



## Minimum Qualifications Checklist Foreign Service Diplomatic Courier

Please complete the following by marking yes or no for each question and sign and date the form at the bottom. This checklist will assist with processing your application and must be submitted along with your application forms. If you answer "NO" to any question, you probably do not qualify for the position.

	YES	NO
1. I am a citizen of the United States.	___	___
2. I am at least 20 years old. I understand I must be at least 21 years old and not have reached my 60 <sup>th</sup> birthday by the time of appointment (preference-eligible veterans excepted prior to age 65).	___	___
3. <i>For applicants at or above the age of 60:</i> I am a preference-eligible veteran as defined by current law AND I have not reached my 65 <sup>th</sup> birthday (documentation must be submitted in the application package to receive consideration.)	___	___
4. I have an Associate's degree or will receive one within nine months; or I have / will have 60 credit hours from an accredited college or university within nine months.	___	___
5. I am in compliance with the Selective Service Act and I have registered as required (male applicants only).	___	___
6. I have a valid US driver's license.	___	___
7. I am willing to travel frequently and to live and serve anywhere overseas or in the United States.	___	___
8. If offered a position, I understand that I must undergo a background investigation, medical examination, and suitability determination for Foreign Service employment.	___	___
9. I understand that failure to successfully complete the training program is grounds for separation.	___	___

**Applicant's Name (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **TEST SITE**

### **(Diplomatic Courier Candidates)**

**Completed applications from candidates who were successful in the online application process are reviewed to ensure that candidates meet the minimum qualifications for the position.**

**Only a very limited number of those applicants will be invited to an assessment that takes approximately three hours.**

**Teams from the Board of Examiners will conduct those assessments.**

The assessment consists of a hand-written essay, a Qualifications Evaluation Process and an Oral Assessment. Various phases of this process are scored using the following dimensions: written and oral communication, motivation, composure, interpersonal skills, judgment, resourcefulness, initiative and leadership, adaptability/flexibility, perspective and breadth of knowledge, cultural awareness and experience, stability and adjustment, analytical and synthesizing ability, planning and organizing.

In the oral assessment, questions posed to applicants may address current events, motivation, interpersonal skills, objectivity and integrity as well as some technical hypothetical questions concerning the Diplomatic Courier position.

The assessment/examination process is comprised of four phases:

- 1) A 45-minute written essay;
- 2) A written qualifications evaluation questionnaire;
- 3) An oral qualifications interview; and
- 4) An oral assessment administered by a member of the Board of Examiners and a member of the Diplomatic Security Courier Service.

**We are currently planning to conduct examinations only in the Washington, DC metropolitan area. Travel to the assessment location is at the expense of the applicant.**