

JOB APPLICATION ROADMAP



You've submitted an application on USA Jobs, now what?



STEP 1

Announcement closes. HR Specialist reviews resumes and supporting documentation.

STEP 2

HR Specialist rates and ranks applications against pre-determined criteria.



STEP 3

HR Specialist refers applicants with the highest rating as best-qualified, then notifies all the candidates of their referral/non-referral status.



STEP 4

Hiring manager reviews application and determines who they would like to interview.

STEP 5

Hiring manager conducts interviews and checks candidates' references.



STEP 6

Hiring manager makes a selection and returns list to the HR Specialist.



STEP 7

HR Specialist makes the tentative job offer to the candidate. The candidate accepts or declines the position and provides desired start date.



STEP 8

Selected candidate completes required security documents in e-Quip system.



STEP 9

FDA Security Office completes background investigation of selected candidate.



STEP 10

Employee enters on duty (EOD) and begins their rewarding career with FDA.



IMPORTANT REMINDERS

- It is extremely important to carefully read the entire job announcement and ensure all required documentation is submitted.
- Be patient, the job application and hiring process has many steps and can be lengthy.
- Ensure your resume has up-to-date contact information on it so hiring managers & HR can easily reach you.
- HR should be your first point of contact for questions, and are the only authorized personnel to formally offer you an official position and provide you details about on-boarding.

