



Disability Employment

AT THE DEPARTMENT OF STATE

Schedule A (5 C.F.R. 213.3102(u)) is an excepted hiring authority that streamlines the hiring process for qualified individuals with disabilities seeking Civil Service positions. In some instances, hiring officials may choose to select applicants solely from a list of qualified Schedule A applicants.

Individuals may be eligible under Schedule A if he/she has an intellectual disability, severe physical disability, or psychiatric disability **AND** meets the minimum qualifications of a specific position.

The **Selective Placement Program Coordinator (SPPC)** acts as a liaison between HR personnel, hiring managers, and applicants with disabilities. The SPPC helps to guide individuals through the application process.

Join the DOS Talent Database!

Selecting officials may contact the SPPC seeking qualified candidates for their vacancies. The SPPC will review the Department's Talent Database and refer individuals directly. To join the DOS Talent Database...

1. Complete this Questionnaire

<https://www.surveymonkey.com/r/dostalentdatabase>

2. Send an email to [SelectivePlacement@state.gov](mailto>SelectivePlacement@state.gov) with an up-to-date, tailored resume, and your Schedule A documentation.

After the required information has been received and reviewed, your acceptance into the Talent Database will be confirmed via email.

Basics of Schedule A Hiring Authority for Individuals with Disabilities

for Eligible Candidates

How does Schedule A benefit me?

- A streamlined and expedited hiring process.
- Two ways to apply - online or by direct referral.
- Flexibility of appointments (Permanent or time-limited)
- Two-year probationary period (Allows for more time to prove satisfactory performance.)

How do I apply using Schedule A?

- **USAJOBS**
Apply and compete for any job for which you are eligible and meet the qualifications.
- **Ask the SPPC to refer you!**
By emailing a link to the vacancy announcement, your resume, and your Schedule A documentation, the SPPC may refer you directly for a position.
- **Interview for the Workforce Recruitment Program (WRP)**
Connects postsecondary students and recent graduates with disabilities to positions in the Federal government.
www.wrp.gov



[SelectivePlacement@state.gov](mailto>SelectivePlacement@state.gov)
<http://disability.state.sbu>

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