

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

[Home](#)[Candidate Database](#)[Placement Opportunities](#)[FAQs](#)[Register](#)[Sign In](#)

Login to our site

Enter the username and password to login:

[Forgot your password?](#)

Click the Hiring Manager tab to highlight it

Sign up now

Hiring Managers, please select the **Hiring Manager** button below to register.

Username cannot have spaces.



Legacy Regions (LR):*

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

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Logo height and width should not be greater than 250x250.

Hiring Manager

[Dashboard](#)[+ Post a New Job](#)[Manage Jobs](#)[All Applicants](#)[Saved Candidates](#)[Change Password](#)[Logout](#)[Delete Profile](#)

Post a New Job



Details



Confirmation

All Job Titles ARE REQUIRED to list the OPM Series and Grade for each position

Job Title *

Park Ranger - Job Series 0025 - Grade 5/7/9

Add Job Title

Job Description *

Visual Text

B **I** **U**

Please add the Job Description here.

Add Job Description. 500 words or less, 2000 characters. Include location and area information please.

Application Deadline

HIRING MANAGERS: You can set your position posting to last for 2, 3 or 4 weeks. Simply add a specific date to the Application Deadline section.

Other Information

NEW FIELD: Hiring Managers are required to list all job requirements using the dropdown menu below for items such as uniform requirements, drug testing, etc.

Areas of Knowledge

Biological Sciences / General Natural Resource Management

Geographic Area

Northeast

This FWS permanent position will be in the following geographic location(s). (Please select all that apply)

Rural location (10-25 miles from an urbanized area)

Position Requirements (Please select all that apply) *

Required to wear an official USFWS uniform

Select all applicable filtering options


Post Job

Post Job

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

You can set your posting to close on a specific date!








Upload Company Logo


Logo height and width should not be greater than 250x250.


Hiring Manager


 Dashboard


 Post a New Job


 Manage Jobs

 All Applicants

 Saved Candidates

 Change Password

 Logout

 Delete Profile

Manage Jobs

Search job

Job Title	Applications	Featured	Status
0 Total applicants	2 Total visits	Expiry Date: June 25, 2021	
Test Job 2	0 Application(s)	☆	Approved
Created: May 26, 2021	<input type="checkbox"/> Fill Job		
1 Total applicants	6 Total visits	Expiry Date: June 24, 2021	
Wildlife Inspector	1 Application(s)	☆	Approved
Created: May 24, 2021	<input type="checkbox"/> Fill Job		
1 Total applicants	3 Total visits	Expiry Date: June 24, 2021	
Forestry Technician (Recreation)	1 Application(s)	☆	Approved
Created: May 24, 2021	<input type="checkbox"/> Fill Job		
1 Total applicants	5 Total visits	Expiry Date: June 24, 2021	
Director Of Conservation Corps Programs	1 Application(s)	☆	Approved
Created: May 24, 2021	<input type="checkbox"/> Fill Job		
2 Total applicants	14 Total visits	Expiry Date: June 16, 2021	
Microbiologist	2 Application(s)	☆	Approved
Created: May 17, 2021	Deadline: June 16, 2021	<input type="checkbox"/> Fill Job	

Select Manage Jobs

You can view, edit or delete your jobs here.

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.

[Home](#)[Candidate Database](#)[Placement Opportunities](#)[FAQs](#)[My Account](#)

[+ Upload Company Logo](#)

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Hiring Manager

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- [Change Password](#)
- [Logout](#)
- [Delete Profile](#)

Notifications[Settings](#)

A new application has been submitted...
[Read more](#)

May 26, 2021

A new application has been submitted...
[Read more](#)

May 25, 2021

A new application has been submitted...
[Read more](#)

May 25, 2021

A new application has been submitted for your job 'Microbiologist' by 'Candidate Ohtwo'.
[Read more](#)

May 24, 2021

A new application has been submitted for your job 'Microbiologist' by 'Candidate Test'.
[Read more](#)

May 17, 2021

Dashboard

Wildlife Inspector

1 Total applicants

6 Total visits

Expiry Date: June 24, 2021

Candidate Test

[Shortlist for Interview](#)

Candidate01@candidateo1.com

Forestry Technician (Recreation)

1 Total applicants

3 Total visits

Expiry Date: June 24, 2021

Candidate Test

[Shortlist for Interview](#)

Candidate01@candidateo1.com

Notifications Icon

All new applicant notifications will appear here

Under Dashboard you can view which job had been applied for and by whom.

You can click on the Candidate's name to view their profile.

You can also directly contact the Candidate via their email.

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!