

9 STEPS TO BECOMING A FOREIGN SERVICE INFORMATION MANAGEMENT SPECIALIST

STEP 1: REVIEW THE VACANCY ANNOUNCEMENT AND CONFIRM YOUR ELIGIBILITY TO APPLY

[View the Information Management Specialist \(IMS\) Vacancy Announcement.](#)



STEP 2: SUBMIT YOUR APPLICATION

Now that you have confirmed your eligibility to apply and meet the required qualifications, the next step is to complete the online application. The application includes education and professional experience, as well as Personal Narrative questions and a Statement of Interest.

[Complete the online application and register for the Information Management Specialist Test.](#)

STEP 3: TAKE THE INFORMATION MANAGEMENT SPECIALIST TEST (IMST)

Choose a test date and Pearson VUE test location that is convenient for you to take the IMST. You will receive your score on the same day you test. This information will also be provided to the U.S. Department of State.



STEP 4: QUALIFICATIONS EVALUATION PANEL

If your IMST score qualifies, your application will move forward to a Qualifications Evaluation Panel (QEP) for further review. The members of the Panel are experienced Foreign Service IT professionals. Your education, skills, abilities, motivation, professional experience and job history will be considered and evaluated in more detail.

STEP 5: SUBMIT TRANSCRIPTS AND/OR MILITARY DOCUMENTS

The most competitive candidates from the QEP will be asked via email to submit transcripts. Applicants qualifying for the IMS position based on U.S. Military IT-related training or specialty will be asked to provide their DD-214, clearly showing one of the **U.S. military branches specialty codes (MOS)** or designators and specialty title, and U.S. Military training report with the title of the training. A deadline will be specified in the email.



STEP 6: TAKE THE INFORMATION MANAGEMENT SPECIALIST ORAL ASSESSMENT

Candidates who achieved the minimum score on the IMST, were referred by the Qualifications Evaluation Panel (QEP), and whose education, experience and/or military service were verified, will be invited to participate in the Oral Assessment process. The Oral Assessment includes a writing exercise and a structured interview to determine whether candidates

demonstrate the **12 Dimensions** that are essential to successful performance as an Information Management Specialist. Please note that Oral Assessments are scheduled by candidate cohort at set times throughout the year. While we will communicate with applicants during the process to notify them of the next steps, it may take 4-6 months from your original application to the Oral Assessment stage.

[Download](#) the Foreign Service Specialist Oral Assessment Information Guide.



STEP 7: CLEARANCES - MEDICAL & SECURITY

All candidates must receive medical and security clearances in order to be hired and serve abroad. Visit the Career Resources Download Center for a list of forms intended for those who have received conditional offers of employment after the Oral Assessment.



[Visit the Download Center](#)



STEP 8: SUITABILITY REVIEW PANEL

Upon completion of the background investigation, the candidate's information will go before a Suitability Review Panel to determine if they are suitable for a career in the Foreign Service.

STEP 9: REGISTER OF CLEARED CANDIDATES

Candidates who received a conditional offer of employment and who have successfully completed the previous stages will be placed on the Information Management Specialty Register, and ranked according to their overall assessment scores, including language bonuses/veterans' preference points.

