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

Note 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 educational and professional experiences, as well as Personal Information 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 to you to take the IMST. You must submit the test on the same day you test. The U.S. Department of State will review your results within approximately eight weeks of your test.

STEP 4: SUBMIT EDUCATION AND EXPERIENCE INFORMATION

If your IMST results qualify you, you will be asked to submit documentation demonstrating your educational or military qualifications. Applicants qualifying for the IMS position based on U.S. Military Personnel training or specialty should provide their DD-214, clearly showing one of the U.S. Military branches, the specialty codes (WOSM or designation) and specialty title, and U.S. Military training report with the title of the training. A deadline will be specified in the email. You must submit this material in a single PDF file no larger than 15MB, which is indicated to qualify for the Qualifications Evaluation Panel.

STEP 5: QUALIFICATIONS EVALUATION PANEL

Applications of candidates whose IMST results qualify and meet the minimum qualifications are evaluated by the Vacancy Announcements as confirmed on the mentioned document will be reviewed. The Vacancy Announcements will be reviewed and evaluated by the Qualifications Evaluation Panel.

STEP 6: TAKE THE INFORMATION MANAGEMENT SPECIALIST ORAL ASSESSMENT

Candidates whose IMST results qualified, who are referred by the QEP, and whose education, experience and/or military service were verified, will be invited to participate in the Oral Assessment process. The Oral Assessment will be conducted virtually (OVPN) over two days from a location of the candidate’s choice. The OVPN includes a case management exercise and a structured interview component. The candidates demonstrating the U.S. Government’s Information Management Specialist requirements will be offered a position as an Information Management Specialist. Please note that OVPNs are scheduled periodically throughout the year. While we communicate with applicants during the process on a timely basis, final steps could take four to six months from the IMS to 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 Freedom of Information Act (FOIA) in order to proceed. Visit the Center for Resource Development (CRD) to 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 be forwarded to a Suitability Review Panel. The Suitability Review Panel determines if the candidate is suitable for a career in the Foreign Service.

STEP 9: REGISTER OF CLEARED CANDIDATES

Candidates who received a conditional offer of employment and have successfully completed the previous stages will be entered into the Information Management Specialists Register. Information in the Register may be released to third parties, including language brokers/interpreters' preference points.