



QUICK GUIDE TO OVERSEAS EMPLOYMENT

The checklist below will guide you in your job search as you transition to your new post overseas.

Obtain a Copy of the Family Member Employment Report (FAMER)

- The FAMER is a post-specific overview of both inside and outside the mission employment. It includes filled, pending, and vacant positions at the time of the report and work permit information.
- Ask your sponsoring employee to download the FAMER for your current or prospective post(s) from the Department of State intranet site or contact FLOAskEmployment@state.gov.
- FAMER reports are a great resource when bidding if spousal employment is a priority in considering future assignments.

Contact Post Early

- The Community Liaison Office Coordinator (CLO) at post is often a great source of information on employment.
- Let the CLO know you are interested in working and the type of work you are looking for. If you want inside the mission employment, contact the HR office at post to find out how jobs are advertised and when you can apply.
- Request to be added to the CLO distribution list to view job announcements and employment information.

Reach Out to the Global Employment Initiative (GEI)

- Global Employment Advisors (GEAs) provide career advising and coaching and resources including resume assistance, networking support, and interviewing practices and facilitate skills development for your job search inside and outside the mission.
- Email GEI@state.gov to get contact information for the GEA responsible for advising family members at your post.

Consider Applying for Special Employment Programs

- The Expanded Professional Associates Program (EPAP) provides professional level, full-time Foreign Service positions to U.S. citizen EFM's serving overseas. Program information is available at: www.state.gov/flo/epap or FLOAskEPAP@state.gov.
- The Consular Affairs-Appointment Eligible Family Member (CA-AEFM) Adjudicator Program provides opportunities for family members to fill entry-level Consular Adjudicator positions at select posts. Applications accepted by CA year round. www.state.gov/m/dghr/flo/c63205.htm
- Professional Associates Program (PAP)/Hard to Fill (HTF) provides mid-level, full-time Foreign Service positions to U.S. citizens serving overseas. Program information is announced in May. www.state.gov/m/dghr/flo/c21619.htm.

Explore Training and Distance Learning Opportunities

- If your agency allows, enroll in family member employment classes at the Foreign Service Institute (FSI) Transition Center before going overseas. www.state.gov/m/fsi/tc.
- Consider enrolling in language or functional training through FSI and explore online learning options. www.state.gov/m/dghr/flo/c21648.htm.
- If already at post, apply for a Professional Development Fellowship (PDF) to maintain and expand your professional skills. www.state.gov/m/dghr/flo/c21642.htm.

Try to Telework Your Present Position

- Ask your current employer about teleworking all or part of your current duties.
- Finding employment overseas that pays well and is in your field of expertise can be a challenge. Teleworking can be one of the best ways to maintain your skills, salary, benefits, and professional contacts.