

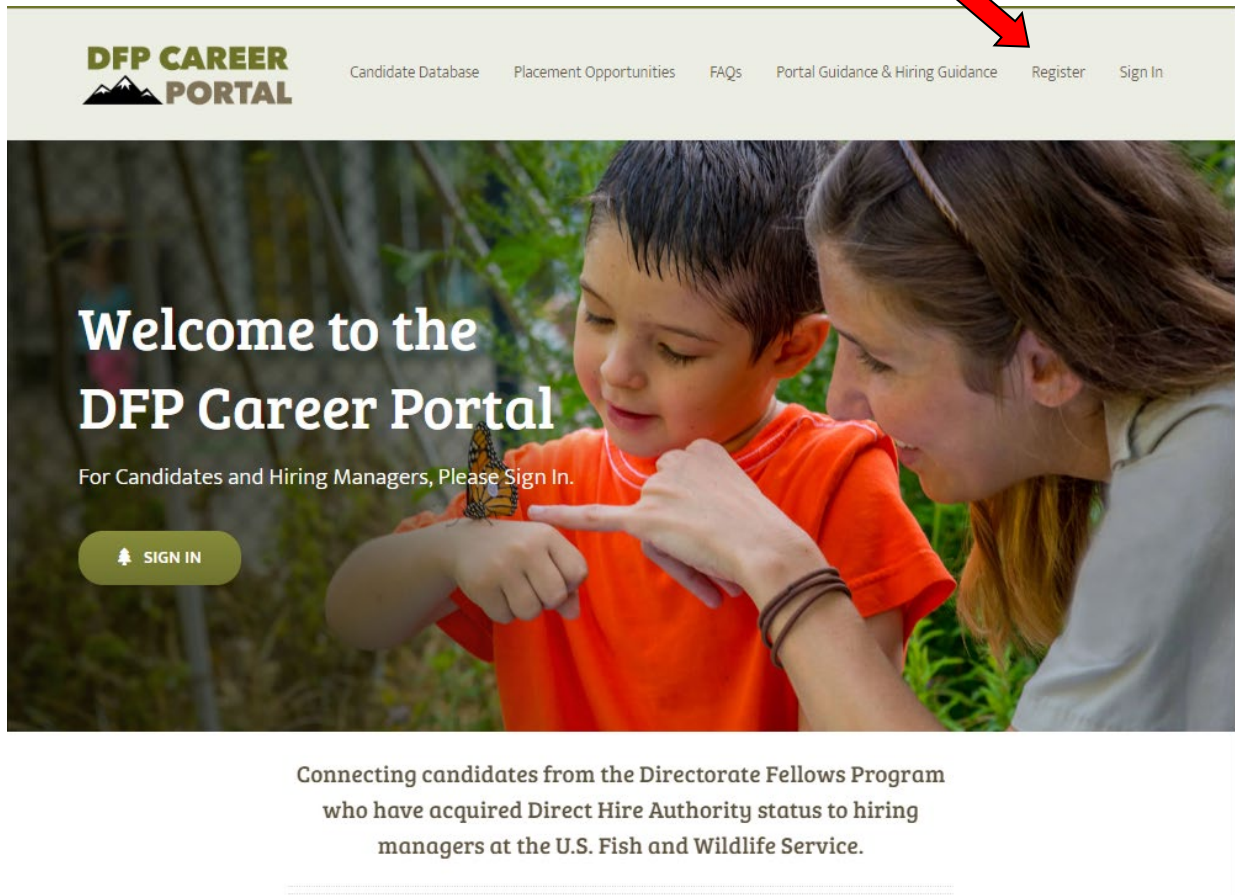


Hiring Manager Guidance Table of Contents:

SETTING UP ACCOUNT.....2
 EXAMPLE 'Post a New Job' 6
SEARCHING FOR CANDIDATES.....7

SETTING UP ACCOUNT

1. Go to www.dfpcareerportal.org and click Register



The screenshot shows the DFP Career Portal website. At the top, there is a navigation bar with the following links: Candidate Database, Placement Opportunities, FAQs, Portal Guidance & Hiring Guidance, Register, and Sign In. A red arrow points to the 'Register' link. Below the navigation bar is a large banner image featuring a young boy in an orange shirt and a woman looking at a butterfly on his hand. The banner text reads: 'Welcome to the DFP Career Portal' and 'For Candidates and Hiring Managers, Please Sign In.' Below the banner is a 'SIGN IN' button. At the bottom of the banner area, there is a paragraph: 'Connecting candidates from the Directorate Fellows Program who have acquired Direct Hire Authority status to hiring managers at the U.S. Fish and Wildlife Service.'

2. Click 'Hiring Manager' and fill out fields



Login to our site

Enter the username and password to login:

 [Forgot your password?](#)

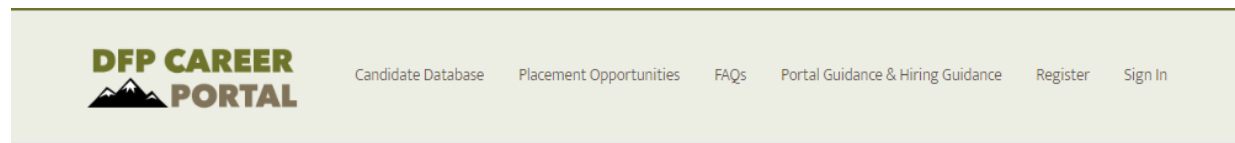
Sign up now

Hiring Managers, please select the Hiring Manager button to register.
Username cannot have spaces.

Candidate Hiring Manager

 I'm not a robot [Privacy](#) - [Terms](#)

3. Fill out 'Post a New Job'



John Doe

- Post a New Job
- Manage Jobs
- All Applicants
- Saved Candidates
- Change Password
- Logout
- Delete Profile

Post a New Job

Details Confirmation

Job Title *
Example: php developer

Job Description *
500 words or less; 2000 character limit.
Please include location information.

Application Deadline *
Posting can last up to 4 weeks.

Select all applicable filtering options

Other Information

Areas of Knowledge: Please select

Geographic Area: Please select

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

Position Requirements (Please select all that apply) *
Please select

Select known job requirements (e.g., uniform, driver's license, etc.)

Post job

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

DFP CAREER PORTAL

Candidate Database Placement Opportunities FAQs Portal Guidance & Hiring Guidance Register Sign In

U.S. FISH & WILDLIFE SERVICE
DEPARTMENT OF THE INTERIOR

John Doe

- Dashboard
- Post a New Job
- Manage Jobs**
- All Applicants
- Saved Candidates
- Change Password
- Logout
- Delete Profile

Manage Jobs


Job Status Search job

Job Title	Status	Applicants	Featured	Fill Job
Administrative Officer	Approved	1 Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Created: July 19, 2024	Deadline: August 4, 2024			
Total applicants: 1	Total visits: 21			Expiry Date: September 17, 2024
Grants Management Specialist	Approved	1 Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Created: July 18, 2024	Deadline: August 4, 2024			
Total applicants: 1	Total visits: 21			Expiry Date: September 16, 2024

You can view, edit, duplicate, or delete the posting.

Job Postings will be displayed until the specified Application Deadline/Expiry Date. Hiring Managers may re-post positions!

EXAMPLE 'Post a New Job'



John Doe

- Dashboard
- Post a New Job**
- Manage Jobs
- All Applicants
- Saved Candidates
- Change Password
- Logout
- Delete Profile

Post a New Job

Details — **Confirmation**

Job Title *

Fellowship Program Coordinator GS-301-9/11/12

Job Description *

Visual | Text

B [List] [Align] [Bold] [Italic] [Underline] [Text Color] [Background Color] [Link] [Unlink] [Undo] [Redo]

Position is a Fellowship Program Coordinator, GS-301-9/11/12, working at the National Conservation Training Center in Shepherdstown, West Virginia. As the Coordinator for a nationwide fellowship program, your duties will include, but are not limited to:

- Program administration, including management of the application and selection process, tracking participant progress, and reporting to senior management.
- Consultation with partner organizations to ensure compliance with program goals and objectives.
- Familiarity with hiring policies, regulatory compliance, and the ability to navigate legal requirements.
- Budget operations including reporting on resource allocation, managing grant and fellowship funding, and forecasting expenses.
- Development and presentation of program-related materials, including outreach documents and presentations.

UL = LI

Application Deadline *

01-08-2024

Other Information

Areas of Knowledge

Outreach / Education / Training / Visitor Services / Park Ranger

Project Management / Coordination / Partnerships

Business Management and Administration

Geographic Area

NCTC (National Conservation Training Center), Shepherdstown WV

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

Location Negotiable

Position Requirements (Please select all that apply) *

Valid Drivers license required

Post Job

SEARCHING FOR CANDIDATES

1. Click 'Candidate Database' and review Fellow profiles

DFP CAREER PORTAL

Candidate Database | Placement Opportunities | FAQs | Portal Guidance & Hiring Guidance | My Account

64 Candidates Found
Displayed Here: 1 - 10 Candidates

Most Recent | 10 Per Page

Date Posted

- Last Hour
- Last 24 hours
- Last week
- Last 2 weeks
- Last month
- All

Geographic areas of interest
- Click here for Geographic Map of FWS Regions (You may select multiple regions)

Degrees Received (Select all that apply)

Languages Spoken

Major or Area of Concentration?

Areas of Knowledge and Skills (Limit to 5)

I am interested in a placement in the following U.S. States and Territories

Direct Hire Eligibility End Date (2 yrs. from graduation date on transcripts)

Candidate 1 Save Candidate

Candidate 2 Save Candidate

Candidate 3 Save Candidate

Indicate your interest in candidates by clicking here.

You can filter Fellows based on several categories.

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

The screenshot shows the DFP Career Portal interface. At the top left is the logo for the U.S. Fish & Wildlife Service, Department of the Interior, with the name "John Doe" below it. A red arrow points to the "Dashboard" link in the left sidebar. The top navigation bar includes "Candidate Database", "Placement Opportunities", "FAQs", "Portal Guidance & Hiring Guidance", and "My Account" (with a notification badge). The "Notifications" section shows two entries: "A new application has been submitted..." with a "Read more" link and a date of July 19, 2024. A red dashed box highlights the "Notifications" header, and a red arrow points to it. Below this is the "Dashboard" section for the job title "Administrative Officer", showing 1 total applicant and 22 total visits, with an expiry date of September 17, 2024. A candidate profile for "Candidate 1" (Can1@gmail.com) is shown with a red arrow pointing to the name and a red dashed box containing the text "Select name to view their profile." Below this is the dashboard for "Grants Management Specialist", also showing 1 applicant and 22 visits, with an expiry date of September 16, 2024. A candidate profile for "Candidate 1" is shown with a red arrow pointing to the name and a red dashed box containing the text "You may also email them directly."

3. Review Office of Personnel Management (OPM) webpage for more information about FWS position qualifications.

Once you have identified a Fellow, or they have expressed interest in your job posting, contact the DFP HR Point of Contact, Matthew Kauffman at hr_dfp@fws.gov! Provide the candidate's name and a classified position description (PD)!