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# United States Senate

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# PLACEMENT OFFICE

OFFICE OF THE SERGEANT AT ARMS

HART SENATE OFFICE BUILDING

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[www.senate.gov/employment](http://www.senate.gov/employment)



# THE PLACEMENT OFFICE

The Placement Office assists Senators and Senate Committees with filling entry-level through professional staff vacancies by providing, upon request, resumes of qualified candidates. The Office is nonpartisan and funded by the United States Senate.

When a Senate office requests assistance with filling a position, the hiring criteria is provided for the Placement Office to conduct a candidate search. The Placement Office maintains a resume bank of individuals seeking Senate employment, and provides confidential referral of resumes of candidates with suitable education, experience and skills. To become registered in the resume bank applicants are requested to complete the **Senate Employment Application Form** and informational interview process.

Informational interviews are conducted on a **walk-in basis** between the hours of 10:00 a.m. and 12:00 noon & 1:00 p.m. and 3:00 p.m. Monday through Friday. The Placement Office is open from 8:30 a.m. until 5:30 p.m. Monday through Friday. Applicants must be available for employment within two weeks at the time of their informational interview.

The Placement Office publishes a weekly **Senate Employment Bulletin** as a resource for Senate offices wishing to advertise staff vacancies. Updated copies are posted online Friday evenings by visiting [www.senate.gov/employment](http://www.senate.gov/employment), and printed copies are available each Tuesday in the Placement Office. The Bulletin is also available via voice recording at **(202) 228-JOBS**. These advertisements do not include all vacancies registered with the Placement Office. To be considered for all positions, applicants are encouraged to complete the application and informational interview process.

Each Senate office is an independent employer and responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. The Placement Office does not possess hiring authority, nor does it control salaries or job requirements. Staff positions in the Senate are classified as legislative, administrative, or press, however, specific titles and duties may vary.

The United States Senate is an  
equal opportunity employer