Represent America to the World with the U.S. Department of State

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U.S. citizenship is required. An equal opportunity employer.
History of the U.S. Department of State

- The oldest cabinet agency (1789)
- Thomas Jefferson was the first Secretary of State
The Secretary of State leads the Department of State team that:

- Serves as the principal advisor to the President on foreign policy issues
- Coordinates foreign policy issues for the U.S. government
- Implements the President's foreign policy decisions and programs
- Protects U.S. interests abroad

*Hillary Rodham Clinton*

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Who We Are

Approximately 61,000 employees

- 11,700 Foreign Service Americans
  - 6,700 Generalists
  - 5,000 Specialists
- 9,300 Civil Service
- 40,400 Foreign Service Nationals
  (non-US citizen employees at overseas missions)
Where We Are

- Over 265 posts abroad in more than 180 countries
- Headquarters in Washington, D.C.
- Passport agencies and various field offices are located throughout the U.S.

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Organization of an Embassy

- President
- Secretary of State
- Ambassador/Chief of Mission
- Deputy Chief of Mission

**Management**
- Human Resources
- Financial Management
- Logistics
- Information Systems
- Medical
- Community Liaison

**Consular**
- American Citizens’ Services
- Citizenship/Passports
- Arrest Cases
- Death Cases
- Federal Benefits
- Visas
- Immigration
- Refugees
- Notaries

**Public Diplomacy**
- Press
- Culture
- Exchanges
- Online Library
- Cultural Center

**Economics/Political**
- Domestics Politics
- Trade
- Human Rights
- Finance
- Arms Control Issues
- Environment
- Narcotics
- Energy
- Telecommunications

**Regional Security Office (DS)**
- Diplomatic Security: for USG people, offices, schools, housing, Security liaison with host government & USG law enforcement agencies

**Other Agencies**
- AID
- Commerce
- Agriculture
- DOD Attaches
- Others: Customs, DEA, Energy, EPA, FAA, FBI, Peace Corps, Secret Service, etc.

**WASHINGTON**
- Secretary of State
- Public Diplomacy
- Press
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**IN COUNTRY**
- Diplomatic Security: for USG people, offices, schools, housing, Security liaison with host government & USG law enforcement agencies

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Now that you know about us, How Can You Work at State?

- Student Programs
- Civil Service
- Foreign Service Specialists
- Foreign Service Officers

[Image of people in an office setting]

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Student Programs

- Student Internships - Summer, Fall, and Spring in Washington, D.C. and overseas
- Cooperative Education Program (Co-op)
- Stay-in-School Program
- Student Disability Program
- Summer Clerical Program

Visit careers.state.gov for details
Fellowships

- Presidential Management Fellowship (PMF): www.pmf.opm.gov
- Thomas R. Pickering Foreign Affairs/Graduate Foreign Affairs Fellowship Program: www.woodrow.org
- Charles B. Rangel Fellowship Program: www.howard.edu/rjb/rangelprogram.htm
Civil Service

• Majority of Civil Service positions are in the United States

• The Civil Service and Foreign Service both perform the same variety of functions in Washington, DC. However, the selection processes and career patterns are very different

• There are two ways to apply to the Civil Service:
  • Apply for a particular job online through USAJobs (www.usajobs.opm.gov)
    • There are a limited number of entry-level positions for the Civil Service. The best tactic is to apply for all jobs for which you qualify.
  • Through career-entry programs: The Civil Service Career Entry Program (AKA the Federal Career Internship Program) and the Presidential Management Fellowship (PMF).
Civil Service Tips

- Access USAJobs through the careers.state.gov website to see State Department jobs
- Familiarize yourself with www.USAJobs.gov
- Create an account, including a profile & resume
- Create search agent for email notification
- Search widely, using different criteria
- Identify the jobs you want
- Check grade level and Who May Apply
- Review vacancy announcement carefully
- Confirm that you have necessary qualifications
Civil Service Tips

- Follow the application instructions carefully
- Log into your USAJobs account to check application status, and follow up a few weeks after announcement closes

General Schedule (GS) Guidelines for grade and qualifying education:

<table>
<thead>
<tr>
<th>GS</th>
<th>Qualifying Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>GS-5</td>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>GS-7</td>
<td>3.0 GPA upon completion of B.A. OR 1 year of Graduate-level education</td>
</tr>
<tr>
<td>GS-9</td>
<td>Master’s Degree, LLB, or JD</td>
</tr>
<tr>
<td>GS-11</td>
<td>Ph.D. or 3 years graduate education</td>
</tr>
</tbody>
</table>

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Civil Service Benefits

- Competitive salaries with locality pay
- Paid federal holidays
- Annual and sick leave
- Health/Life Insurance
- Retirement system includes pension, Social Security, and Thrift Savings Plan (401k with 5% match by USG)
- Flexible Spending Accounts (pre-tax medical and child care funds)
- Student Loan Repayment Program
- Transit subsidies
- Flexible workplace/time arrangements

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Foreign Service Officers (Generalists) and Foreign Service Specialists promote U.S. interests and protect U.S. citizens at U.S. embassies and consulate posts overseas and in Washington, DC.

- Foreign Service Officers work in five broad career tracks.
- Foreign Service Specialists perform a variety of technical functions worldwide.
- Most of the Foreign Service career is spent overseas.
- Worldwide availability is a requirement.

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Foreign Service Specialists

- Twenty-two (22) specialties in:
  - Security
  - Administration (e.g. Human Resources, General Services/Logistics, Financial Management, Office Management)
  - Construction Engineering & Facility Management
  - Information Technology
  - Medicine and Health
- Strong subject matter expertise required
- Resume-based application process
- Specialized Oral Assessment

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FSOs declare one of the following career tracks when applying:
- Consular Affairs
- Economic Affairs
- Management Affairs
- Political Affairs
- Public Diplomacy

FSOs must be flexible with their international assignments.
How Do I Become an FSO?

Foreign Service Officer Test (FSOT)

Qualifications Evaluation Panel (QEP)

Oral Assessment

Medical & Security Clearances

Orientation Class

Career Track Register

Final Review Panel

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Register for the Foreign Service Officer Test (FSOT)

- Tests are given multiple times a year, with rolling registration throughout the year
- Choose career track after consulting with a Diplomat-in-Residence.
- Register online at careers.state.gov
- The FSOT is given around the country and at overseas locations

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The Foreign Service Officer Test (FSOT) includes:

- Job-related knowledge, including U.S. and world history and culture, American and foreign systems of government, and basic principles of economics
- English expression and usage
- Biographic information questionnaire
- Written essay (scored only if the applicant passes the multiple-choice portion of the exam)
Although current events are not tested directly, contemporary events may influence the topics selected for the knowledge areas and the written essay.

It is expected that candidates will:

- Be widely read and keep current on recent trends that may not be covered directly in a classroom environment
- Read major newspapers and news magazines regularly
General Knowledge Areas for FSOT

- English Composition
- Management
- Comparative Politics
- Economics
- International Trade and Finance
- U.S. History
- U.S. Economic History
- U.S. Political System
- U.S. Social and Intellectual History
- World Geography
Qualifications Evaluation Panel (QEP)

If you pass the written test and the essay:

- You will receive an email asking you to submit a Personal Narrative in which you answer questions describing your experiences. The firm deadline for submission will be three weeks after the request is sent to you.

- The panel will take a comprehensive "total candidate" approach in evaluating your qualifications for the Foreign Service in the context of your chosen career track.

- The QEP determines which candidates are invited to the Oral Assessment.

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Oral Assessment

- Components:
  - Group Exercise
  - Structured Interview
  - Case Management Written Exercise
- Held in Washington, D.C. and elsewhere in the U.S.
- Successful candidates are placed on a ranked register for their chosen career track
- For more information and prep sessions contact your local Diplomats in Residence

[Link to careers.state.gov]
The Oral Assessment is Based on 13 Dimensions

- Composure
- Cultural Adaptability
- Experience and Motivation
- Information Integration and Analysis
- Initiative and Leadership
- Judgment
- Objectivity and Integrity
- Oral Communication
- Planning and Organizing
- Quantitative Analysis
- Resourcefulness
- Working with Others
- Written Communication
Key Reasons To Join the Foreign Service

- Public service
- Overseas lifestyle
- Challenging work
- Lifelong learning
- Constant variety and change
- Learn foreign languages

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Foreign Service Benefits

- Competitive Salary
- Retirement plan at age 50 (with 20 years of service)
- Language and other Training
- Host country holidays (up to 20 total)*
- Housing*
- Cost of Living Allowance*
- Financial Incentives
- Children's Education Allowance*
- Paid Home Leave*
- Rest and relaxation travel*
- Student Loan Repayment Program*

* Overseas only

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Represent America to the World

We seek a diverse group of talented Americans for the State Department, with experiences and perspectives in a variety of areas.

All academic disciplines are useful in the U.S. Department of State.

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Questions?

• careers.state.gov

• Diplomats in Residence

• Facebook Careers in Foreign Affairs Group

• Facebook U.S. Department of State – Careers Fan Page

• Twitter.com/doscareers or @doscareers

• LinkedIn Careers in Diplomacy Group