



Hiring Manager Guidance Table of Contents:

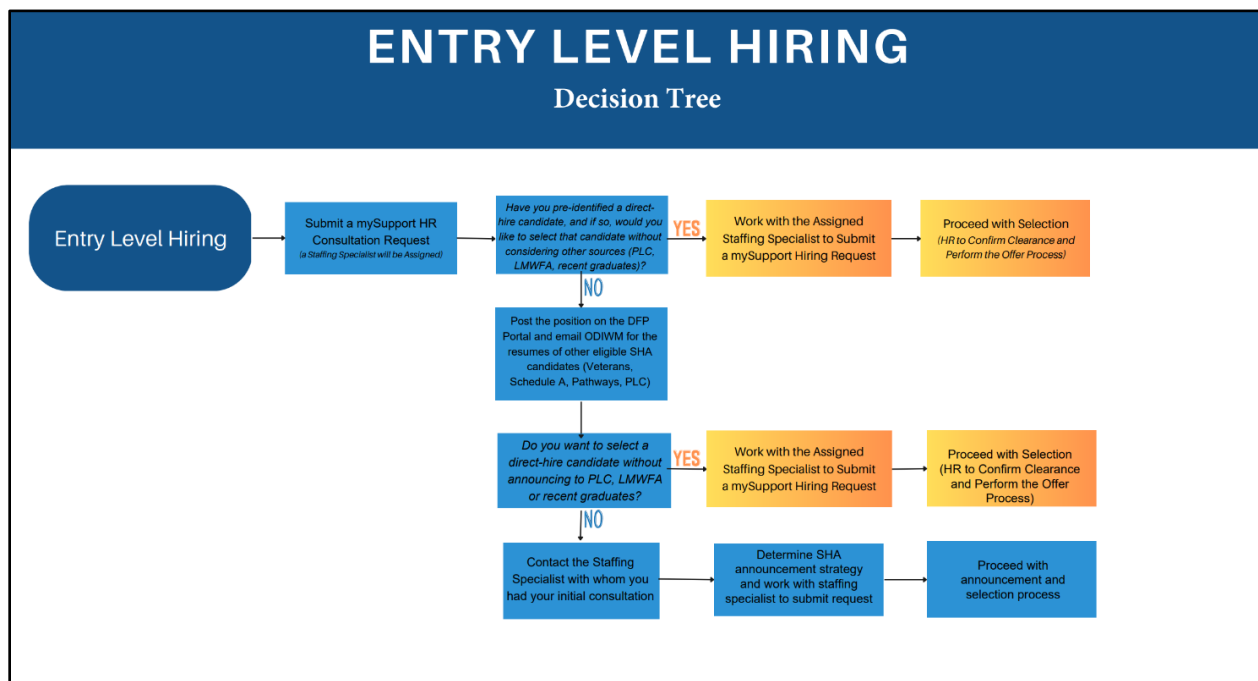
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BACKGROUND & WHAT'S AHEAD

The Directorate Fellows Program (DFP) Career Portal is the Service's hiring hub to connect hiring managers with certified and eligible DFP Fellows.

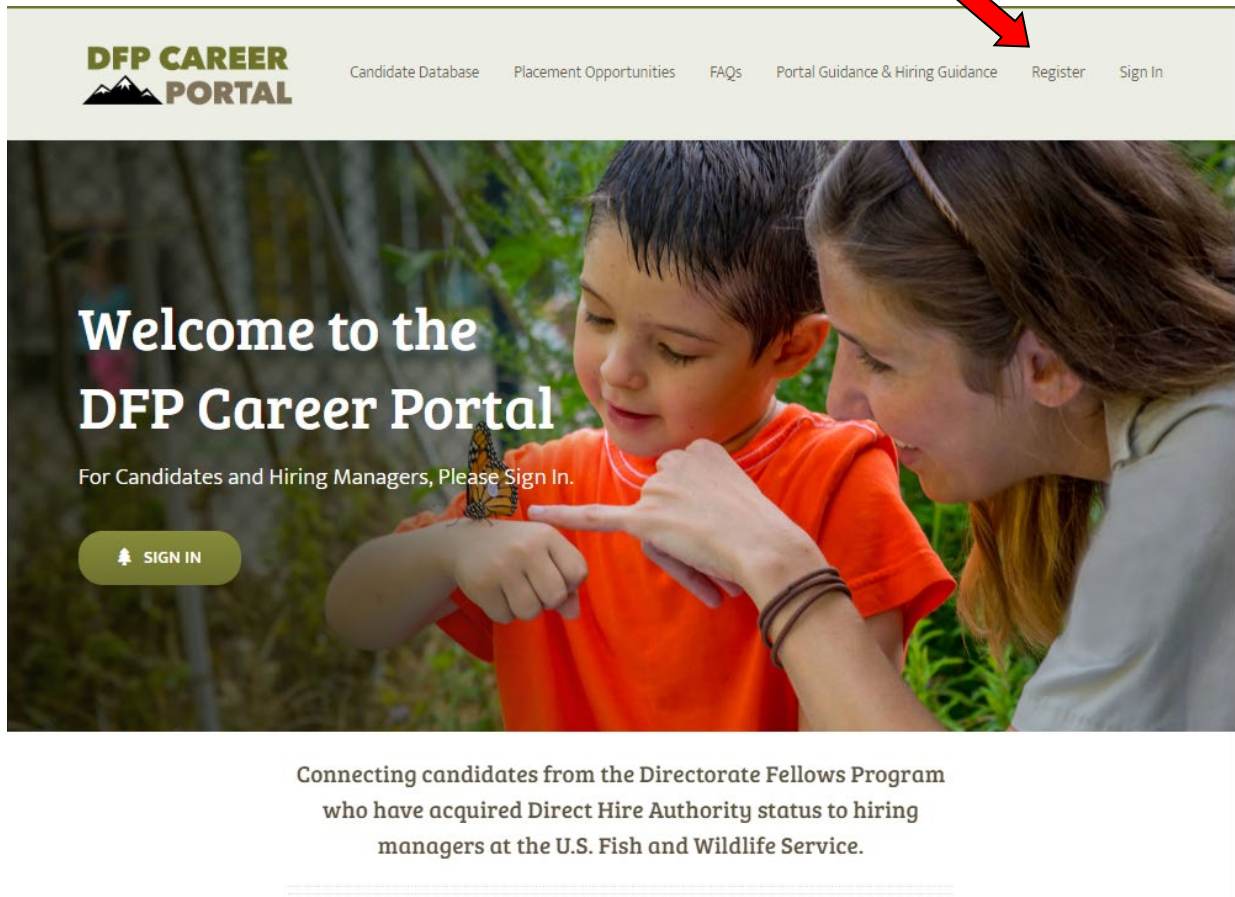
Hiring Managers post positions and view summaries of Fellows with Direct Hire Authority Status. They reach out to JAO, following FWS Hiring Manger DFP Hiring Consideration Process, to meet Fellows they would like to interview, or obtain copies of their resume, references, or products from their fellowship position. Hiring Managers are required to follow the Deputies Entry Level Hiring Rules for entry-level positions (GS-5 through 9 levels).

Fellows, who have successfully completed their Fellowship and degree requirements (certified and eligible for hire) showcase their interests for hiring managers seeking Fellows. They also view positions and network to pursue positions of interest. For specific DFP hiring facts, access the 2024 DFP Factsheet for DFP Hiring Authorities.



SETTING UP ACCOUNT

1. Go to 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](#)

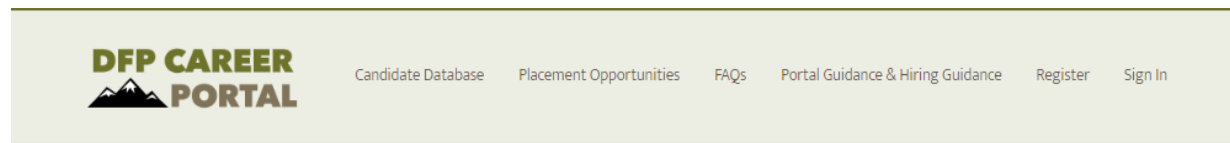


[Privacy](#) - [Terms](#)

SIGN UP



3. Fill out 'Post a New Job'



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

Annotations:
- Title MUST include OPM Series and Grade level
- 500 words or less; 2000 character limit. Please include location information.
- 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
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Manage Jobs


Job Status: [v] Search job: [q]

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
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Post a New Job

Details — **Confirmation**

Job Title *

GS 7/9 & GS 9/11 Biologist with Military Lands Conservation Program – Tishomingo, OK

Job Description *

Starting Date Jan 12, 2025

The USFWS Southwest Region Military Lands Conservation Program has one openings for a GS-7/9 and a GS-9/11 Fish and Wildlife Biologist positions and will be located at a Fish and Wildlife facility in Tishomingo, OK. The biologists will be responsible for working as part of a team and independently to implement natural resource management projects pursuant to the Sikes Act which include: field wildlife surveys, habitat restoration, planning and compliance work. The incumbents will be expected to routinely travel to military bases across Oklahoma and Texas. Incumbents must be comfortable working in weather extremes on an active Air Force and Army bases, abide by Department of Defense operational protocols and be able to pass background checks.

Biologists will be responsible for: formatting data for database archival; conducting geospatial analyses and mapping; writing reports; and providing oral briefings and presentations.

The GS-11 biologist is also expected to include team lead duties including planning work assignments, managing government owned property and vehicles, budgeting, planning surveys, conducting and reviewing statistical data analyses and reporting, and training and mentoring other staff.

If interested, please contact [REDACTED]

Application Deadline *

10-25-2024

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

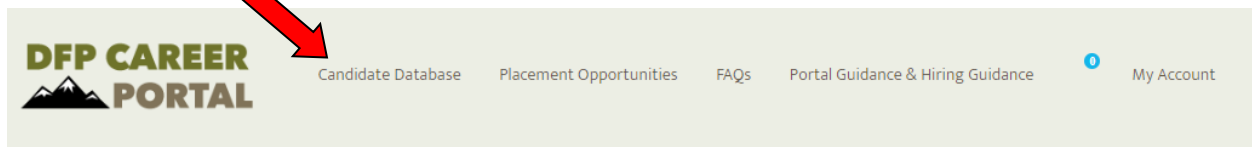
Position Requirements (Please select all that apply) *

- Valid Drivers license required

Post Job

SEARCHING FOR CANDIDATES

1. Click 'Candidate Database' and review Fellow profiles



64 Candidates Found
Displayed Here: 1 - 10 Candidates

Most Recent | 10 Per Page

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

Candidate 1

Candidate 2

Candidate 3

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)

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 text "DFP CAREER PORTAL". The top navigation bar includes links for "Candidate Database", "Placement Opportunities", "FAQs", "Portal Guidance & Hiring Guidance", and "My Account". A red arrow points to a notification badge with the number "2" above the "My Account" link.

On the left side, a user profile for "John Doe" is shown with the U.S. Fish & Wildlife Service logo. A red arrow points to the "Dashboard" link in the user's menu. Below the menu are options: "Post a New Job", "Manage Jobs", "All Applicants", "Saved Candidates", "Change Password", "Logout", and a red "Delete Profile" button.

The main content area is divided into two sections. The top section is titled "Notifications" and contains two identical notifications: "A new application has been submitted..." dated July 19, 2024, with a "Read more" link and a close button. A red dashed box highlights the "Notifications" title, and a red arrow points to the first notification.

The bottom section is titled "Dashboard" and shows two job listings. The first listing is for "Administrative Officer" with 1 total applicant, 22 total visits, and an expiry date of September 17, 2024. It features a candidate profile for "Candidate 1" (Can1@gmail.com) with a red arrow pointing to the name and a red dashed box containing the text "Select name to view their profile." and a "Shortlist for Interview" button. The second listing is for "Grants Management Specialist" with 1 total applicant, 22 total visits, and an expiry date of September 16, 2024. It also features a candidate profile for "Candidate 1" (Can1@gmail.com) with a red arrow pointing to the name and a red dashed box containing the text "You may also email them directly." and a "Shortlist for Interview" button.

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! Provide the candidate's name and a classified position description (PD)!