



Electronic Recruitment
Application (ERA) Applicant
FAQs



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Managing an ERA Account:

Q: How do I create an account in ERA?

A: Please visit the U.S. Embassy China website (<https://china.usembassy-china.org.cn/jobs>) to learn more about how to create an account in ERA. If you have previously used ERA to apply for other positions in other Embassies and Consulates you may use the same login credentials to apply for Mission China jobs.

Q: What can I do if I forgot my password?

A: Click “Forgotten Password” button and answer your secret questions.

Q: What can I do if I forgot my secret answer, or failed to log in the system three times?

A: After multiple failed login attempts (default set to three tries), a user can no longer log in. To log in, you need to create a new account with another personal email address. Do not wait until you fail to log in on the third try. You should click “Forgotten Password” to move on to the secret questions after you failed to login twice.



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Applying for Jobs:

Q: What language should I use to submit an application?

A: All applicants are required to submit an application in English.

Q: May I apply for multiple positions at the same time?

A: You may apply for any and all positions for which you are qualified. However, there are some restrictions, which you must be aware of as following:

- **Type of candidates:** Please ensure that you are eligible to apply for the position which you apply for. To learn more about eligibility, read “Who May Apply”
- **Qualification requirements:** You must meet all requirements of the position to be considered for the position.
- **Required documents:** Different position may require different supporting documents. Please review your application packet before submitting your application. You need to clarify your qualifications clearly in education, work experience, skills and job knowledge related to the requirements of each position. For example, if the position requires Chinese and English skills, you must address your skills in both languages in your online application.

Q: Can I make changes on my online application or add/remove supporting documents?

A: Yes, you may edit your application and documents until the vacancy closes. After the closing date, you cannot make any changes and your application will be reviewed as submitted.

Q: How can I withdraw my application if do not want to be considered for the position I applied?

A: Prior to the closing date, you can withdraw your application by clicking ‘Dashboard’ to view all positions that you have applied for and select “Withdraw Application” for the position you do not want to continue. However, if it is after the closing date, you cannot access your online application, please inform us by sending an email to beijnghrefmapplications@state.gov and provide your name and the vacancy announcement number of the position.



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Q: How to reapply for the position that I have just withdrawn my application from?

A: You can reapply for the position no later than the closing date of the vacancy announcement. On the 'Dashboard' page, click 'Edit Application' for the position which you want to reapply. Then, click 'Edit' at the 'Series, Grade, Location' section, and click 'Reapply' button under 'Grade', and click 'Save'.

Q: When will the Embassy contact me about a position for which I have applied?

A: After a vacancy closes the applications are reviewed to determine all eligible and qualified applicants. This can take several weeks depending on the number of applications received. When the application review is complete the applicants will be notified of their status- invited to interview, ineligible, or unqualified via email.

Q: How do I describe my work experience?

A: Please follow all instructions and answer honestly and completely. It is important to clearly describe your work experience if it is relevant to the position requirements. Start with your most current or recent job and work backward. If you do not work every day and do not have a fixed work schedule (intermittent), you may put an average number of hours worked per week. Be sure to include all self-employment, internships, or unpaid work experience.

See the below examples:

<i>Company</i>	<i>Title</i>	<i>Type</i>	<i>From</i>	<i>To</i>	<i>Hours/Week</i>
A	Admin. Clerk	Full Time	July 2016	Current	40 hrs/wk
A	Receptionist	Full Time	May 2014	June 2016	40 hrs/wk
B	Operator	Full Time	June 2013	April 2014	48 hrs/wk
C	English Tutor	Intermittent	May 2013	March 2014	6 hrs/wk
D	Internship	Full Time	January 2013	July 2013	35 hrs/wk
E	Cashier	Part Time	June 2012	January 2013	15 hrs/wk

Q: There is no uploaded document list for some of my documents. How do I submit it?

A: You can select 'Other' for Document Type and specify what the document is in Document Description.



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Q: Do I need to provide all documents listed in the vacancy announcement?

A: You must provide all documents that are required by the vacancy announcement for your application to be complete. If a document is listed as “if applicable” it is not a required document for all applicants. For example:

-DD-214 (Member Copy 4), Letter from Veterans’ Affairs, or other supporting documentation (if applicable) is only required for applicants who are seeking veteran’s preference as part of their application.

-SF-50s are required to show membership in the Foreign Service Family Reserve Corps (FSFRC) or to show a candidate’s highest previous federal pay rate (two SF-50s showing at least a 90-day period at the pay rate).

Documents may not be submitted separately from the ERA application or after the vacancy announcement has closed. Only complete applications with all supporting documents will be reviewed.



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Language Requirements:

Q: Why do I need to list English if I am a native speaker?

A: Applicants must meet all language requirements listed in each vacancy announcement. Most positions require fluent English language skills, but we do not presume all of our applicants are native speakers or possess English fluency. A few positions require an additional language, such as Chinese. Applicants must clearly list their language proficiency. If the applicant applies for a vacancy and they do not include the required language and skill level they will be disqualified.

Q: The vacancy announcement states that a language skill “may be tested.” What does that mean?

A: During the recruitment process the hiring office may choose to administer a language test to confirm skill level to all eligible and qualified applicants. If testing is requested the applicant will be contacted to schedule a proctored test prior to an interview.



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Eligibility Requirements:

Q: One of the questions asks if I am legally able to work in this country. How do I answer?

A: If you are a U.S. Citizen EFM answer “yes.” The question will then ask what type of permit you possess, please select “I have a U.S. Diplomatic Visa.”

Q: Can I apply for a job at the U.S. Mission if my relative works at the U.S. Mission?

A: Yes. You must clarify on your online application who your relative is and what section they work for in U.S. Embassy Beijing. If you are extended an offer, and depending on your sponsor’s section and the section of the position, your selection may have to undergo an anti-nepotism review by the Bureau of Global Talent Management – Office of Overseas Employment.

Examples of nepotism or conflict of interest:

- One family member would be subordinate to (either directly or indirectly) the other, or receive work assignments, jointly control government resources, or make substantive decisions with their family member;
- One family member who would be anticipated to have a continuing and substantive working relationship with the other or be required to assign, review, or approve the work of the other

Note: A family member is defined as those related by marriage or blood such as husband, wife, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister.



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Hiring Preference:

Q: Do I have hiring preference if I am a U.S. Veteran?

A: Yes, a qualified AEFM/USEFM who is a U.S. Veteran can obtain hiring preference. The general hiring preference order is below:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

See definition of AEFM/USEFM in “Who May Apply”.

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted to be eligible for the preference.

Q: How many times can I invoke for hiring preference as an AEFM/USEFM who is also a Veteran?

A: If your Veterans’ Preference status was a determining factor for a current or previously held position in the same agency at the same post (within the same assignment), you will have only the AEFM/USEFM preference if you apply for another position in the same agency at your post unless you have a 90-day break in service or more. In short, only one time for the same agency at the same post in the same assignment if there is no break in service for 90 days or more.

Q: If I invoke for an AEFM/USEFM Veteran hiring preference and I am not selected for the position, will it be counted against my eligibility?

A: No, it does not. It will be counted when you accept a job offer.



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Who May Apply:

Q: Who can apply for EFM jobs in U.S. Embassy Beijing?

A: To be eligible for employment in U.S. Embassy Beijing you must fall under the correct category of EFM as required by the vacancy announcement. The FAM definitions of AEFM/EFM/USEFM and MOH are listed here. Members of Household (MOH) may not work in U.S. Embassy Beijing.

3 FAM 7120 - DEFINITIONS

Appointment eligible family member (AEFM): An individual who meets all of the following criteria is considered to be an AEFM for employment purposes:

1. Is a U.S. citizen;
2. Is the spouse or domestic partner (as defined in [3 FAM 1610](#)) of a sponsoring employee (as defined in this section);
3. Is listed on one of the following:
 - a. Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan (AIT), or
 - b. An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the AIT, and is residing at the sponsoring employee's post of assignment abroad;
4. Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.
5. Is not a Foreign Service Generalist or Specialist in Leave Without Pay (LWOP) status;
6. Is not a Civil Service employee with re-employment rights to their agency or bureau.

Eligible family member (EFM): An individual who meets all of the following criteria is considered to be an EFM for employment purposes (country of citizenship is not a factor):

1. Is the spouse or domestic partner (as defined in [3 FAM 1610](#)) of a sponsoring employee (as defined in this section); or child of a sponsoring employee under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support; or a parent (including step-parent or legally



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adoptive parent) or sibling who has been declared as 51% or more dependent on the sponsoring employee;

2. Is listed on one of the following:
 - a. The travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or
 - b. An approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment.

U.S. citizen eligible family member (USEFM): An individual who meets all of the following criteria is considered to be a USEFM for employment purposes:

1. U.S. citizen;
2. The spouse or domestic partner (as defined in [3 FAM 1610](#)) of the sponsoring employee (i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member); or a child of the sponsoring employee who is under 21 and unmarried, or (regardless of age) unmarried and incapable of self-support;
3. Is listed on one of the following:
 - a. Travel orders of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan; or
 - b. Approved Form OF-126, Foreign Service Residence and Dependency Report (or other agency equivalent), of a sponsoring employee who is assigned (not TDY) to a U.S. mission abroad under Chief of Mission authority, or at an office of the American Institute in Taiwan, and is residing at the sponsoring employee's post of assignment abroad.
4. The following categories of employees are also considered to be USEFMs for employment purposes if they meet the definition above:
 - a. Foreign Service Generalists or Specialists on approved LWOP ;
 - b. Civil Service employees with re-employment rights to their agency/bureau; or
 - c. Foreign Service or Civil Service annuitants.

Excerpt from 3 FAM 4180 - DEFINITIONS



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Members of Household (MOHS)

Definition of member of household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., a direct hire employee under chief-of-mission authority, either Foreign Service, Civil Service, or uniformed service member, who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

1. Not an EFM and therefore not on the travel orders or approved through Form OF-126, Foreign Service Residence and Dependency Report, of the sponsoring employee; and
2. Officially declared by the sponsoring U.S. Government employee to the chief of mission (COM) as part of his or her household and approved by the COM (in cases where the COM is sponsoring a MOH, the MOH must be declared to and approved by the regional bureau's executive director); and
3. Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister; who falls outside the Department's current definition of eligible family member [14 FAM 511.3](#). A MOH may or may not be a U.S. citizen. MOHs are by definition cohabitants. Therefore, if the MOH is not a U.S. citizen, employees who declare MOHs to the COM must ensure compliance with the provisions of [12 FAM 275](#), Reporting Cohabitation with and/or Intent to Marry a Foreign National.