



# Applying for a job at U.S. Embassy Bogotá

## Checklist and helpful tips for applications

**The Human Resources Office (HRO)** invites you to use this checklist while submitting an application in our Electronic Recruitment Application (ERA). This checklist and helpful tips will help you avoid common mistakes during the application process.

Keep in mind that having a complete application is the applicant's responsibility and this checklist does not guarantee that you will be considered eligible and/or qualified during the recruitment process. Applicants must meet all the requirements announced in each vacancy.

### Creating an ERA Account

- Provide accurate and complete personal and contact information: legal name, email, telephone number, etc.
- Memorize your password and security questions/answers or save them in a secure place. If you forget your password, it could take time for HR to reset it.

### Important – Application Check List

- Self-certify as U.S.EFM, U.S.VET, CS, FS in LWOP status, or member of the FSFRC by answering the eligibility questions.
- Make sure you meet the work experience requirement announced in the vacancy and ensure that it is highlighted in your application.
- Add your education, especially the education level and fields required in the vacancy announcement.
- List your proficiency level for all languages required in the vacancy announcement (English and Spanish). Even if your first language is English and you were born in the U.S., went to grade school, undergraduate, and/or graduate school in the U.S., you still must self-certify as fluent in English to be eligible for the position. The same goes for those who their first language is Spanish.

U.S. DEPARTMENT *of* STATE



**U.S. Embassy in Colombia**

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## Uploaded Documents Checklist

*Have you uploaded all the applicable and required documents?*

- USDH TM4 / Copy of Orders / TM1 Assignment Notification (or equivalent). Make sure you are listed on the orders or amendments you attach.
- DD-214/215(s) – for applicants claiming veteran preference.
- SF-50(s) - Personnel Actions (if applicable).
- Copies of diploma(s) and/or transcripts satisfying the educational requirements of the vacancy announcement.
- Any other documentation required in the vacancy announcement (e.g., Nursing license, front and back copies of driver's licenses).

## Important Summary Tips

- Bottom Line Up Front:** The HRO cannot make any assumptions or inferences during the recruitment and selection process. **It is your responsibility to ensure that your application demonstrates the minimum experience, education, language, and other vacancy requirements.** Please make sure to upload all required documents.
- Submit your application before the closing date of the vacancy announcement. Once the vacancy is closed, you will not be able to upload any additional documents or edit your application.
- After submitting your application, please be mindful of your email and check your spam/junk folder. The HRO will initially contact you via email if you are moving forward in the selection process.
- Please contact the HRO with any questions you may have at [BogotaHRORecruitmentTeam@state.gov](mailto:BogotaHRORecruitmentTeam@state.gov).



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