

**Frequently Asked Questions  
Locally Employed Staff Recruitment Process  
U.S. Embassy Tashkent**

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***Where do I find the current vacancy announcements?***

The U.S. Embassy Human Resources (HR) department posts all vacancy announcements on the U.S. Embassy website: <http://uzbekistan.usembassy.gov/jobs.html>. Jobs are also frequently posted at <http://uzjobs.com/>, and in two local newspapers, *Kar'era+* and *Tashkentskaya Nedelya*.

***Where can I find the application form DS-174?***

You may download it from the U.S. Embassy website at <http://uzbekistan.usembassy.gov/jobs.html>.

***Where and how do I send the completed application form DS-174?***

Please submit your application form to HR either by fax to +99871 1206335, or via e-mail to [personnel@usembassy.uz](mailto:personnel@usembassy.uz).

***How do I fill out the application form DS-174?***

Please refer to the "General Information and Instructions for Completing the DS-174" in the application form itself.

***Does my application need to be typed or can it be handwritten?***

You can type or print clearly in ink. HR does not consider application packages submitted in pencil.

***I can't electronically fill in my date of birth in point #7. What should I do?***

If you can't type it, please print out the application form and fill it in by hand.

***What country identification number should I indicate in the application form?***

Please use your current passport number.

***Why can't I save the completed application form, and how can I send it in after I fill it out?***

When you fill out the application form, there is a pop-up window that notifies you that you can't save the completed application form to your computer. Therefore, please fill it out on the computer, print it, sign it with ink, scan the form, and send it to us via email or fax. If you do not have time to fill out the completed application form immediately, you may print it out, fill it out by hand, scan it, and send it to us. Alternatively, you may convert the PDF format to Word, fill it out and send us the electronic version. Please note HR does not provide guidance on how to convert documents from one format to another.

***May I submit the completed application form in Russian or Uzbek?***

You may complete the application in English or in your native language. However, if the vacancy announcement states that all candidates for employment must submit applications in English, then you must submit the application in English only. If the position requires knowledge of English at Level III or above, the application form should be completed in English only.

***Do I need to sign the application form or can I type my full name instead?***

It is your responsibility to sign and date your application. If you do not do so, you will not be considered for the position. Your signature certifies that the information you submit is true and complete. Including false information is fraud and cause to not hire you or for termination after employment begins. In addition, when you sign the application, it certifies that you understand the Embassy may investigate any information you voluntarily submit.

***Do I need to attach certificates and diplomas of all attended courses?***

Attach copies to the DS-174 of all documentation you believe is RELEVANT to the position, your eligibility and your qualifications. DO NOT ATTACH ORIGINAL COPIES. You may include eligibility records such as a copy of your work permit or residency permit, or credentials such as copies of training certificates, licenses, proficiencies, publications, and education transcripts.

Examples of certificates include computer skills, professional licenses, formal and on-line training. It also includes records of other skills you have that directly relate to the position you apply for, or that you consider relevant to your candidacy.

If a license or certification is a position requirement (e.g., electrician certification, registered professional nurse), then you MUST attach a copy to your application. Do not attach the original license or certification. If you do not attach a copy to your application, you may not be considered for the position. If you are not sure what is required, contact the HR office.

***Can I send my résumé (curriculum vitae) only?***

You must apply for embassy positions using the DS-174 or a résumé that provides all information requested on the DS-174. Failure to provide all the information means you may not be considered for the position.

***What is the structure of the selection process, and how long does the full process take?***

Vacancy announcement is posted	Minimum two weeks
After the deadline, application forms are printed and screened	Up to two weeks
HR gives resumes of all qualified candidates to the selecting office	
Selecting office shortlists candidates for interview	Varies; typically up to one month
Tests conducted with shortlisted candidates (if needed)	Three to four days
Interviews with shortlisted candidates	Up to two weeks
Selection is made	Up to one week
Candidates are notified of the selection regardless of the outcome	Up to one week

***What criteria do HR and the selecting office use to shortlist candidates?***

HR receives more than 100 applications for most vacancies, therefore, we only interview candidates who best match the requirements listed under the basic job function. The U.S. Embassy Tashkent shortlists applicants based on leadership, interpersonal skills, written and oral communication skills, and expertise. We strive to be a leading employer and ensure our application process is fair.

***Who conducts the interviews and makes the final selection?***

The selecting office conducts all interviews. Typically this consists of the American supervisor, local supervisor, the subject matter expert (for technical positions), and an HR representative. The selecting office makes the final selection for employment.

***What type of interviews and testing does the U.S. Embassy in Tashkent practice?***

It depends on the position and the section. Some positions require several stages, such as written tests, translations and English tests; however, most interviews require only a standard interview with the selecting office.

***How can I find out the results of my interview?***

HR will contact the selected candidate via phone. The shortlisted candidates will receive an e-mail notifying them they were not selected.

***Am I notified even if I am not selected?***

Yes, you will be notified if you provide an email address in your application.

***What is Equal Employment Opportunity (EEO)?***

The U.S. Embassy provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, protected genetic information, or sexual orientation.