

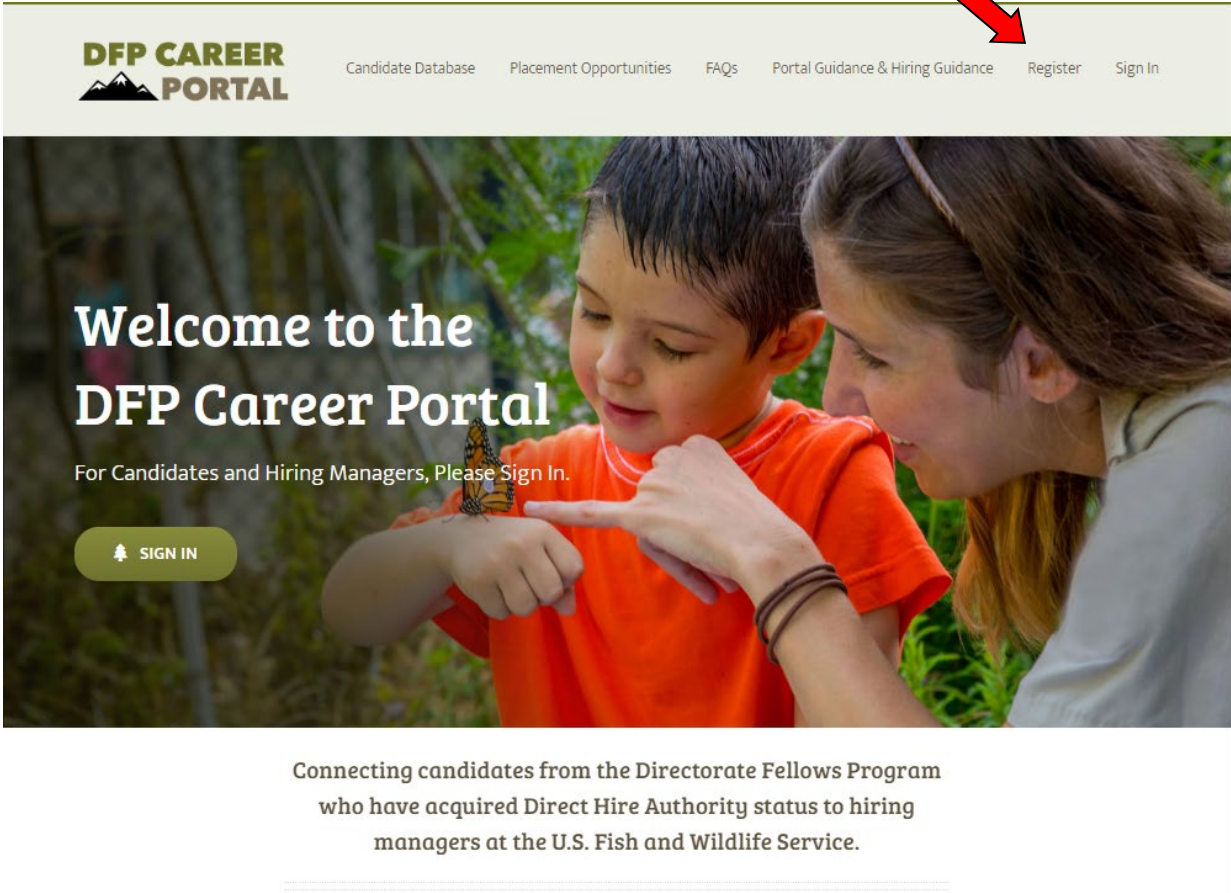


## Candidate Guidance Table of Contents:

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## SETTING UP ACCOUNT

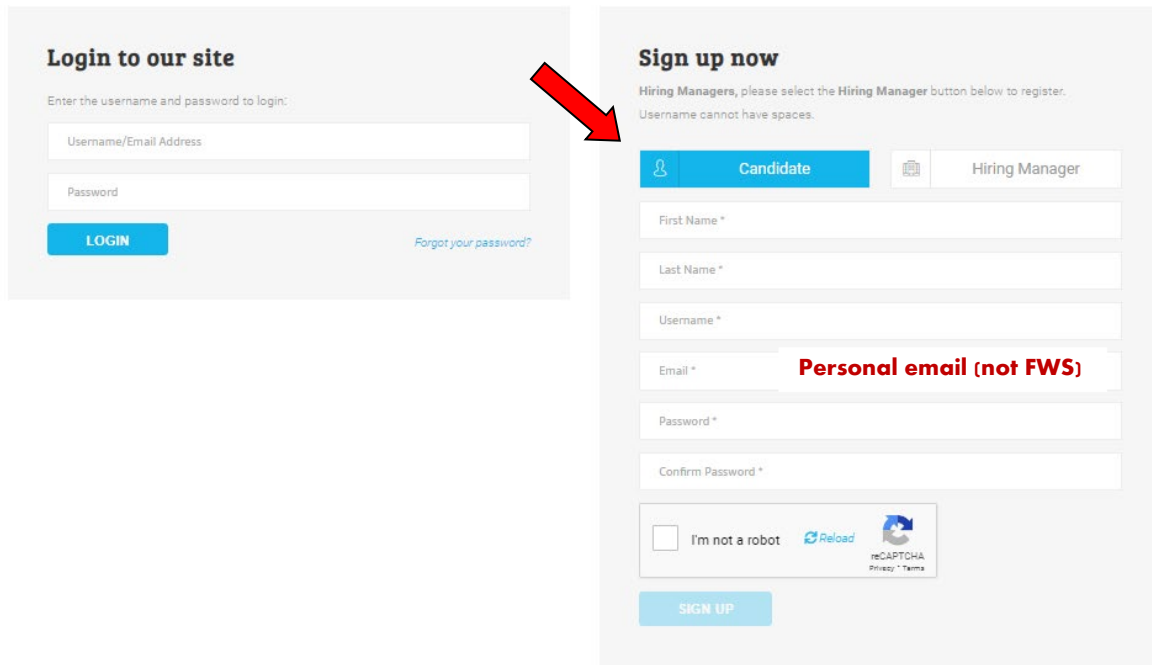
1. Go to [www.dfpcareerportal.org](http://www.dfpcareerportal.org) and click Register



The screenshot shows the top navigation bar of the DFP Career Portal. The logo "DFP CAREER PORTAL" is on the left. The navigation menu includes "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 of a woman and a child looking at a butterfly. The banner text reads "Welcome to the DFP Career Portal" and "For Candidates and Hiring Managers, Please Sign In." with a "SIGN IN" button. Below the banner is a text box that reads: "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. Fill out 'Candidate' fields

**NOTE: Use a personal email address (not a FWS email) for registration.**




The image shows two side-by-side registration forms. The left form is titled "Login to our site" and has fields for "Username/Email Address" and "Password", a "LOGIN" button, and a "Forgot your password?" link. The right form is titled "Sign up now" and includes instructions for hiring managers. It has two radio buttons: "Candidate" (selected) and "Hiring Manager". Below are fields for "First Name \*", "Last Name \*", "Username \*", "Email \*", "Password \*", and "Confirm Password \*". The "Email \*" field is highlighted with a red box and the text "Personal email (not FWS)". At the bottom is a reCAPTCHA widget with an "I'm not a robot" checkbox, a "Reload" button, and a "reCAPTCHA" logo with links for "Privacy" and "Terms". A "SIGN UP" button is at the bottom.

### 3. Fill out 'User Information'



[Candidate Database](#) [Placement Opportunities](#) [FAQs](#) [Portal Guidance & Hiring Guidance](#) [Register](#) [Sign In](#)



[+ Upload Photo](#)

**John Doe**

- [Dashboard](#)
- [My Profile](#)
- [My Information](#)
- [Applied Opportunities](#)
- [Change Password](#)
- [Logout](#)
- [Delete Profile](#)

#### User Information









**First Name \***  **Last Name \***


**Email \***

This email address is available.

**Candidate Description**

Visual Text

**B**   *I* U      

P 

#### 4. Scroll down to fill out 'Other Information'

##### Other Information

**DFP Project Narrative (Please provide a brief description of your fellowship project including location, outcomes, and accomplishments.)**

Project Narrative \*

Visual Text

**B** *I* U

P

Degrees Received (Select all that apply) \*

Major or Area of Concentration? \*

Geographic areas of interest - [Click here for Geographic Map of FWS Regions](#) (You may select multiple regions) \*

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

Additional Email Address

Areas of Knowledge and Skills (Limit to 5) \*

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

I am interested in permanent placement in a FWS position at the following geographic locations (Please select all that apply) \*

Languages Spoken

## 5. Add additional information under 'My Information'

**NOTE: DO NOT upload a resume, transcripts, etc. or any personally identifiable information (PII) onto this platform!**


The screenshot shows a user profile page for 'John Doe' in the 'DIRECTORATE RESOURCE ASSISTANTS FELLOWS PROGRAM'. The left sidebar contains navigation options: Dashboard, My Profile, My Information (highlighted), Applied Opportunities, Change Password, Logout, and Delete Profile. The main content area is titled 'My Information' and features four sections: EDUCATION, EXPERIENCE, LANGUAGES, and HONORS & AWARDS. Each section has a corresponding '+ ADD' button. Below these sections is an 'Update Profile' button.


**Reminder: FWS will not activate a Fellow's portal page until:**

- 1) **all fields are complete,**
- 2) **ALL (undergrad and graduate) final, official transcripts along with a current resume have been submitted to hr\_dfp@fws.gov, and**
- 3) **a direct hire certificate has been issued.**

## EXAMPLE 'MY PROFILE'

**NOTE: Do NOT use a photo of yourself. Photos of animals, nature, or scenery are welcome.**





[+ Upload Photo](#)

**John Doe**

- Dashboard
- My Profile**
- My Information
- Applied Opportunities
- Change Password
- Logout

Delete Profile

### User Information

First Name \*


Last Name \*

Email \*

This email address is available.

Candidate Description

Visual Text

**B** 

My name is John Doe (he/him), and I am a first-generation college student from Shepherdstown, West Virginia. I am proud of my Appalachian roots and the values that come with it. I value hard work, dedication, and a sense of community, which are reflected in my interests and passions. I enjoy spending time hiking and exploring the outdoors, as well as volunteering with local non-profit organizations that support social and environmental causes. Additionally, I am interested in photography, creative writing, and have experience with graphic design and social media marketing. I am excited to bring my passion for community service, creativity, and strong work ethic to any potential employer in a role that aligns with my interests and skills.

My coursework in Environmental Studies and Communications at Shepherd University has equipped me with the comprehensive understanding of the environment and the skills necessary to effectively communicate complicated scientific concepts to diverse audiences.

I have experience volunteering with local non-profit organizations such as the Potomac Valley Audubon Society, where I worked as a field assistant on bird banding projects and helped to organize local birdwatching events. In addition, I have volunteered with the Chesapeake Bay Foundation, assisting with stream and river cleanups, and participating in educational programs that promote environmental stewardship and conservation. These experiences have not only allowed me to develop a deeper understanding of environmental issues but have also equipped me with valuable skills such as teamwork, communication, and project management. I am eager to continue to support environmental causes and bring my skills and experience to future opportunities with organizations that align with my values.

P










## **EXAMPLE 'MY PROFILE' - continued**

### Other Information

#### **DFP Project Narrative (Please provide a brief description of your fellowship project including location, outcomes, and accomplishments.)**

Project Narrative \*

Add Media Visual Text

**B**   *I* U       

During my 11-week summer internship at the U.S Fish & Wildlife Service National Conservation Training Center, I gained valuable skills in science communication by working on success stories of alumni of the Directorate Fellowship Program. Specifically, my responsibilities were to:

- Conduct interviews with alumni of the Directorate Fellowship Program to create engaging and effective success stories for communication on various platforms.
- Develop and write content for communication materials such as newsletters, brochures, and articles about the Fellowship Program alumni's successes.
- Coordinate with the DFP team and provide support for program-related activities such as recruitment, onboarding, and mentorship for current and prospective fellows.
- Manage social media accounts and a content calendar to promote DFP initiatives and share success stories of the program alumni.
- Assist in the coordination and execution of events, including organizing speakers and guests and arranging logistics for outreach events.

My experience allowed me to hone in on my interpersonal and communication skills by conducting 20+ interviews, writing 10 articles, and editing content. This internship ignited my passion for science communication and has cemented my desire to pursue a career in this field upon graduation.

UL » LI » UL » LI



## EXAMPLE 'MY PROFILE' - continued

Degrees Received (Select all that apply) \*

Undergrad x

Major or Area of Concentration? \*

Environmental Studies

Geographic areas of interest - [Click here for Geographic Map of FWS Regions](#) (You may select multiple regions) \*

NCTC (National Conservation Training Center),  
Shepherdstown WV x

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

West Virginia x

Additional Email Address

jdoe@shepherd.edu

Areas of Knowledge and Skills (Limit to 5) \*

Biological Sciences / General Natural Resource Management x

Outreach / Education / Training / Visitor Services / Park Ranger x

Public Affairs / Communications / Community Outreach / External Affairs x

Project Management / Coordination / Partnerships x

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

3/15/2027

I am interested in permanent placement in a FWS position at the following geographic locations (Please select all that apply) \*

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

Urban or suburban location (within or less than 10 miles from an urbanized area). x


Location Negotiable (If selected, you may be placed at a regional office, field office or approved for Remote Work at the discretion of management) x

Frontier locations (25 miles or more from an urbanized area) x

Languages Spoken

Please select if applicable

## EXAMPLE 'MY INFORMATION'



+ Upload Photo

**John Doe**

- Dashboard
- My Profile
- My Information**
- Applied Opportunities
- Change Password
- Logout

Delete Profile

### My Information

#### EDUCATION

+ ADD EDUCATION

- August 25 2021 - Present  
**B.A. Environmental Studies**  
Shenandoah University

#### EXPERIENCE

+ ADD EXPERIENCE

- March 15 2023 - Present  
**Bird Banding Field Assistant**  
Potomac Valley Audubon Society
- May 1 2021 - September 1 2023  
**Volunteer**  
Chesapeake Bay Foundation

#### LANGUAGES

+ ADD LANGUAGE

- 100 **English**

#### HONORS & AWARDS

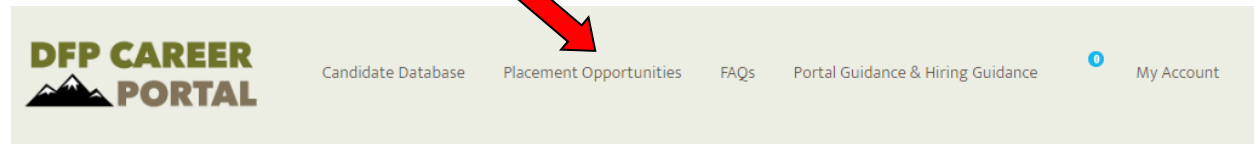
+ ADD AWARD



- 2024  
**Honor Roll**
- 2023  
**Best Student Poster - The Wildlife Society Conference**
- 2022  
**University Presidential Scholar**

Update Profile

## SEARCHING FOR POSITIONS

1. Click 'Placement Opportunities' and click on position title to learn more



**DFP CAREER PORTAL**  Candidate Database Placement Opportunities FAQs Portal Guidance & Hiring Guidance  My Account

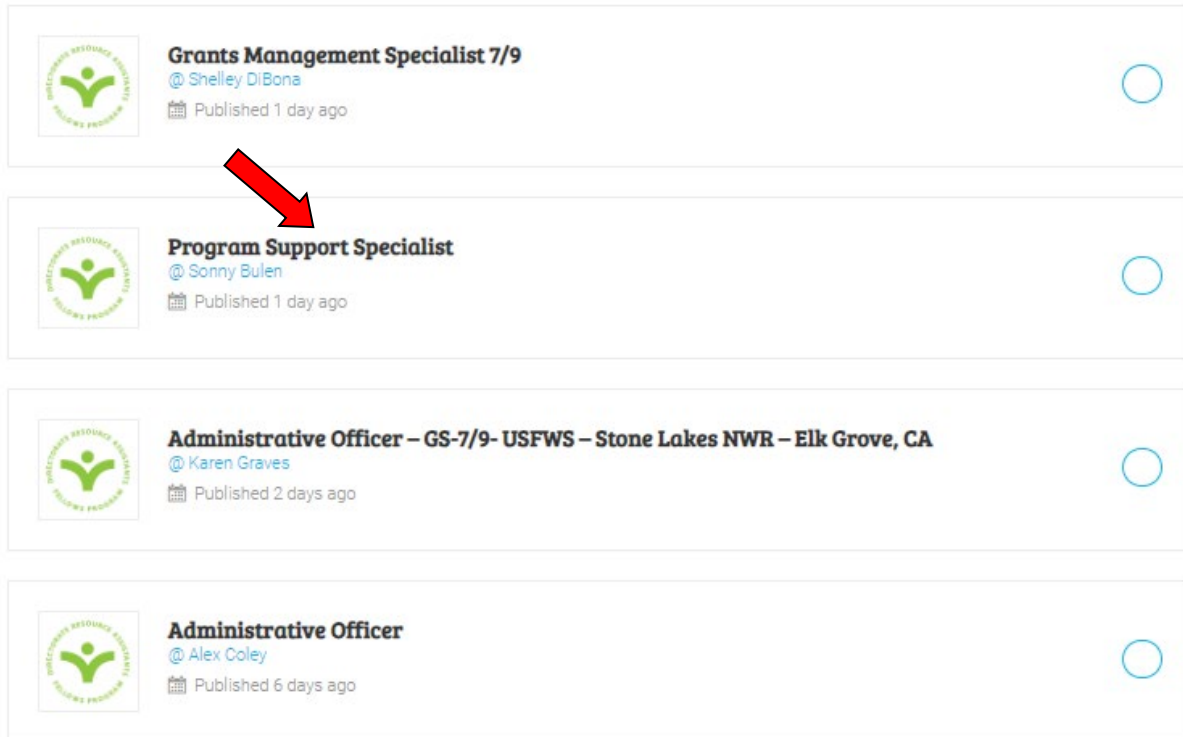
10 Opportunities Found









Displayed Here: 1 - 10 Jobs

 Most Recent


  10 Per Page 

 RSS Feed



	<b>Grants Management Specialist 7/9</b> @ Shelley DiBona Published 1 day ago	
	<b>Program Support Specialist</b> @ Sonny Bulen Published 1 day ago	
	<b>Administrative Officer – GS-7/9- USFWS – Stone Lakes NWR – Elk Grove, CA</b> @ Karen Graves Published 2 days ago	
	<b>Administrative Officer</b> @ Alex Coley Published 6 days ago	


## 2. Indicate your interest in 'Placement Opportunities' by clicking the Green Interest button the Candidate Button



DIRECTORATE RESOURCE ASSISTANT  
FELLOWS PROGRAM

### Program Support Specialist


@Sonny Bulen posted 1 day ago



[CLICK HERE TO INDICATE INTEREST](#)

Opportunity Listing ends in 12d 4h 32min

#### Details

 Job ID  
**14737**

Areas of Knowledge  
**Budget/Finance**  
**Business Management and Administration**  
**Data and Statistical Analysis / Data and Information Management**

Geographic Area  
**Pacific Northwest and Pacific Islands**

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

**Urban or suburban location (within or less than 10 miles from an urbanized area)**

Position Requirements (Please select all that apply)  
**Valid Drivers license required**

#### Description

The mission of the U.S. Fish and Wildlife Service (Service) is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The office provides professional, comprehensive services and support

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

For more information about FWS position qualifications, connect to the OPM – Federal [webpage](#)

**Want to learn more about position and job series qualifications?**

**Reach out to Matthew Kauffman at [hr\\_dfp@fws.gov](mailto:hr_dfp@fws.gov)!**