



# **HOW TO APPLY CORRECTLY AND COMPETETIVELY ON ERA**

# ERA WORKS BEST IN GOOGLE CHROME





**You are responsible for  
your application.**

# REVIEW VACANCY ANNOUNCEMENT, CAREFULLY



Make sure you have read and understood all important information.

# PREPARE YOUR APPLICATION DATA AND DOCUMENTS



2

**Complete your education and work experience background information and prepare required documents for upload.**

# Getting Started – Logging on

Login

 Email

 Password

[Forgot Password?](#)

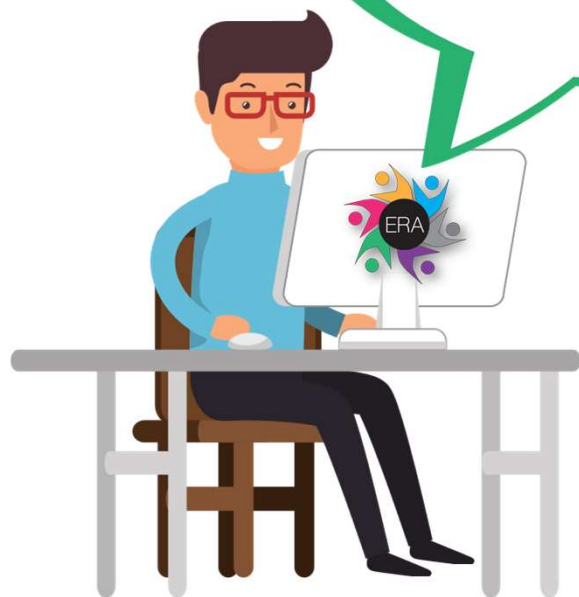
LOGIN

[Don't have an account yet?](#)

CREATE ACCOUNT

3

Current (permanent)  
address, active email  
address, working contact  
number



**COMPLETE  
YOUR  
PERSONAL  
INFORMATION**



# **COMPLETE EDUCATIONAL INFORMATION**

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## Education

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

\* Do you have any education you would like to include? ☒ Yes ☐ No

### 1. Education

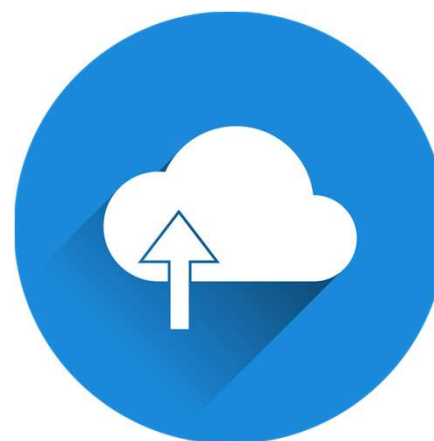
* Education Level	Undergraduate/Bachelor's	
* School Name	The George Washington University	
* Attended From	Month: 02	Year: 2010
* Attended To	Month: 11	Year: 2013
		<input type="checkbox"/> Current
* Location	Washington D.C., USA	
Degree / Diploma / Certification	Business Administration	
* Major Subject ?	International Business	
* Did you Graduate?	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Always check if the dates are correct

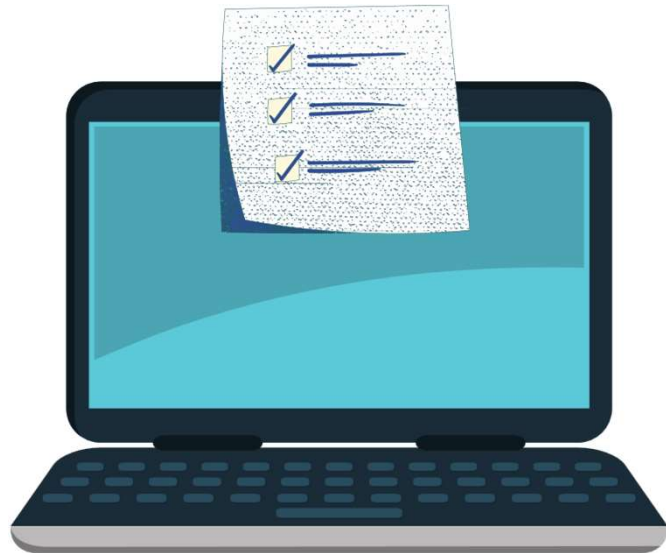
⊕ ADD ADDITIONAL EDUCATION (MAX 10)

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# UPLOAD ALL THE REQUIRED DOCUMENTS



Diploma or Transcript, Licenses, Other Documents as required



**PROVIDE  
COMPLETE  
INFORMATION  
ON YOUR  
PREVIOUS AND  
PRESENT WORK  
EXPERIENCE**

**6**

## Work Experience

Include all work experience, paid and voluntary. Please begin by listing your most current work experience and go back 10 years (or longer, if relevant for the job)

\* Do you have any work experience you ☒ Yes ☐ No  
would like to include?

### 1. Work Experience

\* Job Title

\* Job Type ☒ Full Time ☐ Part Time

\* Employed From Month:  Year:

\* Employed To Month:  Year:

\* Employer Name

\* Employer Address

\* Employer Phone Number

Always check if  
the dates are  
correct

☒ Current

\* Supervisory Responsibilities? ☐ Yes ☒ No

\* Main Duties & Responsibilities

**Provide a complete, detailed, and honest  
information of your duties &  
responsibilities... do not summarized! Be  
very specific as much as you can.**

3393 characters left (maximum 3500)

\* Reason for Leaving

847 characters left (maximum 1000)

Salary

Salary Currency

--- Please Select ---

Salary Frequency

--- Please Select ---

\* Hours Per Week

40

Supervisor Name

[+ ADD ADDITIONAL WORK EXPERIENCE \(MAX 10\)](#)

## Languages ?

List language proficiency and identify the level for Speaking, Reading and Writing for each. The Vacancy Announcement states whether these languages will or may be tested.

## 1. Language

* Language	SPANISH
* Speaking	Fluent
* Reading	Fluent
* Writing	Fluent

## 2. Language

* Language	ENGLISH
* Speaking	Good Working Knowledge
* Reading	Good Working Knowledge
* Writing	Good Working Knowledge

# ADD LANGUAGES AND PROFICIENCY LEVEL

\* Based on self-assessment

⊕ ADD ADDITIONAL LANGUAGE (MAX 10)

**ANSWER ALL  
ELIGIBILITY  
QUESTIONS  
ACCORDING TO  
YOU/YOUR  
QUALIFICATIONS**



**8**

## PERSONAL INFORMATION

- \* 1 | Does your relative work in this Embassy or Consulate?
- ☒ Yes
- ☐ No

- \* 1.1 | If yes, tell us their name and the section where they work.

250 characters left (maximum 250)

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 Are you able to legally work in this country?

☒ Yes

☐ No

NOTE: U.S. Government does not sponsor work visas unless specified on the Vacancy Announcement.

\* 3 If this job includes driving a U.S. Government vehicle, do you have a current and valid driver's license?

☐ Yes

☒ No

\* 4 Are you a U.S. citizen listed on the travel orders or approved OF-126 (or other agency equivalent) of a direct hire FS, 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?

☒ Yes

☐ No

\* 4.1 If yes, select all that apply. (Check all that apply)

☐ I am a member of the Foreign Service Family Reserve Corps (FSFRC). (SF-50 required)

☐ I am a preference eligible U.S. Veteran. I have NOT invoked my preference at this Post. (DD214 required)

☐ I am a preference eligible U.S. Veteran. I have invoked my hiring preference at this Post. (Please answer question 4.2 below)

☐ I am Foreign Service on Leave Without Pay (LWOP).

☐ I am Civil Service on LWOP with Bureau-specific reemployment rights.

☒ None of the above.

4.2 If you are a preference eligible U.S. Veteran that has invoked your hiring preference at this Post, tell us where you have worked (agency/job):





**ANSWER ALL  
VACANCY  
(POSITION)  
QUESTIONS  
HONESTLY & AS  
THEY APPLY TO  
YOU/YOUR  
QUALIFICATIONS**

# **REVIEW \* REVIEW \* REVIEW**

## **SUBMITTED INFORMATION**

## **AND ANSWERS**

10



# REVIEWING INFORMATION

## (don't miss the deadline!)

10

[Dashboard](#)

[Logout](#)



Administrative Assistant (Open to: Curre...



8  
Days

**Note:** Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with \* are required.



## Declaration



I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

SUBMIT

CANCEL



# IMPORTANT

- Vacancy announcement instructions and requirements are **NOT** the same, read each vacancy announcement thoroughly.
- HR **CANNOT** refer to applicant resumes/CVs to review qualifications.
- HR **CANNOT** modify / edit any application to correct or update an application's information.
- HR **CANNOT** search and find documents from HR records to use in certifying an applicant's qualifications.
- HR **DOES NOT KNOW** anyone and anyone's qualifications - all information about the applicant must be provided by the applicant him/herself to his/her application.
- The system **DOES NOT** review overall qualifications of an applicant, HR does.

For any question, you may send an email to:

[BuenosAiresRRHH@state.gov](mailto:BuenosAiresRRHH@state.gov)

