



## Electronic Recruitment Application (ERA)

HR/OE is deploying Electronic Recruitment Application. ERA is an electronic applicant management system powered by **Monster.com**. It will allow Human Resources professionals at Missions overseas to easily identify quality candidates from large pools of online applicants. It is a compliant, flexible, proven applicant tracking solution that automates end-to-end hiring process. Most-of-all, ERA eliminates the need for paper-based activities and streamlines workflows, all while protecting sensitive information.

### What is changing?

- ALL Vacancy Announcements will be posted electronically.
- ALL applicants MUST apply using the internet interface.
- The new system and process will bring more standardization to the recruitment process, increasing efficiency and the ability to capture useable metrics.
- The new system and process will rank applicants using vacancy-specific questions related to the major duties of the position and the Eight Qualities of Overseas Employees.
- The Supervisor/Selecting Official will log-in to ERA to reviewing draft announcements and applicant shortlists.

**GO GREEN, GO PAPER-LESS, GO ERA**  
**COMING SOON!!!**