



QUICK GUIDE TO EMPLOYMENT IN THE D.C. AREA

FLO

This checklist will guide you in your job search as you transition to the D.C. area.

Identify Your Skills and Employment Goals

- Start setting goals for future employment options. What do you need to do now for future employment in the U.S. and at your next overseas assignment?
- What is your plan A, B and C? And where do you want to be in 2, 5 and 10 years? What skills do you need to focus on while in the U.S. to make you more marketable in the future?

Conduct Pre-Departure Research

- Begin searching for job opportunities **before** you leave post.
- Global Employment Advisors (GEAs) can provide private sector and federal employment resume support and guidance: GEI@state.gov.
- Visit the Family Member Employment pages on the FLO website for employment resources: www.state.gov/flo/employment.
- Watch FLO's employment webinars. The webinars cover topics such as using social media to find employment, the NCE Registry and understanding the federal job application process: [FLOGlobal Webinars@state.gov](mailto:FLOGlobalWebinars@state.gov).
- Apply for the Foreign Service Family Member Reserve Corps (FSFRC) during an enrollment period applicable to you: www.state.gov/m/dghr/flo/c71288.htm.

Sign-up to Receive the The Network Job Postings

- *The Network* is an email subscription service designed to connect family members with federal hiring managers and private sector employers.
- To subscribe to the *The Network*, send an email with your personal email address and employee sponsor's name and agency affiliation to FLONetwork@state.gov.

Build Your Network and Market Research

- Before leaving post, build a list of post, bureau and former employment contacts. Reach out to them when you begin your job search.
- Create a LinkedIn profile and use social media sites for job searching and networking.
- Contact your GEA for more networking tips: GEI@state.gov
- Explore private sector contractors and NGOs to broaden your employment options.

Learn About Non-Competitive Eligibility (NCE) and the Federal Hiring Process

- If you are currently working in a U.S. Mission and are interested in employment with the federal government, earning NCE can boost your prospects for employment.
- For further information on NCE visit: www.state.gov/m/dghr/flo/c68724.htm
- Watch the NCE webinar and use the interactive **Federal Hiring Process** tutorial found on the above webpage.
- Enroll in the NCE Registry and connect with Department of State hiring managers who have open vacancies.
- Hand carry copies of your personnel actions (first and last SF-50s), the most recent EPR (Employee Performance Report, JF-57) and NCE verification letter from HR.

Still have questions? Contact FLO's Employment team at FLOAskEmployment@state.gov.
For more information, visit our website: www.state.gov/flo/employment