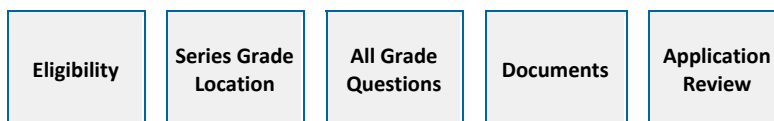


TIPS ON APPLYING ONLINE TO DEPT OF TRANSPORTATION JOBS

To **apply** to our Internship or Recent Graduates Programs, please visit www.usajobs.gov to create an account, and to enable notification emails to keep you informed of our openings. We also encourage you to visit our website to learn about our upcoming opportunities www.volpe.dot.gov.

- Begin the application process at www.usajobs.gov. If you need to create an account, you can click on the ‘CREATE AN ACCOUNT’ link and follow the steps.
- From your Account page you are able to click on the ‘Saved Searches’ link then ‘Create a new Saved Search’. Enter ‘Cambridge, Massachusetts’ in Location Search and enter ‘Department of Transportation’ for your Agency search. Fill in the remaining information and then use ‘Save and View Results’ to see the list of current open job opportunities that match your criteria.
- Do a **search** to locate vacancies in which you may be interested. Use the location, occupational series, pay grade, and/or keywords to narrow your search.
- **Review** each vacancy to which you are considering applying.
- Go to the **Duties** tab to read about the major functions of the position.
- Go to the **Qualifications & Evaluations** tab to review the **Specialized Experience** section. This section states the specific experience requirements to be considered qualified.
- Review the information under the How to Apply tab, especially the **Required Documents** section to see what documents, if any, you need to provide.
- If you decide to apply, **give yourself ample time to apply for the position**. Announcements close at midnight Eastern Time on the closing date of the announcement. **If you are working on your application prior to 11:59 pm and try to submit after midnight, the system will not accept your application.**
- To apply, click on the Apply button located at the bottom of the posted announcement. You will be routed to the USAJOBS website. **NOTE:** Please note if you have questions or issues during the application process, please contact the DOT Automated Staffing Office by sending email to transjobs@dot.gov or by calling (202)366-1298.
- You will need to **log in to USAJobs**. If you do not already have an account you will need to create one.
- **Be sure that your résumé includes relevant experience and your education that supports the required specialized experience.** You can store up to 5 resumes. **Update the resume BEFORE starting the application process**, as changes made after the questions are answered will not be included unless you go through the application process again. Provide a good descriptive resume that aptly describes what you did. Do not assume we know the responsibilities based on title. Describe your responsibilities and duties.
- You will be brought to the system used by the Department of Transportation for the job specific questions.
- Select the **Apply to this vacancy** button to continue to the job specific questions.
- **Respond to the job specific questions answering all questions honestly.**
- **Please complete the entire application.** Note the progress bar located at the top of the USAJobs announcement screen. Your application is not complete and not eligible for consideration **until you have completed all of the steps:**



- **Submit any supplemental documents required** - (ex: resume, transcripts, DD214) and send to the contact office specified on the vacancy announcement. You may not receive consideration if you do not provide the appropriate documentation. You should receive confirmation if the document was submitted correctly. If you do not, please re-fax, re-load, or contact us.
- **Review Application and resume prior to submission** – to ensure that there are few to no misspellings and that your grammar appears accurate. You are being judged on what you say and how you say it. Also be review to ensure that your application fully supports the specialized experience in the questions AND also in the resume.
- **Email yourself a copy** - Send yourself a copy of the application so that you have a copy for your records.

Reminder: For assistance applying for announcements, please contact the Automated Staffing Group at **(202) 366-1298** or TRANSJOBS@dot.gov or Fax: 571-258-4052 Monday through Friday, 8:00 am to 4:00 pm.

Common Questions:

How can I check my application status?

To check on the status of you application, log on to USAJOBS. Select **Application Status**. You will see a list of all applications that you have submitted. Review the list, locate the desired vacancy and click on the link entitled **More Information** under the **Application Status** column. You will be transferred to the DOT Hiring System. Select to see **View Detailed Status** and then **Continue** to see a list of all DOT vacancies to which you have applied and specific information on the status of each of your applications.

How will my application be evaluated?

Your responses to the vacancy-specific questions are the basis for a numerical rating calculated by the system, in accordance with a built-in rating and ranking scheme. **Qualified candidates will be assigned a score or a rating not including points that may be assigned for veterans' preference.**

Those applicants that provided the required documents will be reviewed to see if they meet the specialized experience requirements. **Your answers to the questions will be verified by a human resources specialist against information provided in your resume and narrative responses.** Be sure that your resume clearly supports your responses. If you exaggerate or falsify your experience and/or education, you will be removed from consideration. If you fail to provide enough information in your resume to support your answers, you will be removed from consideration.

How can I modify my resume or USAJobs information?

Log in to USAJobs. Once logged in you can manage all of your information. This includes updating and adding resumes, uploading supporting documentation and managing your job agents.

Internship Application Tips

Apply Early! Application limits will apply

Give Detail! Provide a descriptive Resume; explain your experience

Be Thorough! Include ALL Transcripts (past and present)

Be Current! Provide transcript or letter showing current semester school enrollment