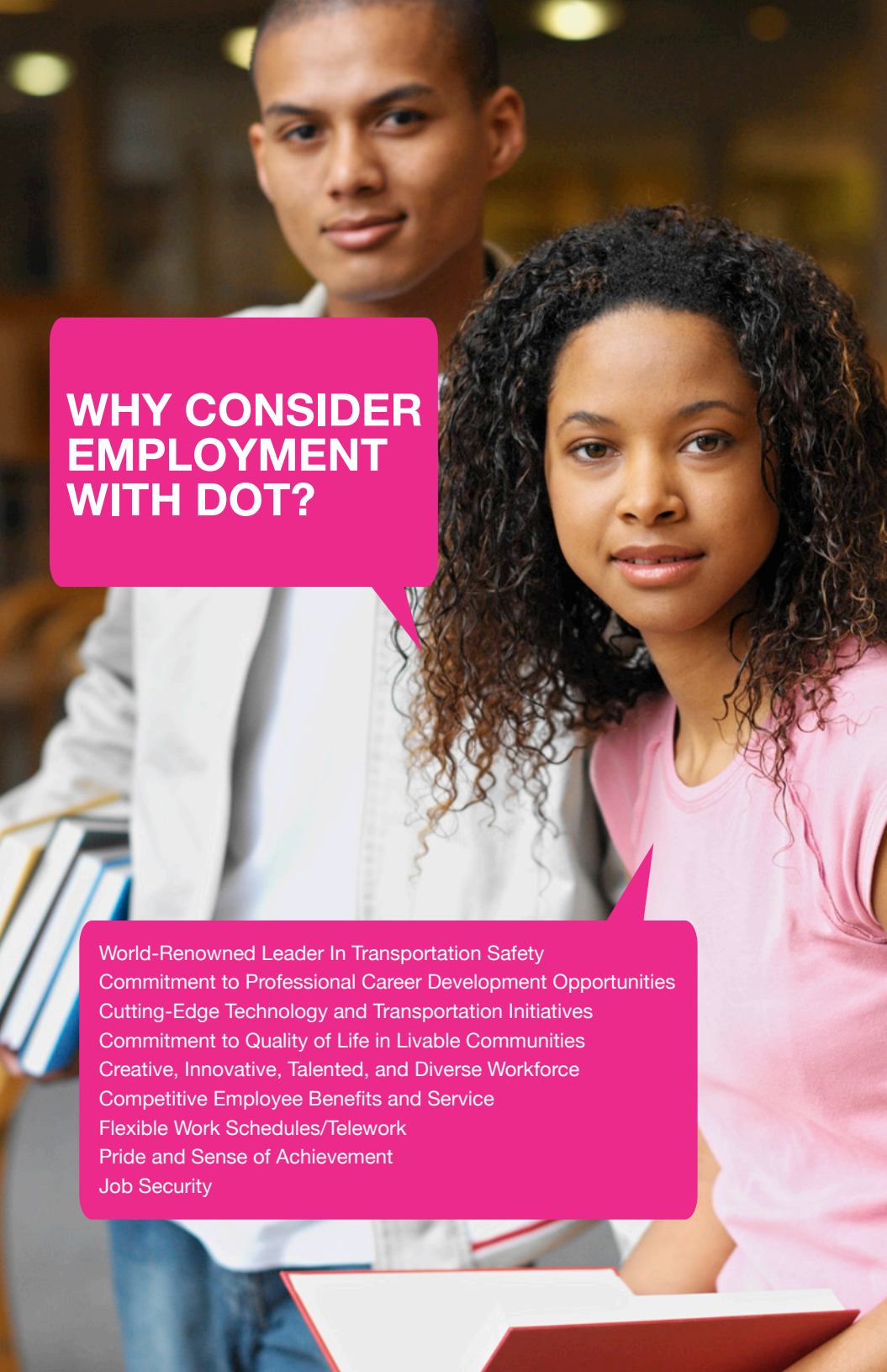
U.S. Department of Transportation

CareersInMotion

DOT - The Agency That Keeps America Moving

ARE YOU LOOKING FOR AN EXCITING TRANSPORTATION CAREER!

Consider a career that offers an emerging and diverse workforce, competitive employee benefits and services, recruitment incentives, endless opportunities, and job security!



WHY CONSIDER EMPLOYMENT WITH DOT?

World-Renowned Leader In Transportation Safety
Commitment to Professional Career Development Opportunities
Cutting-Edge Technology and Transportation Initiatives
Commitment to Quality of Life in Livable Communities
Creative, Innovative, Talented, and Diverse Workforce
Competitive Employee Benefits and Service
Flexible Work Schedules/Telework
Pride and Sense of Achievement
Job Security

BENEFITS & SERVICES

WORK LIFE PROGRAMS

Flexible Alternative Work Schedules - including Tele Work Program
Transportation Subsidy - Transit Benefits

LEAVE

10 Paid Holidays
13 Vacation Days
Sick Leave - 13 days - annually
Volunteer Leave Transfer Program (leave sharing program)
Family Medical Leave Act - 12 weeks unpaid leave - annually

HEALTH/LIFE INSURANCE

Retirement Program
Federal Employee Health Benefits Program (FEHB):
www.opm.gov/insure/health
Federal Employees Group Life Insurance Program (FEGLI):
www.opm.gov/insure/life

OTHER EMPLOYEE BENEFITS AND SERVICES

Health and Wellness Programs
Tuition Assistance Program

FOR MORE INFORMATION, VISIT:

http://www.opm.gov/insure/health/index.asp

CAREER ADVICE & HELPFUL TIPS

ESTABLISH PARTNERSHIPS

Local Employment Services, Military Transition Centers, Military Installations
Local Veteran Service Organizations, Rehabilitation Centers,

PURCHASE MEMBERSHIP WITH PROFESSIONAL ORGANIZATIONS

Purchase memberships with Employee Associations/Community Organizations
Attend “free” seminars/webinars

DO YOUR HOMEWORK

Refer to OPM Qualification & Classification Standards http://www.opm.gov/qualifications/
Consult with Human Resource Professionals - establish a “buddy” system
Weigh Pros/Cons for position of interest (geographic location preferences)

“This has been an unexpected, challenging and fun opportunity,” said Young. “I have enjoyed every moment of it, and look forward to where these skills take me in my career”.

- DOT Student Testimony | Angela Young

PREPARE YOUR RESUME

Speak plain language; avoid use of abbreviations; provide references upfront
Provide information on whether part-time/full-time work experience
Provide pertinent information for specific job of interest
Highlight “Key” Qualifications:

- Ex. Possess excellent project management skills
- Ex. Manage major projects, programs, and agency initiatives
- Ex. Provide excellent customer service to internal/external customers
- Ex. Manage complex, controversial, and highly-sensitive issues

PREPARE FOR THE INTERVIEW

Ask friends/relatives to participate in a “Mock” interview
Look for free Interviewing Techniques Workshops
Identify characteristics to share with hiring managers:

- Ex. Twenty years of knowledge/expertise
- Ex. Work well in teams and diverse audiences
- Ex. Participate in public service activities and community outreach
- Ex. Champion/Team Player/Problem-Solving Advocate
- Ex. Attend high-level meetings with CEOs and Executives

IDENTIFY, SEARCH, REVIEW & APPLY

1

IDENTIFY – DOT operating administration (OA) of interest at:

http://www.dot.gov/DOTagencies.htm

2

SEARCH – for a specific "job vacancy" of interest:

http://jobsearch.dot.gov/.

Our goal is to find the right people, for the right job, that possess "unique" talent and skill sets for promising careers in transportation. This is why so many people choose DOT as their employer of choice. Choosing the right career path, that offers endless opportunities, competitive salaries, full-time careers, seasonal and year-round internships, and professional development opportunities can be highly-rewarding.

- DOT Corporate Recruitment Program Manager | Brenda Adams

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REVIEW – the entire job announcement carefully. Depending on the type of job, there may be "conditions of employment" (for safety-related occupations medical examination, etc.).

Pay close attention to the job "qualifications" statement. This section will help you determine if your professional background is a good "match" for the job. For more information on qualification standards and guidance, visit:

http://www.opm.gov/qualifications/standards/index-Standards.asp

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APPLY – The final step in the on-line application process is critical. Follow the on-line application instructions provided.

Complete your on-line application, be sure to review your application for accuracy, and click "Submit."

Tips: For further assistance contact the DOT Jobs Help Line at: 202-366-1298, or send your applicant inquiries to: transjobs@dot.gov.

STILL
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INFORMATION?
visit: www.dot.gov/careers/

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www.dot.gov/careers/