



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

## Checklist and helpful tips for applications

The **Human Resources Office (HRO)** invites you to use this checklist while applying 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 and upload all supporting work and educational documentation to be considered for eligibility for a position.

## Creating an ERA Account

- Use the link above to create an ERA account <https://hrerajobs.state.gov/dos-era/home/login.hms>
- Provide accurate and complete personal and contact information: legal name, email, telephone number, etc. Personal information should be consistent in ERA and throughout the application process.
- 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. If you have any questions about these categories or your eligibility for them, please get in touch with the Embassy Bogota EFM Center.
- Make sure you meet the work experience requirement (i.e, amount of time in a relevant role) announced in the vacancy and ensure that it is highlighted in your application. ERA automatically calculates the total time worked according to the jobs and experience logged in application system. It is crucial that you double

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check ERA’s calculations to ensure your work experience meets the vacancy requirements.

- Add your education, especially the education level and fields required in the vacancy announcement. You must upload proof of any education claimed– including your high school diploma and/or college transcripts as well as any diplomas or transcripts for any higher education you wish to have considered. If the vacancy calls for a specific field of education, ensure you upload proof of that as well.
- 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. This includes self-certifying for all three language skills (writing, reading, and speaking) to meet the position requirements. You will be sent to testing afterwards to confirm the abilities claimed in the application. But remember to even be considered to the position and proceed to the language test, you must self-certify as complying with the language requirements.

## 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 complies with all vacancy requirements.** Please



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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 EFM center with any questions you may have at [bogotahroefmcenter@state.gov](mailto:bogotahroefmcenter@state.gov).

## Targeting Jobs at Post

*Do you know the difference between FMA and PSA appointments?*

- Family Member Appointment (FMA) job vacancies are under the Department of State and are paid on the overseas pay schedule, which are based on a higher scale of pay. It offers full benefits such as life insurance, retirement pension, Thrift Savings Plan (TSP) and health insurance.
- Personal Service Agreement (PSA) job vacancies are generally under other Departments/Offices/Agencies present at post and utilize a different pay structure. Pay is based on continental United States pay schedule, as opposed to overseas pay schedule. For that reason, the PSA salaries are slightly lower than the FMA salaries. PSA positions also frequently come with fewer or no benefits.
- Since pay and benefits can vary between the type of jobs, ensure you carefully evaluate the vacancy announcement prior to applying.

## FSFRC - [FSFRC@state.gov](mailto:FSFRC@state.gov)

- When an AEFM leaves their position, the FSFRC will hold their security clearance for up to 5 years so that they don't need to repeat the clearance process for their next position. Even if the clearance is only Public Trust or you move to a new post, membership in the FSFRC means you will not have to be investigated every time you get a new job.
- Membership in the FSFRC does not itself get you a security clearance.
- As part of FSFRC Membership, an AEFM begins their security clearance process ahead of securing an actual overseas position.



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