

# 6

# STEPS TO BECOMING A CIVIL SERVICE EMPLOYEE

## GATEWAY TO STATE

The U.S. Department of State's online hiring system, "**Gateway to State**," is the way to apply for Civil Service careers. This system is designed to help streamline the selection and hiring process, and allows applicants to track their application status online.



**Start Online Application Process**

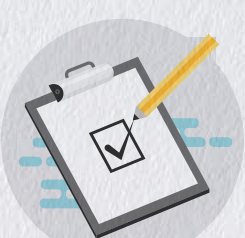
## STEP 1: HOW TO APPLY

To apply, you must first identify the job that you want. Applicants are required to complete and submit their online application through the Office of Personnel Management's (OPM) application system, **USAJOBS**. Applicants have until 11:59 p.m. Eastern Standard Time on the closing date of the announcement to complete the application process. To be sure the application will be processed on time, do not wait until the last day to apply.

**Learn more about the 11 mission-critical career categories**



**BUDGET  
ADMINISTRATION**



**CONTRACT  
PROCUREMENT**



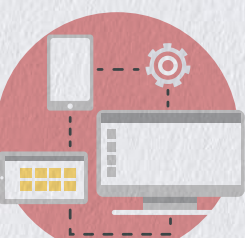
**FOREIGN  
AFFAIRS**



**FOREIGN LANGUAGE &  
PROFESSIONAL TRAINING**



**GENERAL ACCOUNTING &  
ADMINISTRATION**



**INFORMATION TECHNOLOGY  
MANAGEMENT**



**LEGAL  
COUNSEL**



**MANAGEMENT  
ANALYSIS**



**PASSPORT  
VISA SERVICES**



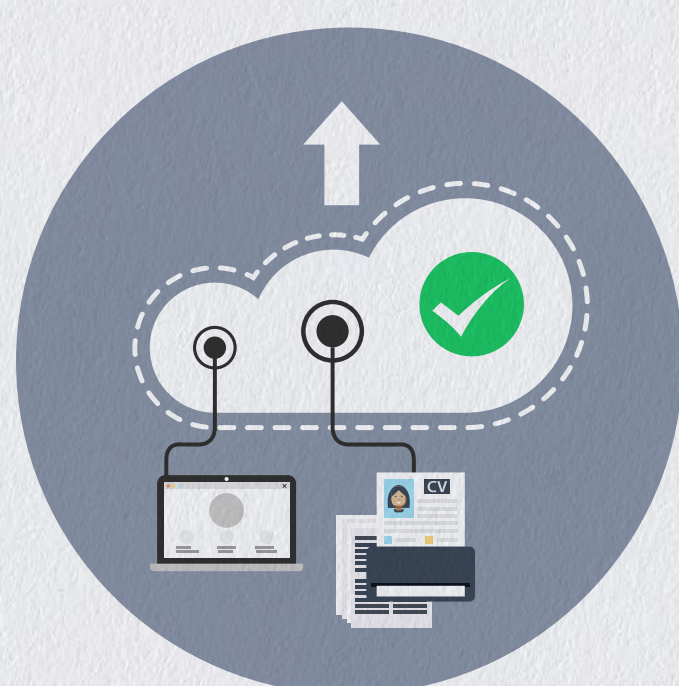
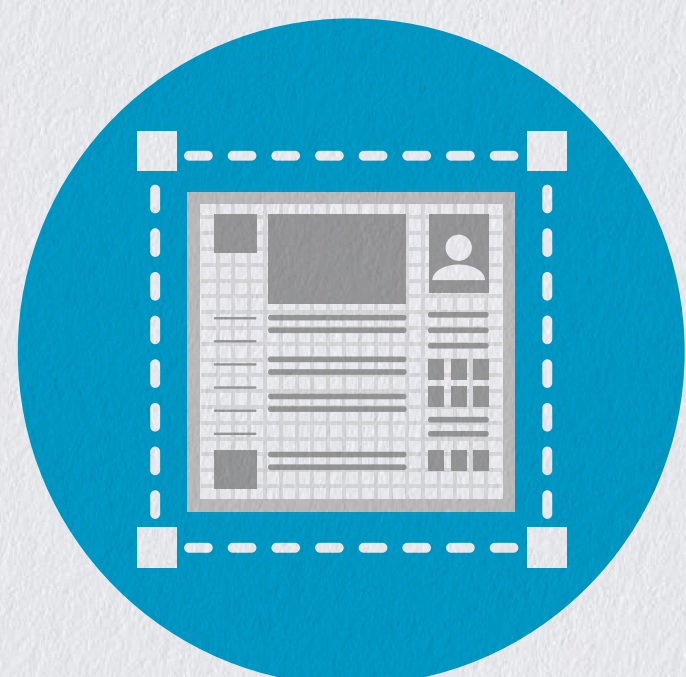
**PERSONNEL  
MANAGEMENT**



**PUBLIC  
AFFAIRS**

## STEP 2: CAREFULLY FOLLOW THE APPLICATION INSTRUCTIONS ?

All required application materials and Instructions must be submitted according to the "**How to Apply**" instructions in each vacancy announcement.



## STEP 3: UPLOADING OR FAXING DOCUMENTATION ?

Learn more about how to correctly upload or fax specific documentation such as a resume, certifications or other pertinent information. Accompanying documents must be submitted by the closing date in order to be considered.

## STEP 4: EVALUATION PROCESS

Applicants will be evaluated based on the information provided in the online resume, answers specific to the vacancy announcement, and a review of the requested documents.



## STEP 5: JOB INTERVIEW

The names and applications of the highest-ranking candidates are referred to the supervisor or selecting official. Applicants that are referred to the selecting official may or may not receive an interview. Selection procedures are subject to Federal Civil Service laws, which ensure that all applicants receive fair and equal treatment in the hiring process.

## STEP 6: UNDERGO A BACKGROUND INVESTIGATION ?

All Civil Service positions in the U.S. Department of State require a security clearance at the Secret level or above.

