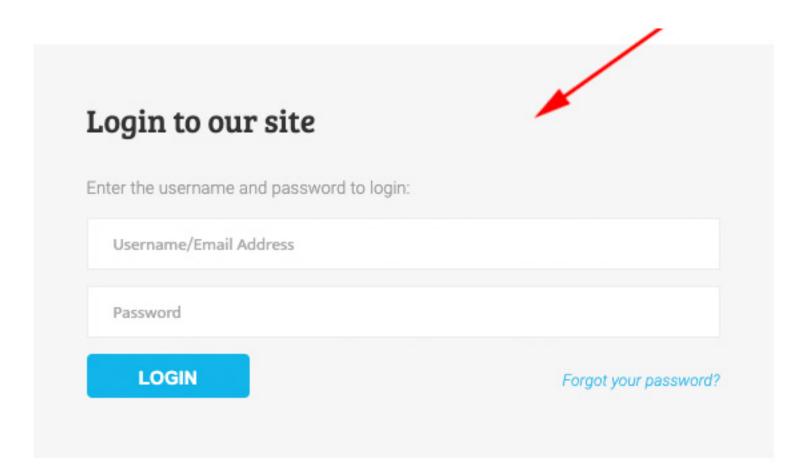
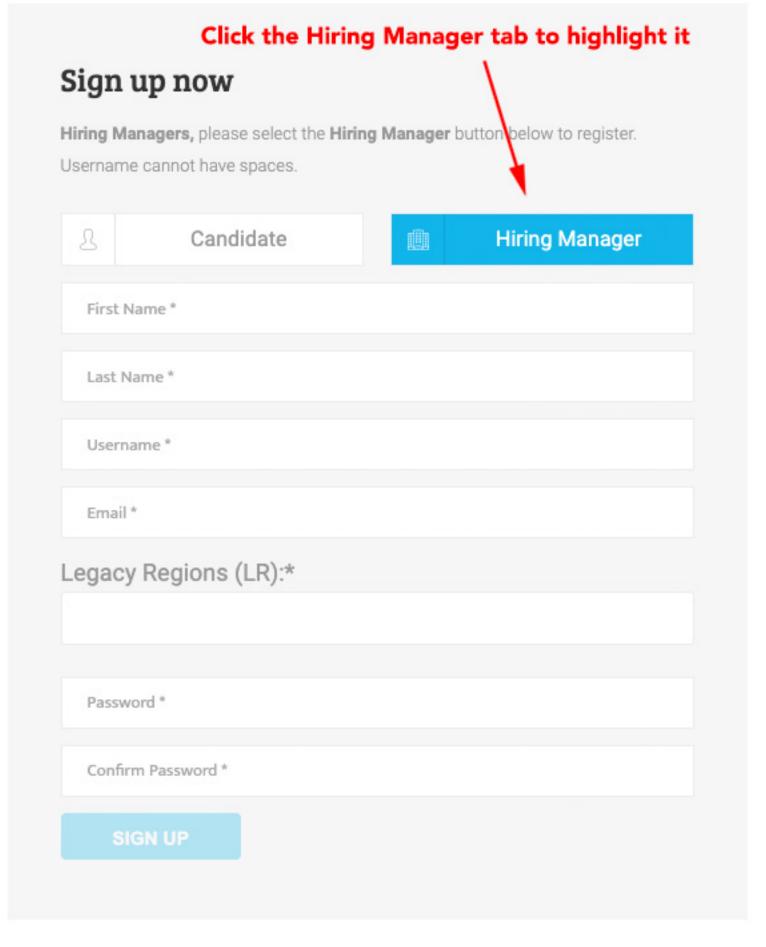
1. Go to www.dfpcareerportal.org and Login or Sign up as a Hiring Manager



Home Candidate Database Placement Opportunities FAQs Register Sign In





2. Select 'Post a New Job' and fill out the necessary fields



Candidate Database Home

Placement Opportunities

All Job Titles

each position



ARE REQURED to list the

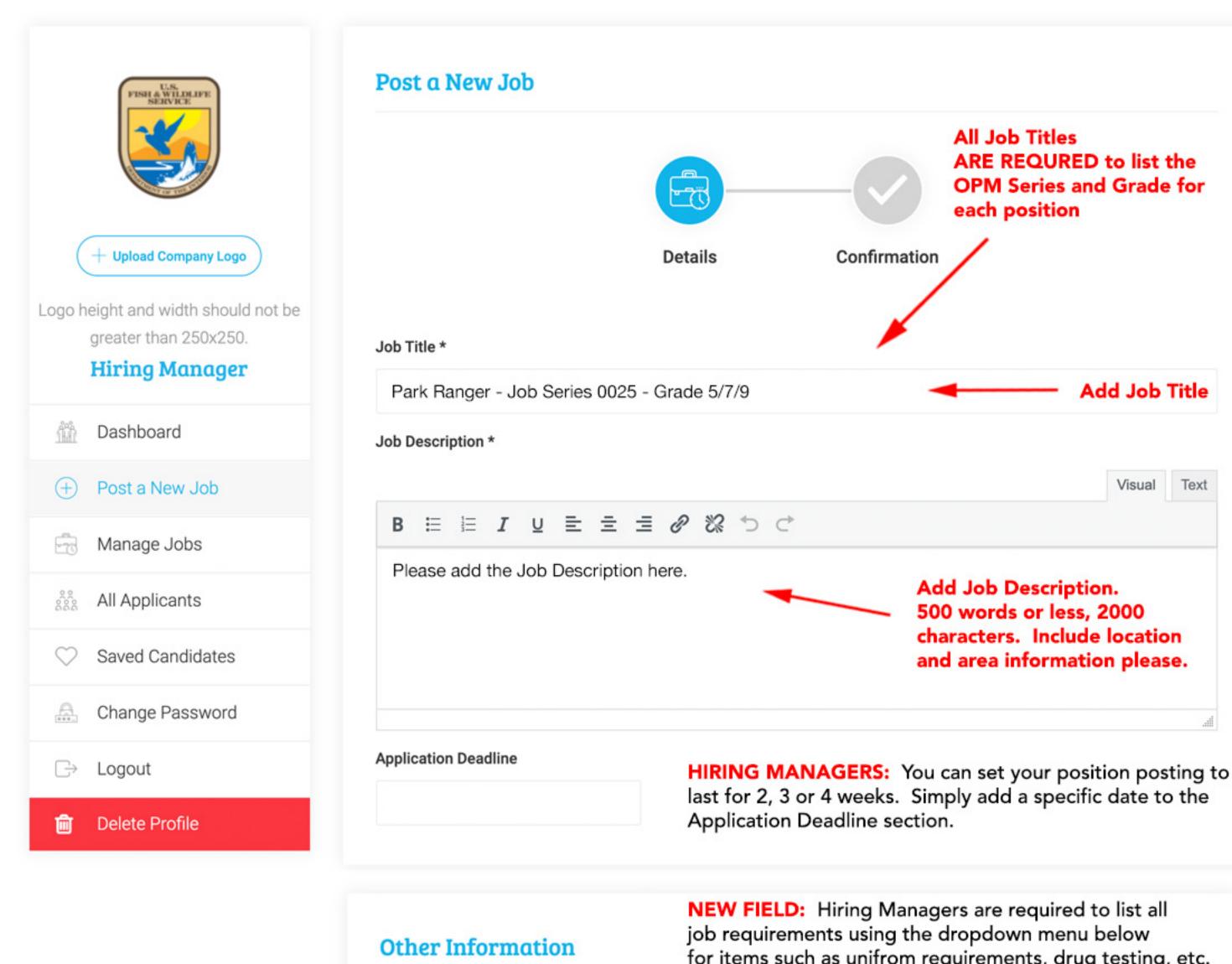
OPM Series and Grade for

Add Job Title

Visual

Text

My Account



NEW FIELD: Hiring Managers are required to list all job requirements using the dropdown menu below for items such as unifrom requirements, drug testing, etc. Areas of Knowledge Geographic Area Biological Sciences / General Natural Resource Northeast × Management This FWS permanent position will be in the following geographic location(s). (Please select all that apply) Position Requirements (Please select all that apply) * Required to wear an official USFWS uniform x Rural location (10-25 miles from an urbanized area) ×

Post Job -

Select all applicable

filtering options

Post Job

3. Select 'Manage Jobs' to view all of your posted jobs.



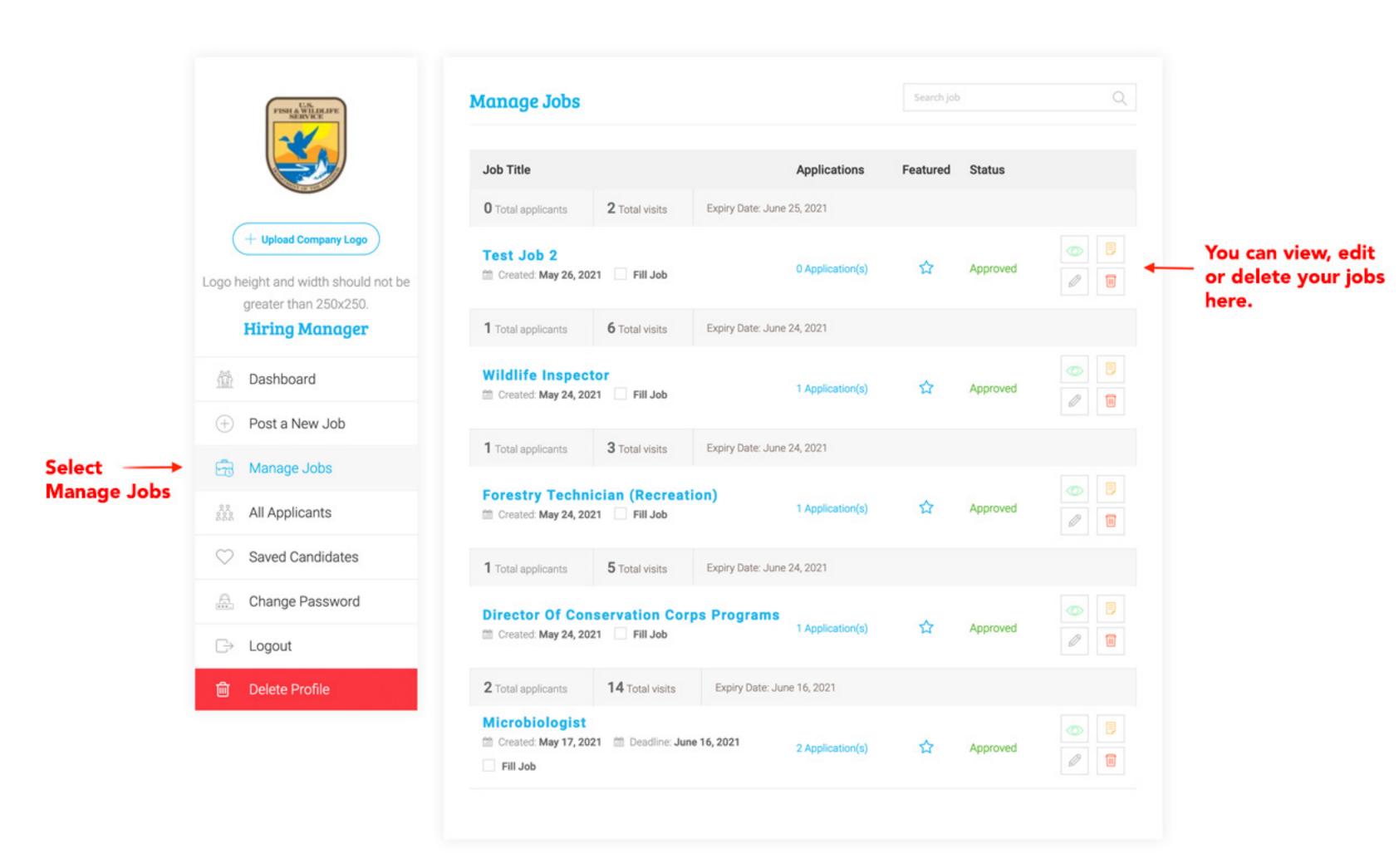
Home Candidate Database

Placement Opportunities

FAQs

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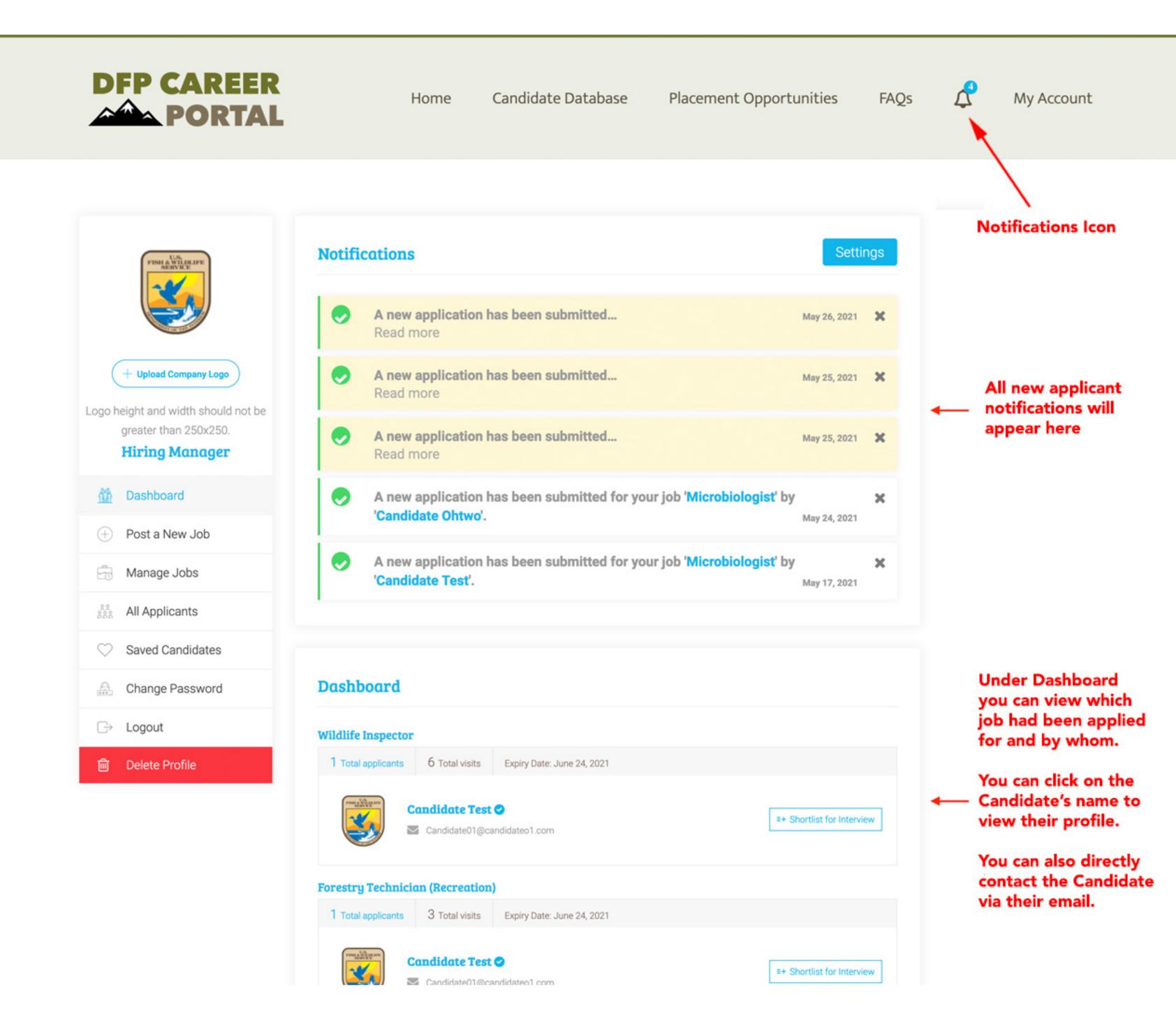
My Account



Job Postings will last for 60 days and time out automatically.

Hiring Managers may repost positions!

4. Under 'Dashboard' you will see all Notifications from applicants. You will also be able to view and contact interested Candidates.



What are my Next Steps? It's time to verify qualifications!:

Once you have identified a fellow or they have expressed interest in a job posting, the hiring manager should contact the **HR DFP POC (Matthew Kauffman athr_dfp@fws.gov)** and provide the names(s) and a classified PD!