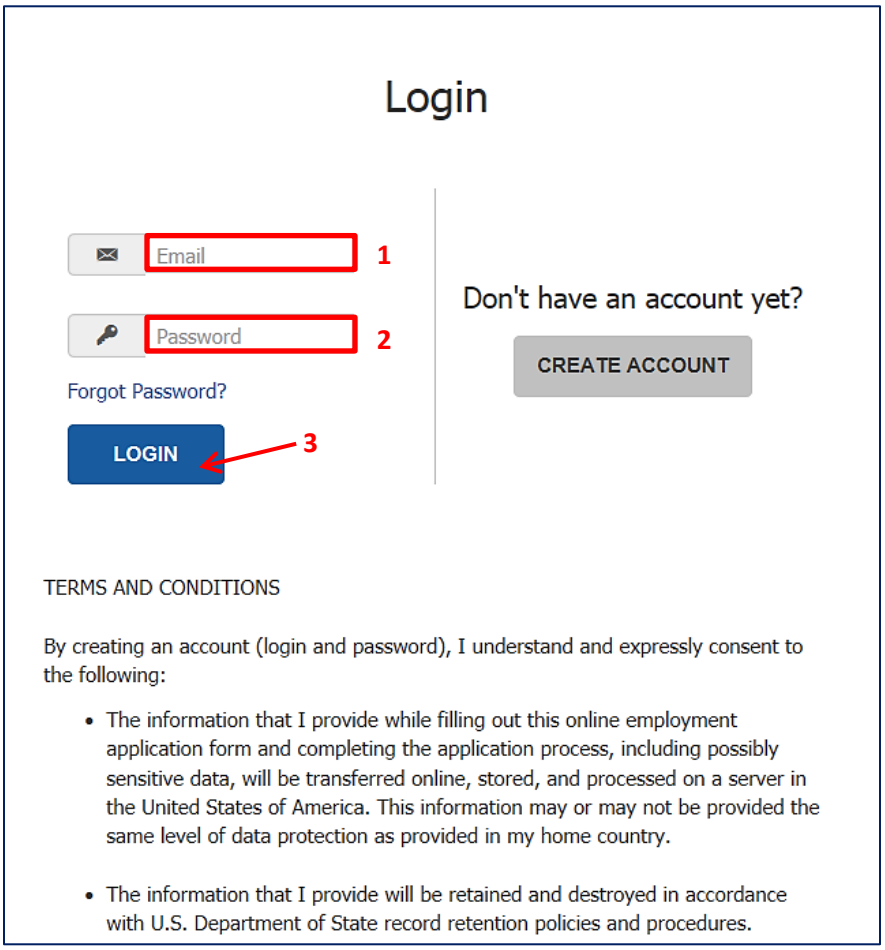
Applying for Jobs

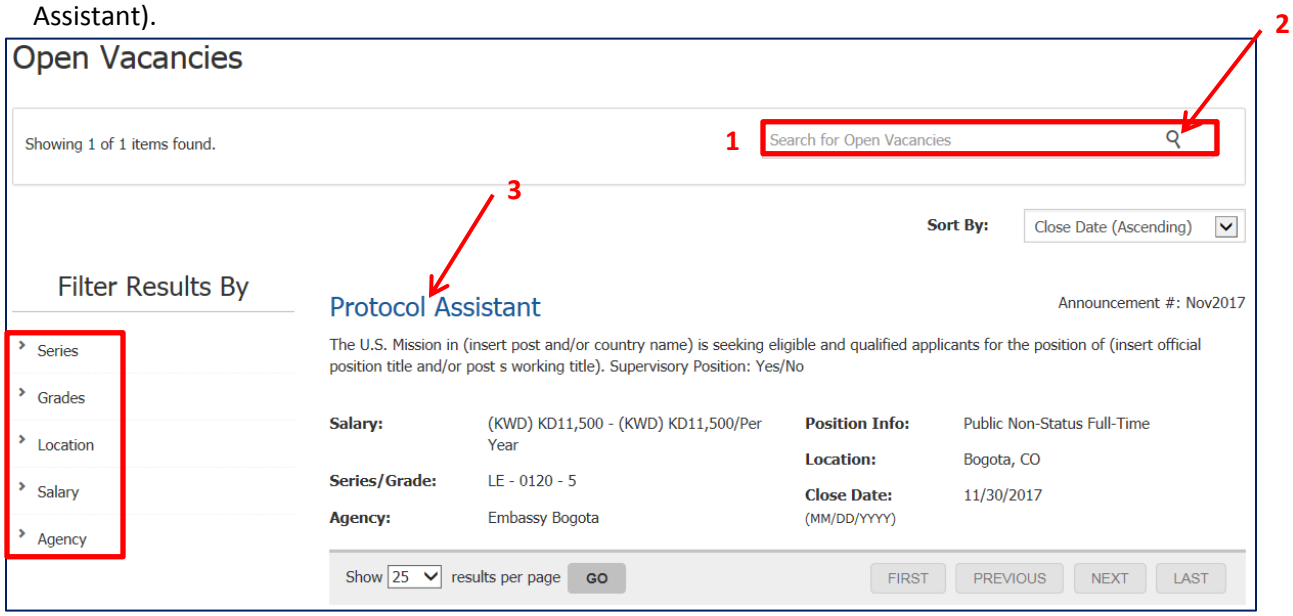
Step 1:

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



Step 2:

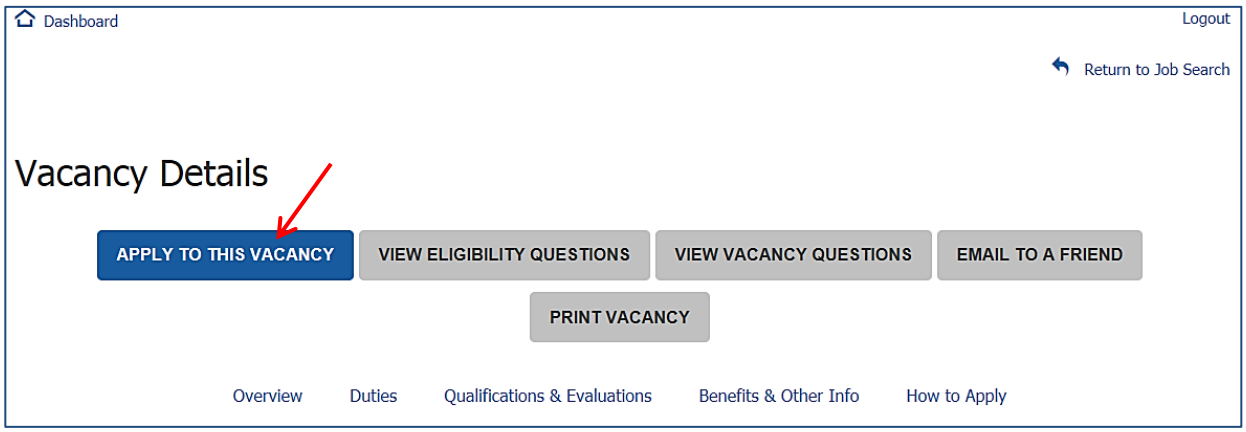
1. Enter search terms (e.g., job title) on the Open Vacancies page.
2. Press the "magnifying glass" symbol to begin your search.
   - Optionally, click on one of the "Filter Results By" dropdowns to narrow your search (i.e., Series, Grade, Location, Salary, and Agency). Then click on any hyperlinked information within each option.
3. Click on the hyperlinked Job Title that you're interested in applying (e.g., Protocol Assistant).



Step 3:

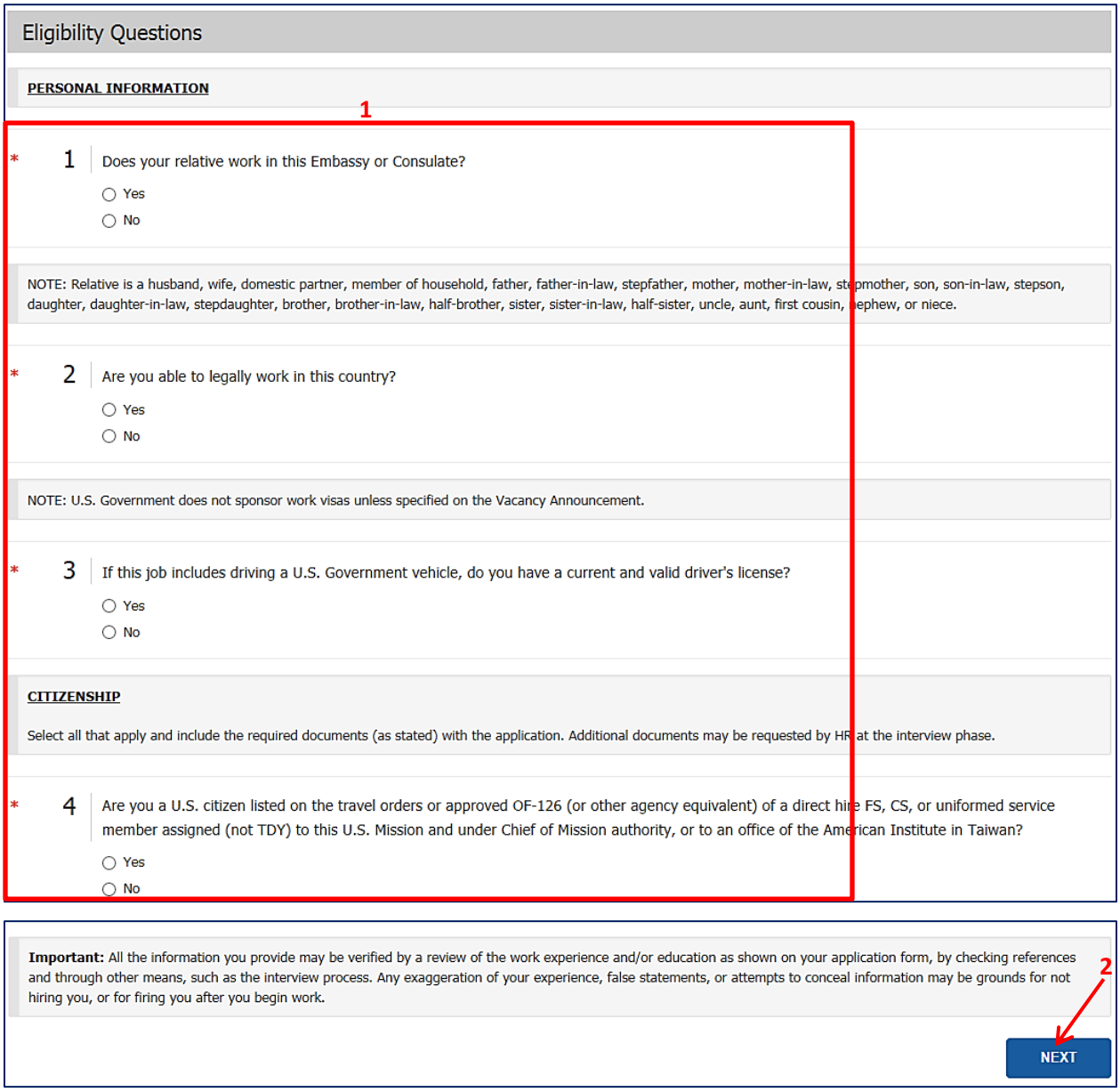
Click “Apply to this Vacancy” button after reviewing information on the Vacancy Details Page (e.g., Duties, Qualifications and Evaluations).

- *Optionally*, click “View Eligibility Questions” and “View Vacancy Questions” to see what questions will be asked during the application.



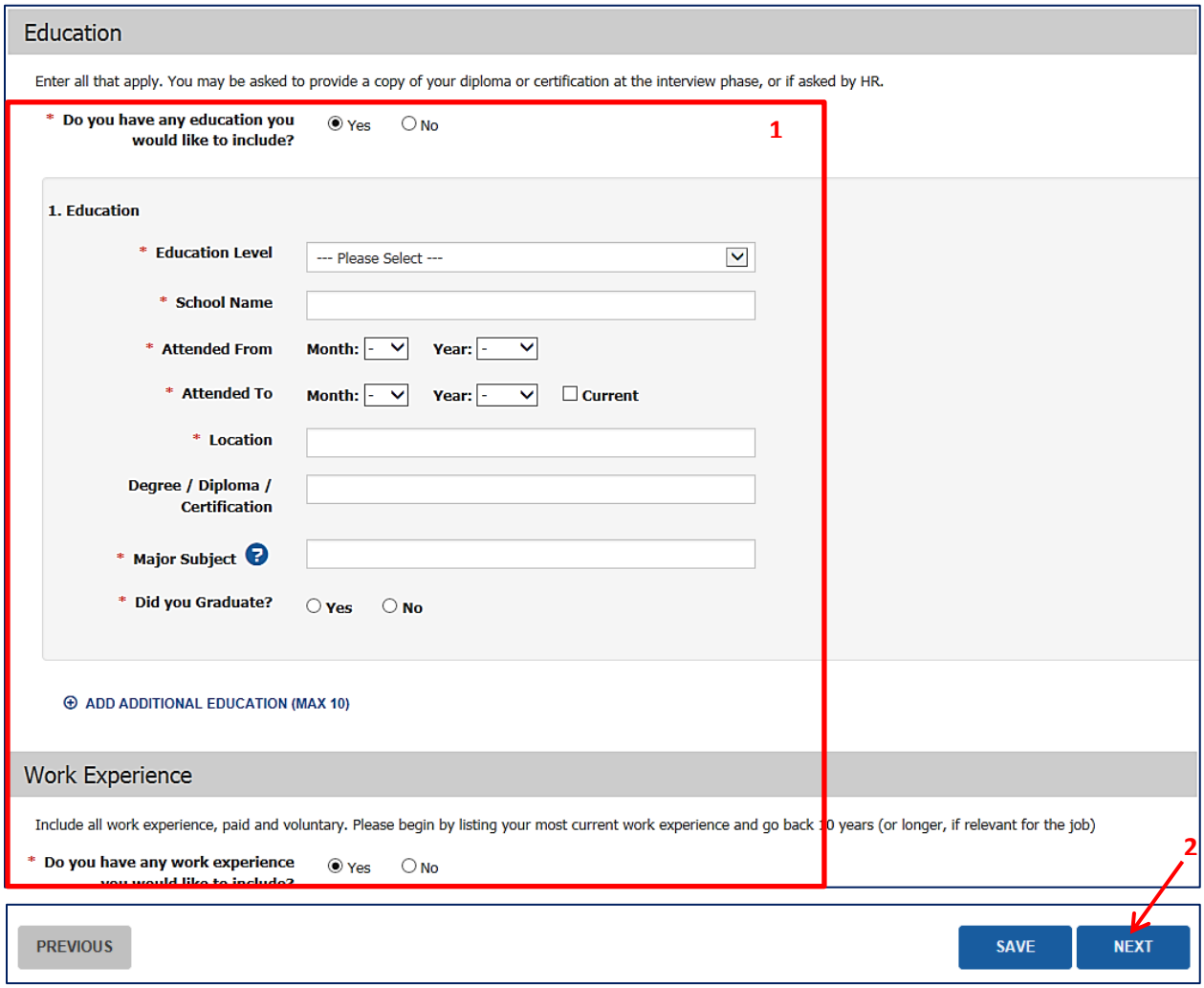
Step 4:

1. Respond to the first page of 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.



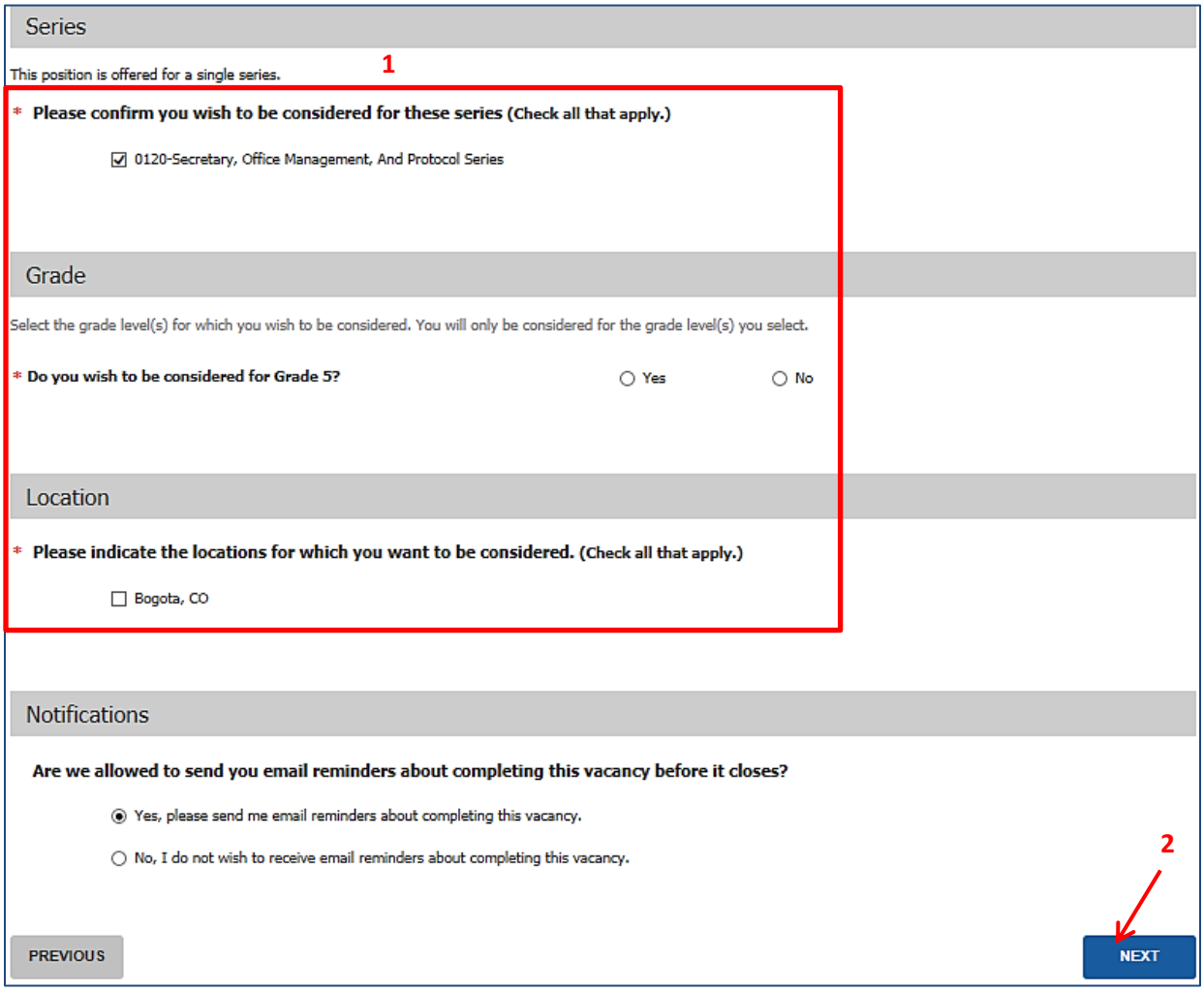
Step 5:

1. Respond to the second page of Eligibility questions including Education, Work Experience, and Languages. 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 response to the Eligibility Questions.
   - 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 “Next” or “Save.”
     - Clicking the “Save” button does not submit the application.
   - Note that you may only stay on this page for up to sixty minutes without saving.
2. Click the “Next” button.



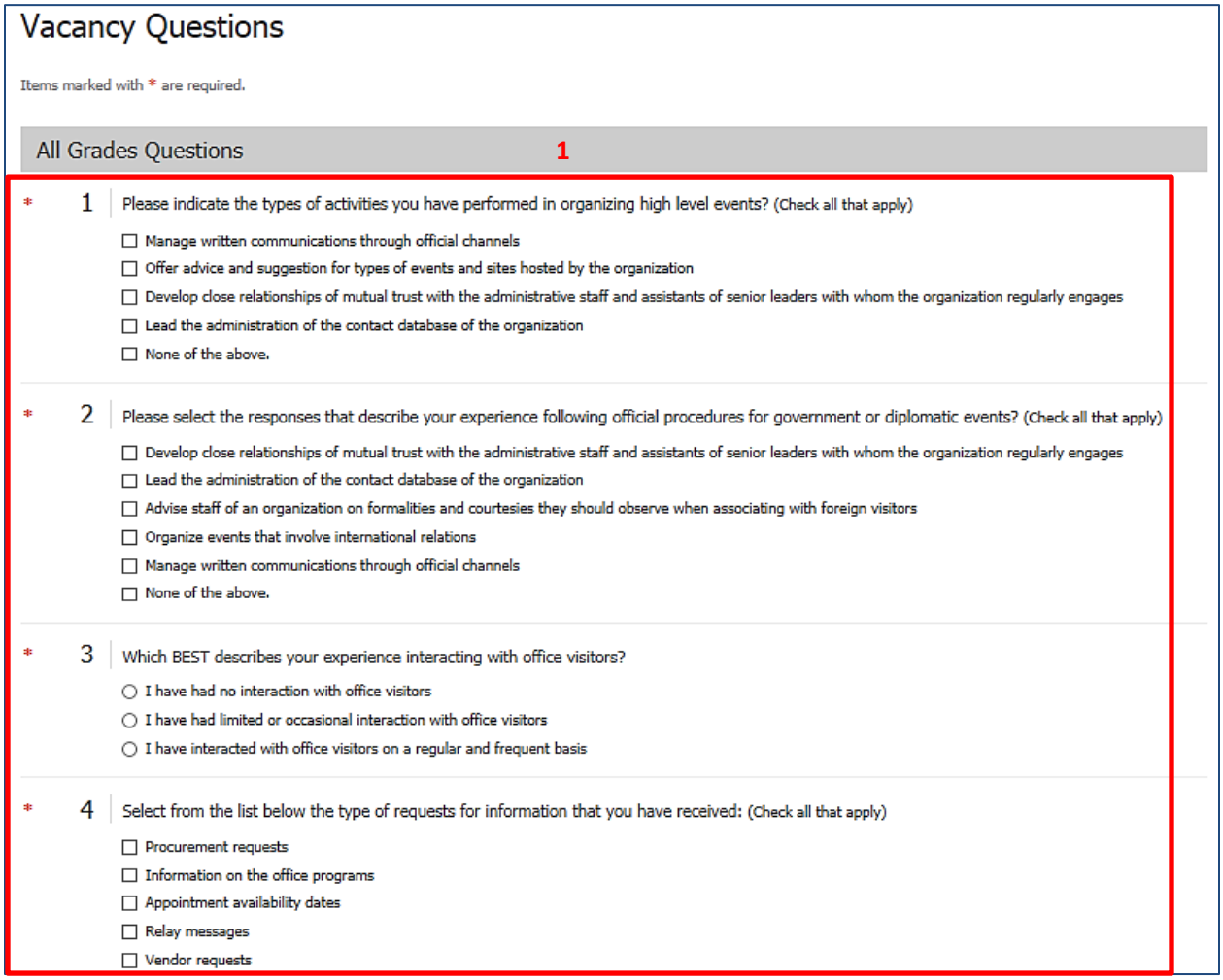
Step 6:

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."



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.

All Grades Questions 1

* 1 Please indicate the types of activities you have performed in organizing high level events? (Check all that apply)

- ☐ Manage written communications through official channels
- ☐ Offer advice and suggestion for types of events and sites hosted by the organization
- ☐ Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages
- ☐ Lead the administration of the contact database of the organization
- ☐ None of the above.

* 2 Please select the responses that describe your experience following official procedures for government or diplomatic events? (Check all that apply)

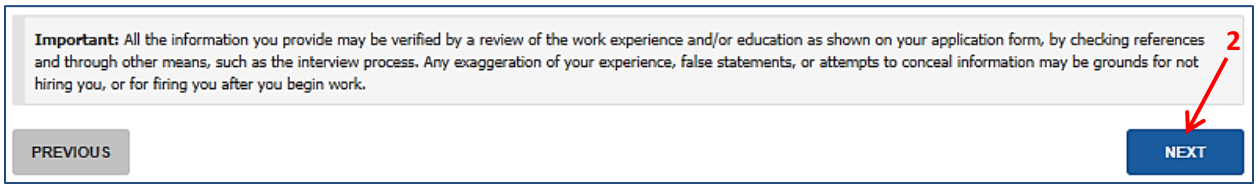
- ☐ Develop close relationships of mutual trust with the administrative staff and assistants of senior leaders with whom the organization regularly engages
- ☐ Lead the administration of the contact database of the organization
- ☐ Advise staff of an organization on formalities and courtesies they should observe when associating with foreign visitors
- ☐ Organize events that involve international relations
- ☐ Manage written communications through official channels
- ☐ None of the above.

* 3 Which BEST describes your experience interacting with office visitors?

- ○ I have had no interaction with office visitors
- ○ I have had limited or occasional interaction with office visitors
- ○ I have interacted with office visitors on a regular and frequent basis

* 4 Select from the list below the type of requests for information that you have received: (Check all that apply)

- ☐ Procurement requests
- ☐ Information on the office programs
- ☐ Appointment availability dates
- ☐ Relay messages
- ☐ Vendor requests

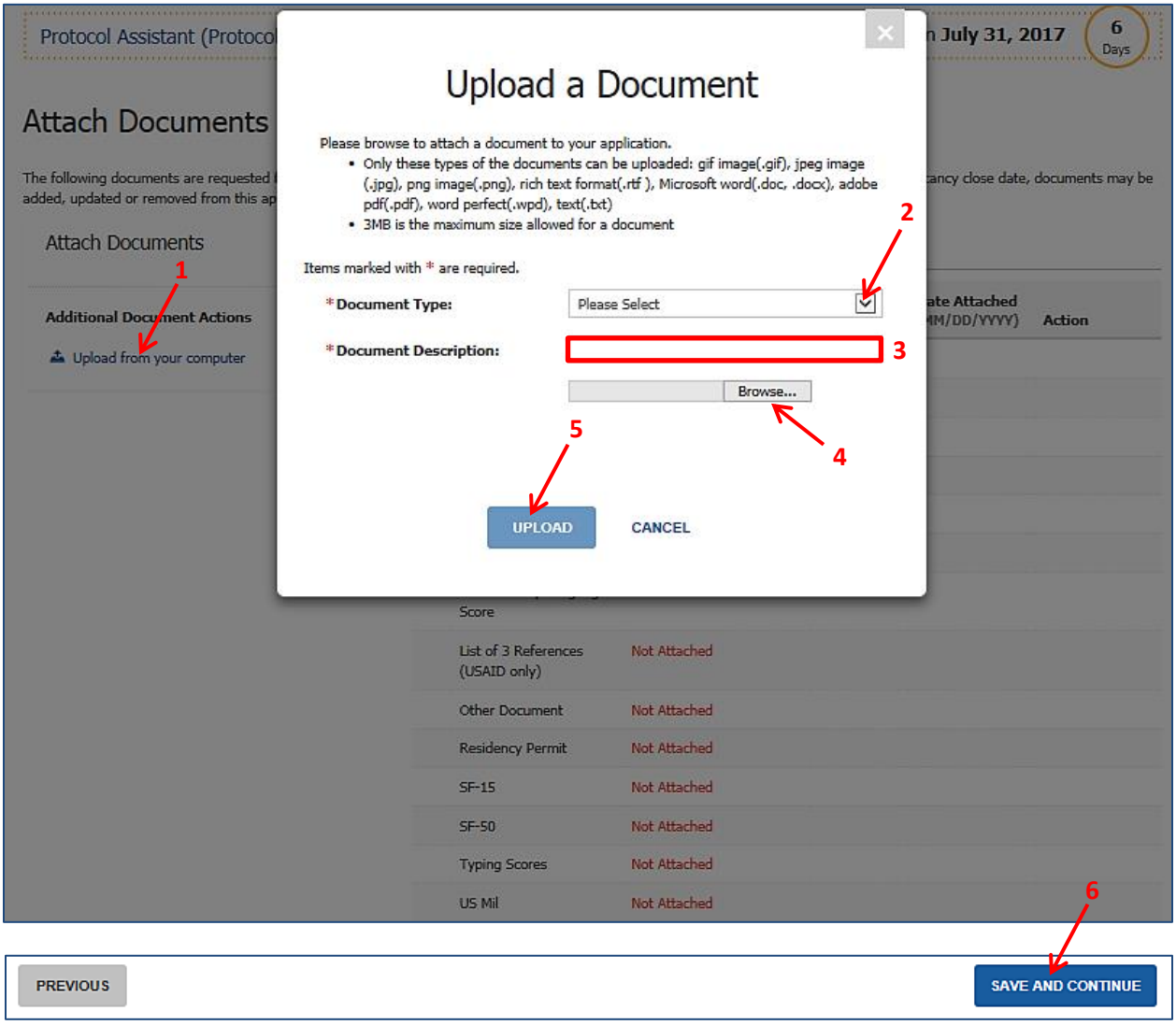


Important: All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work. 2

PREVIOUS NEXT

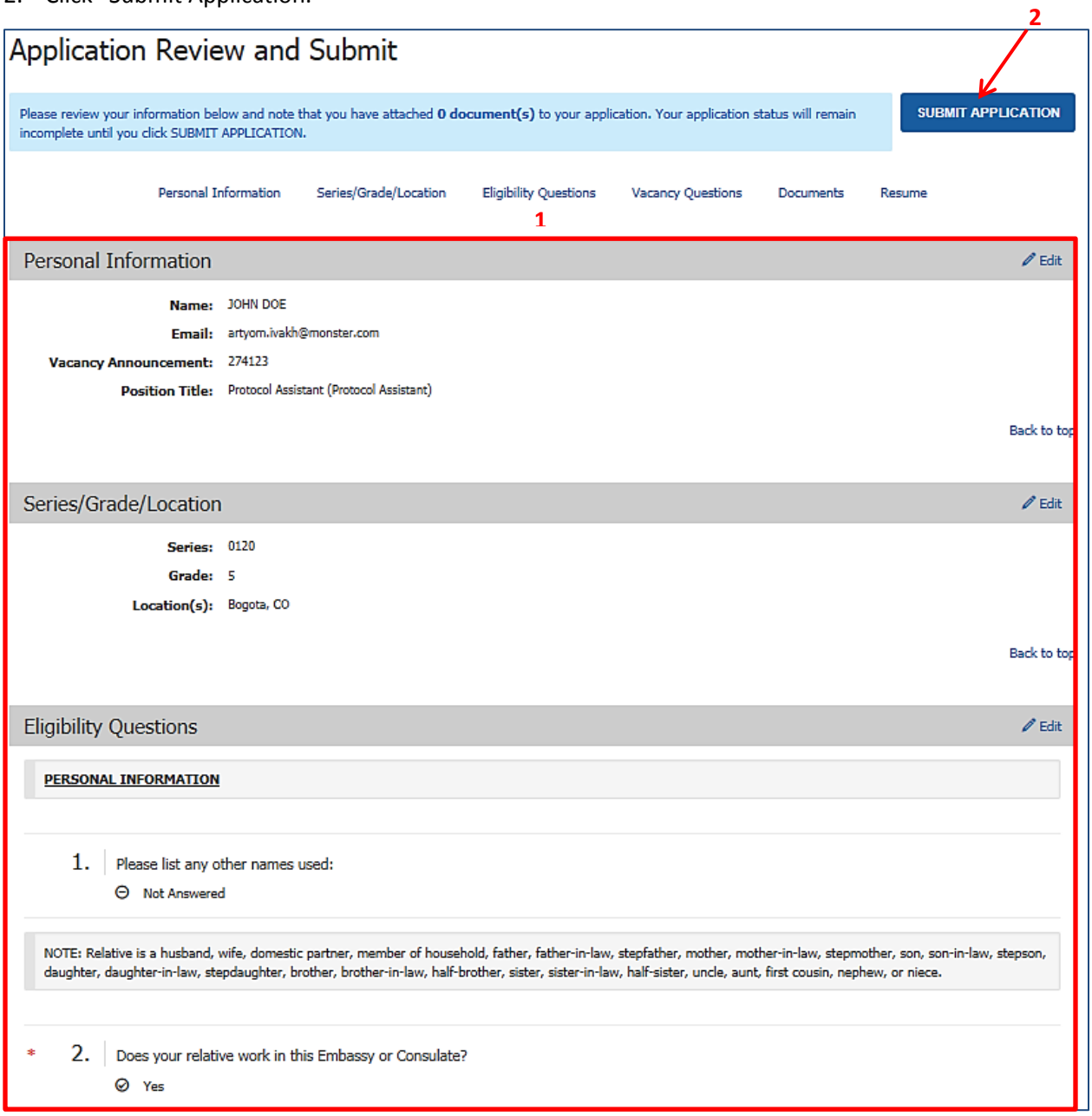
Step 8:

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.”



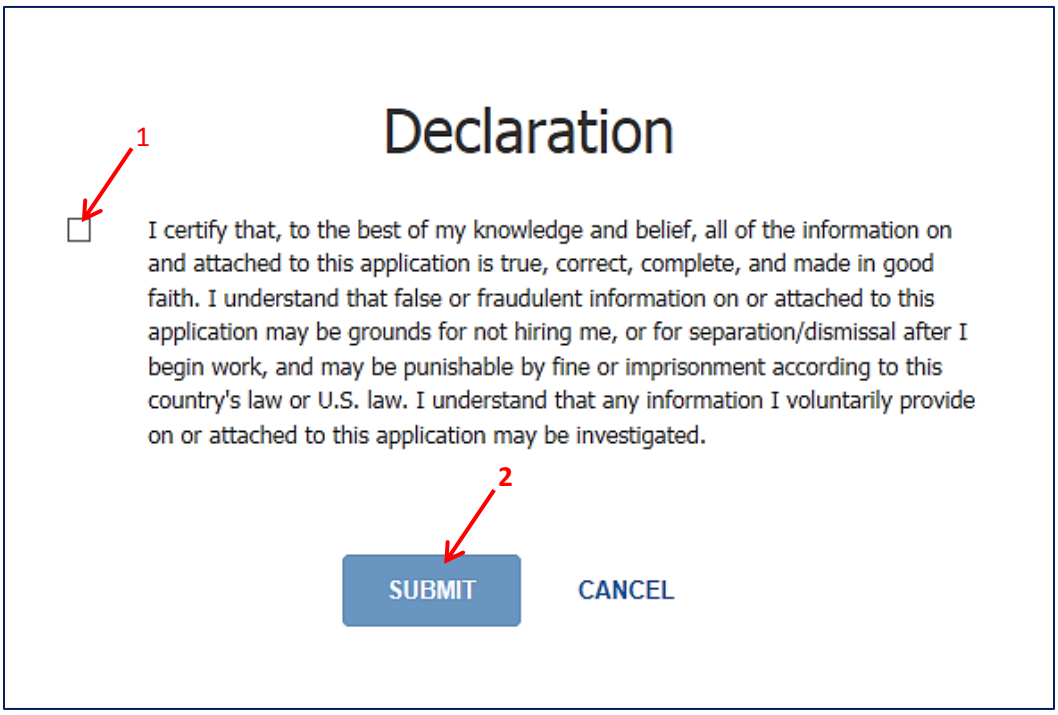
Step 9:

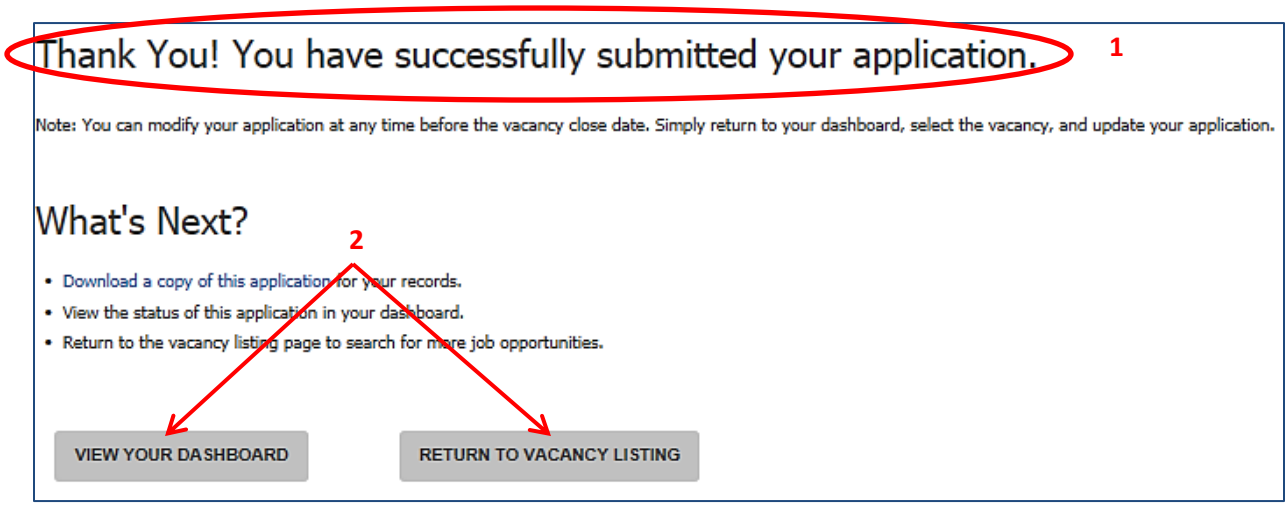
1. Review/Edit information on the Application Review and Submit Page.
   - Scroll all the way down the page to review all of the information provided by you.
   - Click "Edit" and update any section as necessary (i.e., Personal Information, Series/Grade/Location, Eligibility Questions, Vacancy Questions, 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.