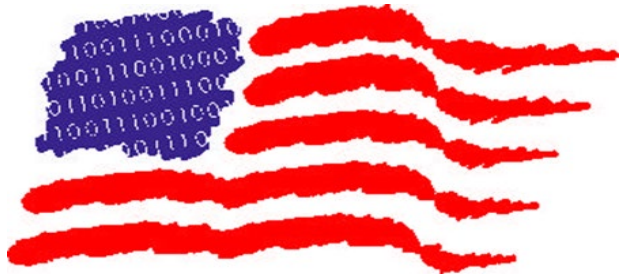
# CyberCorps® Scholarship For Service (SFS)



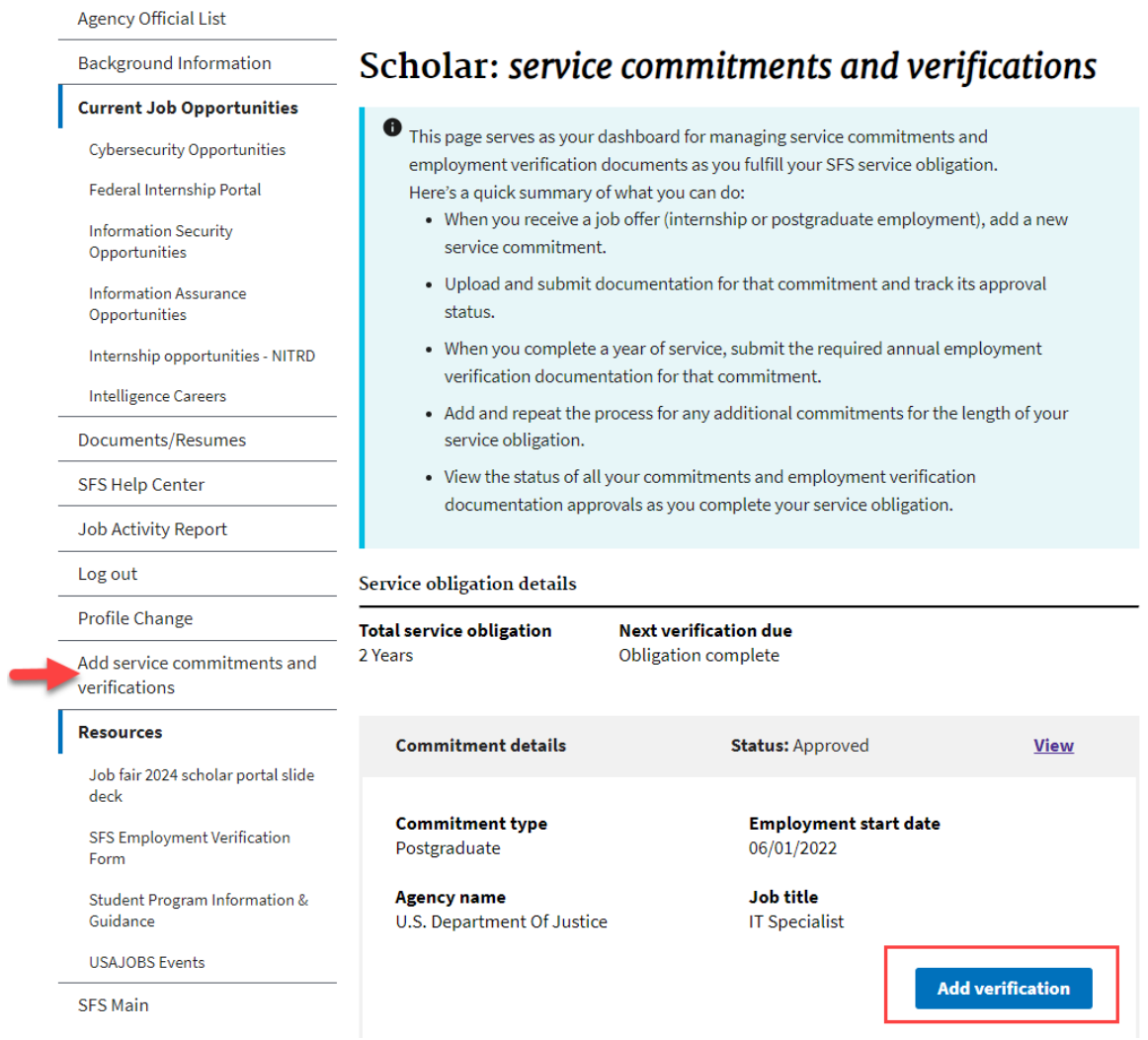
# Employment Verification Process for Scholars

# Topics included . . .

- Annual Employment Verification Process
- Key Reminders

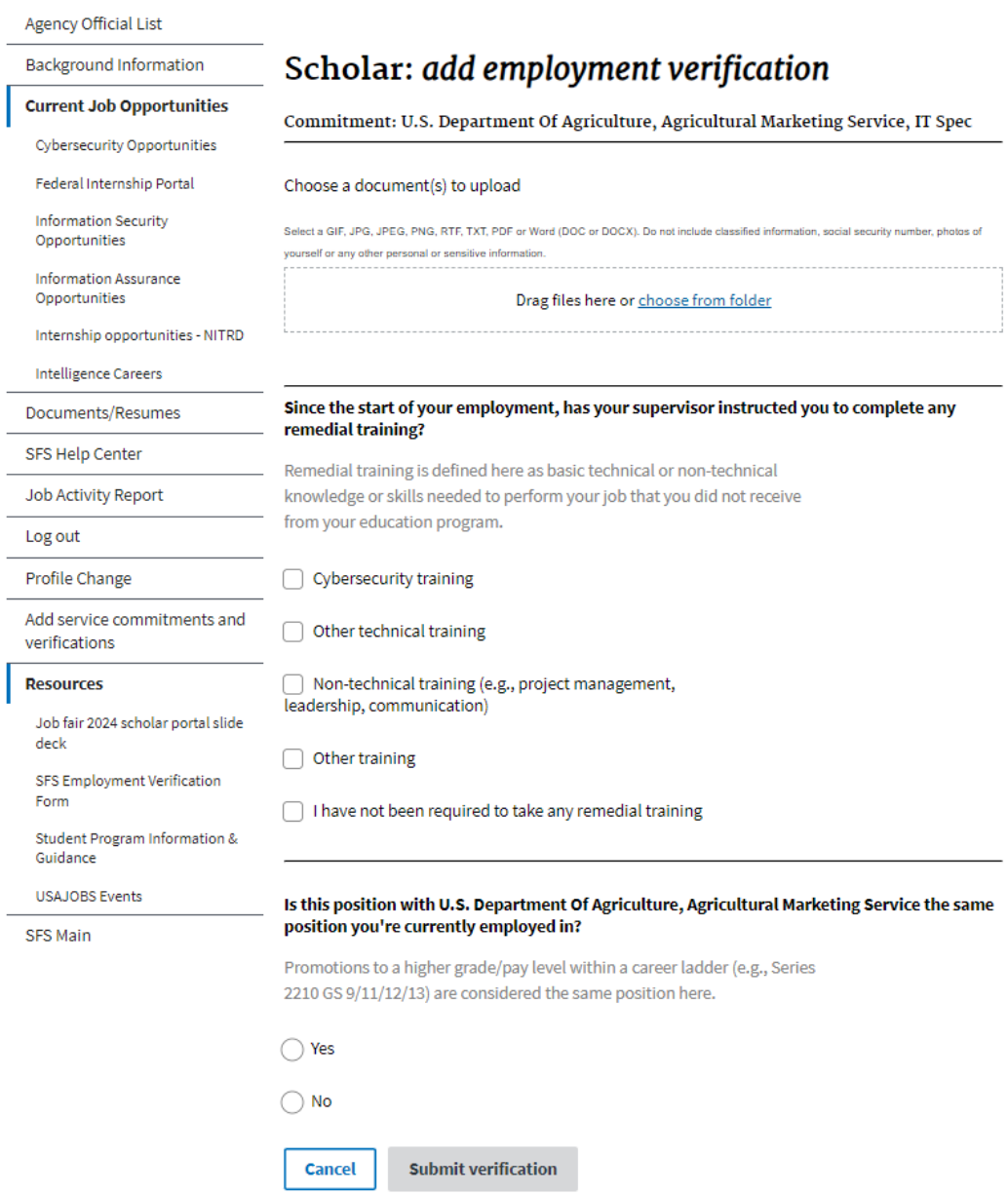
# Annual Employment Verification

- Must provide **annual** verifiable/ proof of employment documentation
- Must verify employment no later than 30 days after annual employment verification is due
- Add verification
- SFS Employment Verification Form in Resources



# Annual Employment Verification

- Drag and drop or upload your Employment Verification documentation
  - SFS Employment Verification Form (in Resources)
  - SF-50s – first, last/most recent (redact SSN and DOB)
  - Employer letter
- Complete the questions; based on responses you may need to provide more information



# Annual Employment Verification

- Be sure to add all training
- If position not the same, you will be prompted for a position end date and to report an additional commitment

**Is this position with U.S. Department Of Agriculture, Agricultural Marketing Service the same position you're currently employed in?**

Promotions to a higher grade/pay level within a career ladder (e.g., Series 2210 GS 9/11/12/13) are considered the same position here.

- ( ) Yes
- (•) No

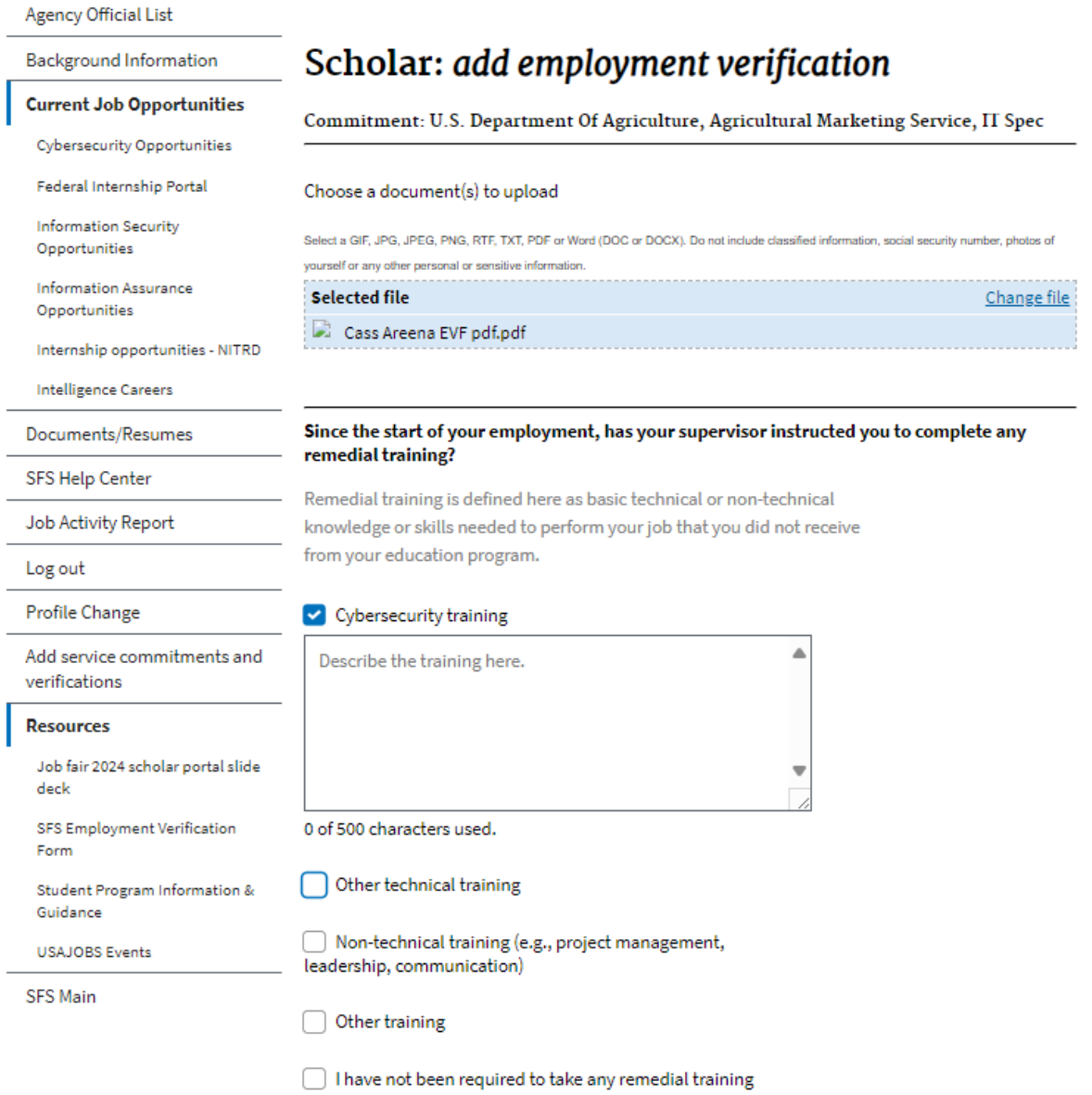
Position end date

mm/dd/yyyy

**Do you have a current position to report?**

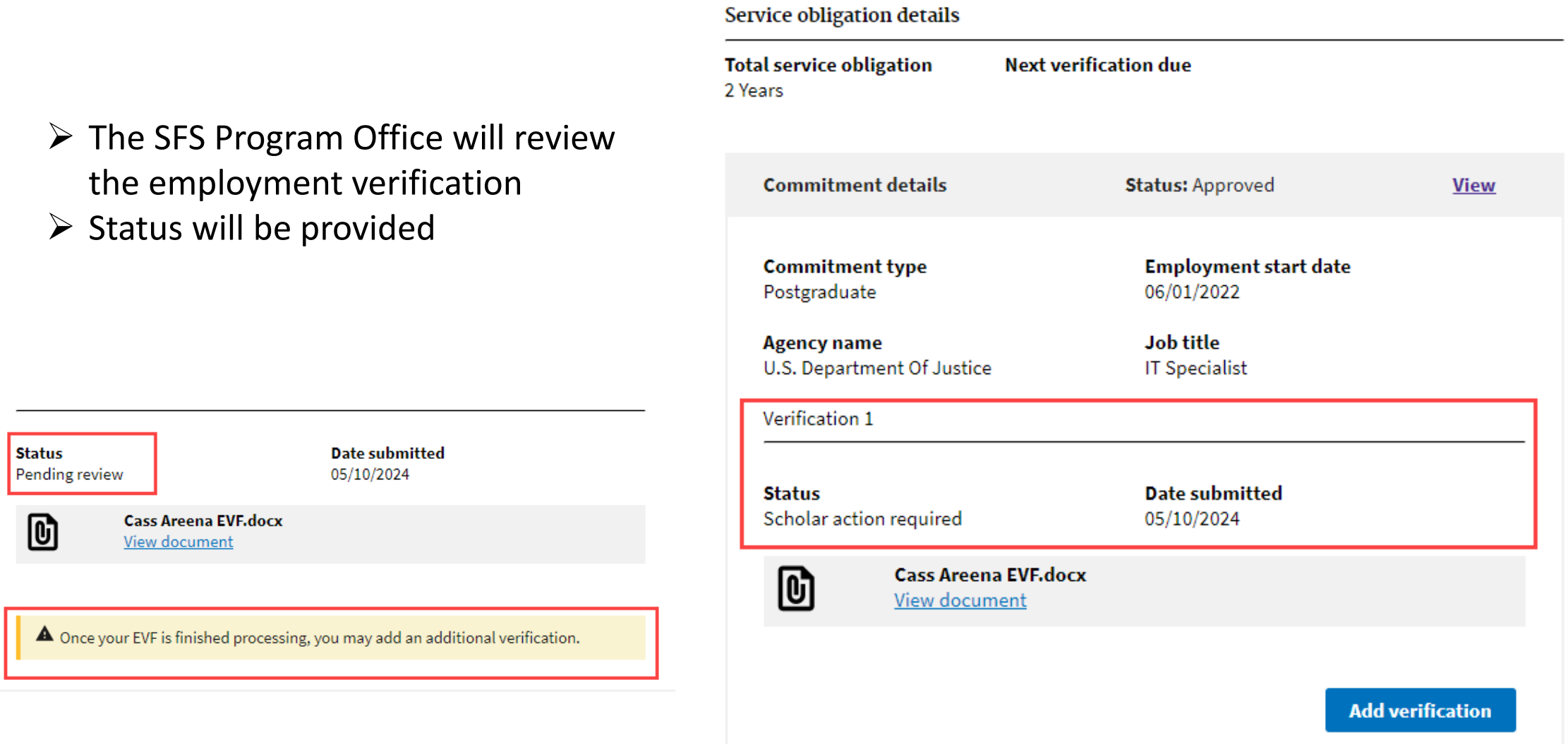
- (•) Yes
- ( ) No

Cancel | Submit verification



# Annual Employment Verification Workflow

- The SFS Program Office will review the employment verification
- Status will be provided



# Annual Employment Verification Statuses

- **Approved** means you are all set, no further action required
- **Scholar action required** means you need to provide the SFS Program Office additional information via email; you are required to respond to the SFS Program Office
- **Rejected** means the documentation does not meet SFS program requirements and updated employment verification documentation will need to be resubmitted

Annual employment verifications are required until the scholar has served all their commitment obligation. Scholars will receive notification once their service obligation is complete.

# Key Reminders

- **Maintain current profile** and **contact information**
- **Respond** in a **timely** manner to all requests
- **Signatures** must be **digitally authenticated** or hand signature, typed fonts are not accepted
- **Do not include in documents**
  - Classified or government sensitive information
  - Social Security Number (SSN), Date of Birth (DOB)
  - Photos of yourself
  - Personal information, such as age, religious affiliation, etc.
- **Scholars are responsible to upload all required documentation**

# CyberCorps®: Scholarship For Service (SFS)

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