

# APPLICATION PROCESS TIMELINE

## Applying to positions and completing your application

NGIC positions are posted on USAJobs or the HireVue platform. Links to open positions can be found on our Careers website with direct links. Apply to all open positions you believe are a good fit, by:

- Completing your profile with basic demographic information on USAJobs or uploading your resume to HireVue.
- Answering questions that will help us assess your background and skills based on the job qualifications.
- Providing your resume, including your education, previous jobs and employment dates.
- Uploading academic transcripts, a DD-214 and other supporting documents you want to include.

## Screening

Applications, resume, and basic qualifications are reviewed by hiring managers and human resources staff to make sure you meet the job requirements.

## Interview

If you are qualified, you will be contacted for an interview and asked to complete any pre-

employment forms or paperwork. Interviews can be conducted in-person, virtually, or by telephone.

After all interviews and reference checks are complete, the hiring manager will decide whether to make a conditional tentative job offer.

## Conditional Tentative Job Offer

Human Resources will contact you to verify information and your pre-employment paperwork, they may then extend the conditional tentative job offer.

A conditional tentative job offer means you still need to meet specific requirements, such as a drug test or completing a security screening, before you get a final job offer.

## Security Clearance Process

Once you accept the conditional tentative job offer, you will begin the security clearance process.

## Final Job Offer

Once you complete the security clearance process, Human Resources will contact you with a final job offer. They will again verify your information from the conditional tentative job offer to make sure it is still accurate and confirm your entry on duty (EOD) date.

## Entry on Duty (EOD)

You will complete NGIC's new employee onboarding on your EOD date. You will receive more details as the EOD date approaches.

