

FEMA Behind-the-Scenes: Journey of a Job Application

What happens to your resume once you submit it? Where does it go? Who reviews it? Take an inside look at the FEMA hiring process.

Step 1

When the announcement closes, HR Specialists review resumes and supporting documents to validate eligibility and qualifications.

Step 2

HR Specialists rank applications based on predetermined criteria.

Step 3

HR Specialists refer best-qualified applications to the Hiring Manager based on their ranking and notify applicants of their qualifications review results.

Step 4

Hiring Manager reviews applications and selects candidate(s) to interview.

Step 5

Hiring Manager checks candidates' references and conducts interview(s) if applicable.

Step 6

Hiring Manager makes selection and notifies HR Specialist.

Step 7

HR Specialist makes tentative offer to candidate. If accepted, applicant submits required forms.

Step 8

HR Specialist notifies other candidates via email that a selection has been made.

Step 9

Selected candidate completes security check documents (eQIP) within a limited time period once received from Security Staff.

Step 10

Security staff conducts background and security investigation of candidate.

Step 11

Upon clearance by Security staff, candidate begins work.

Visit [fema.gov/careers](https://www.fema.gov/careers) for more resources and information.