

ERA Frequently Asked Questions

4.20.2017

Question 1: Are language and skills testing part of the work flow? Will the applicants be able to take the testing as part of their profile?

Answer 1: Testing is part of the work flow. HR will be able to conduct testing and upload the scores for each applicant. However, applicants will not be asked to take a language or skill test as part of their profile. ERA does not have any testing capability built in but applicants will have the option of keeping uploaded documents to add to each of their applications, if needed. This will be easier for applicants because they will have their documents in one place at all times. This is true for EFMs who will be moving from country to country.

Question 2: What are the various types of HR/OE developed templates? Will the template be linked to Outlook or will it all be done in the application?

Answer 2: ERA will be able to send automated Regret Letters, Conditional Offer and Final Offer, as well as adjusting the status for the applicant to see in the mobile application or using a laptop/tablet. Unfortunately there is no way to link within Outlook but you will be able to email directly from ERA

Question 3: If in-house applicants will use this system when applying for a vacancy, is there a question about 'Have you completed your mandatory probationary period'?

Answer 3: The system is based on the new DS 174 which is currently in clearance and attached for your review. The new form does not ask if the person has completed their probationary period.

Question 4: Will the system notify job applicants if they try to submit incomplete or multiple applications for the same position? Are they able to edit their submitted applications while the vacancy announcement is still running?

Answer 4: The system will give them an error message if the applicant doesn't complete the required fields. They can edit the application as long as the VA is open.

Question 5: I'd like to know if the electronic application must be completed in English or if any other language can be used for completing this application. Who determines which job-related questions should be ask: the supervisor? HR section? Are these questions specific to the Post?

Answer 5: There is only the ability to complete the application in English. Applicants can still submit their documents in the host language. HR will work with the supervisor, as above, to complete the Vacancy Analysis form.