

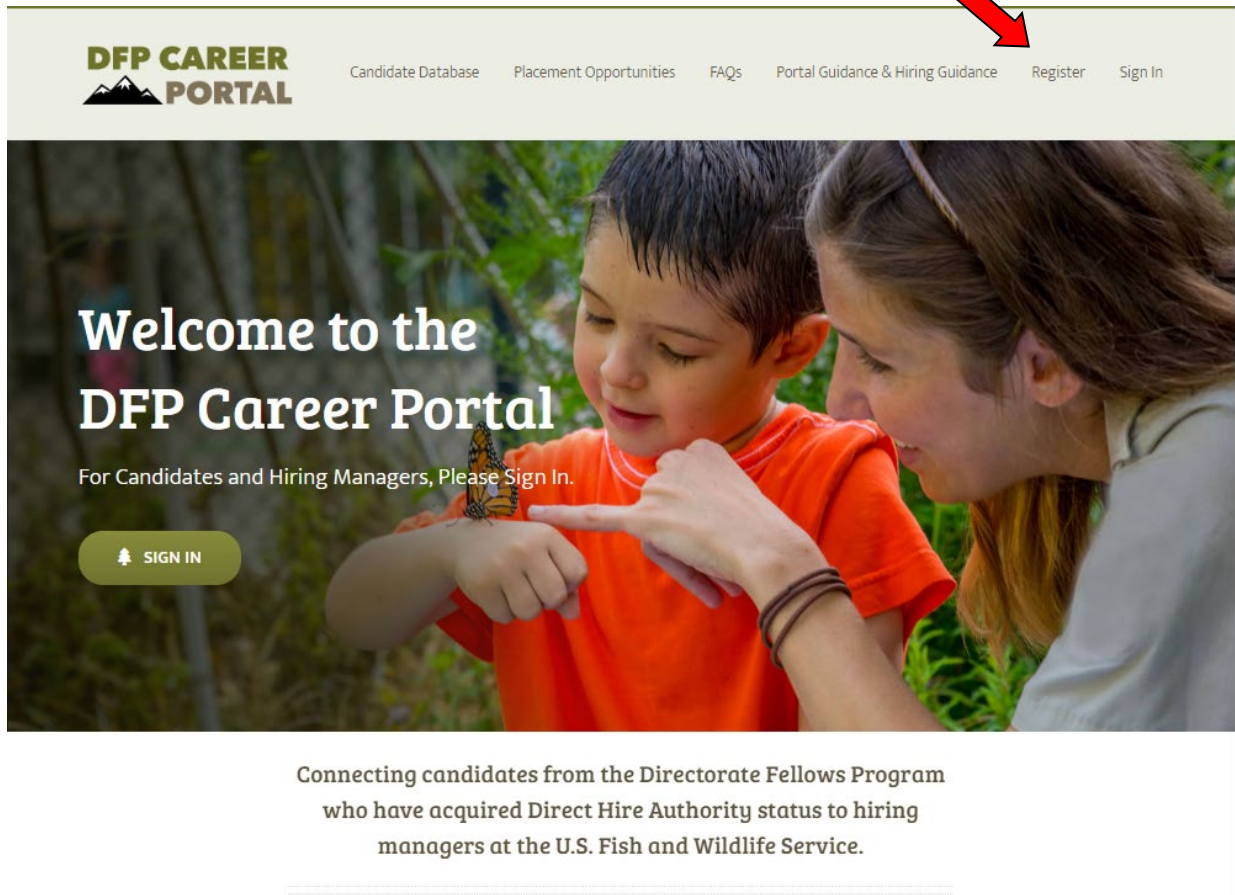


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# SETTING UP ACCOUNT

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



## 2. Click 'Hiring Manager' and fill out fields



### Login to our site

Enter the username and password to login:

**LOGIN**

[Forgot your password?](#)

### Sign up now

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

Username cannot have spaces.



Candidate



**Hiring Manager**

Legacy Regions (LR):\*



I'm not a robot

[Reload](#)



reCAPTCHA

[Privacy](#) - [Terms](#)

**SIGN UP**



### 3. Fill out 'Post a New Job'

The screenshot shows the 'Post a New Job' interface on the DFP Career Portal. The user is logged in as John Doe. The form is divided into two main sections: 'Post a New Job' and 'Other Information'. The 'Post a New Job' section includes fields for Job Title, Job Description, and Application Deadline. The 'Other Information' section includes dropdown menus for Areas of Knowledge, Geographic Area, and Position Requirements. A 'Post job' button is located at the bottom of the form.

**Annotations:**

- Title MUST include OPM Series and Grade level** (points to Job Title field)
- 500 words or less; 2000 character limit. Please include location information.** (points to Job Description field)
- Posting can last up to 4 weeks.** (points to Application Deadline field)
- Select all applicable filtering options** (points to Areas of Knowledge dropdown)
- Select known job requirements (e.g., uniform, driver's license, etc.)** (points to Position Requirements dropdown)

#### 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: [v] Search job: [q]

Job Title	Status	Applicants	Featured	Fill Job
<b>Administrative Officer</b>	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
<b>Grants Management Specialist</b>	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
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### 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

**Save candidates to your favorites by clicking here.**  
**NOTE: The candidate is not notified of this action.**

**You can filter Fellows based on several categories.**

**NOTE: You can enter the date as YYYY to show candidates expiring that year.**

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

The screenshot displays 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 links for "Candidate Database", "Placement Opportunities", "FAQs", "Portal Guidance & Hiring Guidance", and "My Account" (with a notification badge). The main content area is divided into two sections. The top section, titled "Notifications", shows two identical notifications: "A new application has been submitted..." with a "Read more" link and a "Settings" button. A red dashed box highlights the "Notifications" title, and a red arrow points to the notification list. The bottom section, titled "Dashboard", shows two job listings. The first listing is for "Administrative Officer" with 1 applicant and 22 visits, expiring on September 17, 2024. The second listing is for "Grants Management Specialist" with 1 applicant and 22 visits, expiring on September 16, 2024. Both listings show a candidate profile for "Candidate 1" (Can1@gmail.com) and a "Shortlist for Interview" button. Red dashed boxes and arrows highlight the candidate names and the "Shortlist for Interview" button in both listings, with text boxes stating "Select name to view their profile." and "You may also email them directly."

3. Review the Joint Administrative Operations (JAO) [webpage](#) for more information about DFP Hiring Consideration Process.

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