

**JOIN THE  
AGENCY THAT  
KEEPS  
AMERICA  
MOVING NOW!**

[www.dot.gov/careers/](http://www.dot.gov/careers/)



**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!





**STILL  
NEED MORE  
INFORMATION?**

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**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](http://www.opm.gov/insure/health)  
Federal Employees Group Life Insurance Program (FEGLI):  
[www.opm.gov/insure/life](http://www.opm.gov/insure/life)

## OTHER EMPLOYEE BENEFITS AND SERVICES

Health and Wellness Programs  
Tuition Assistance Program

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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 qualifications requirements, visit:

<http://www.usajobs.gov/EI/qualificationrequirements.asp#icc>

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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](mailto:transjobs@dot.gov).

# 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:

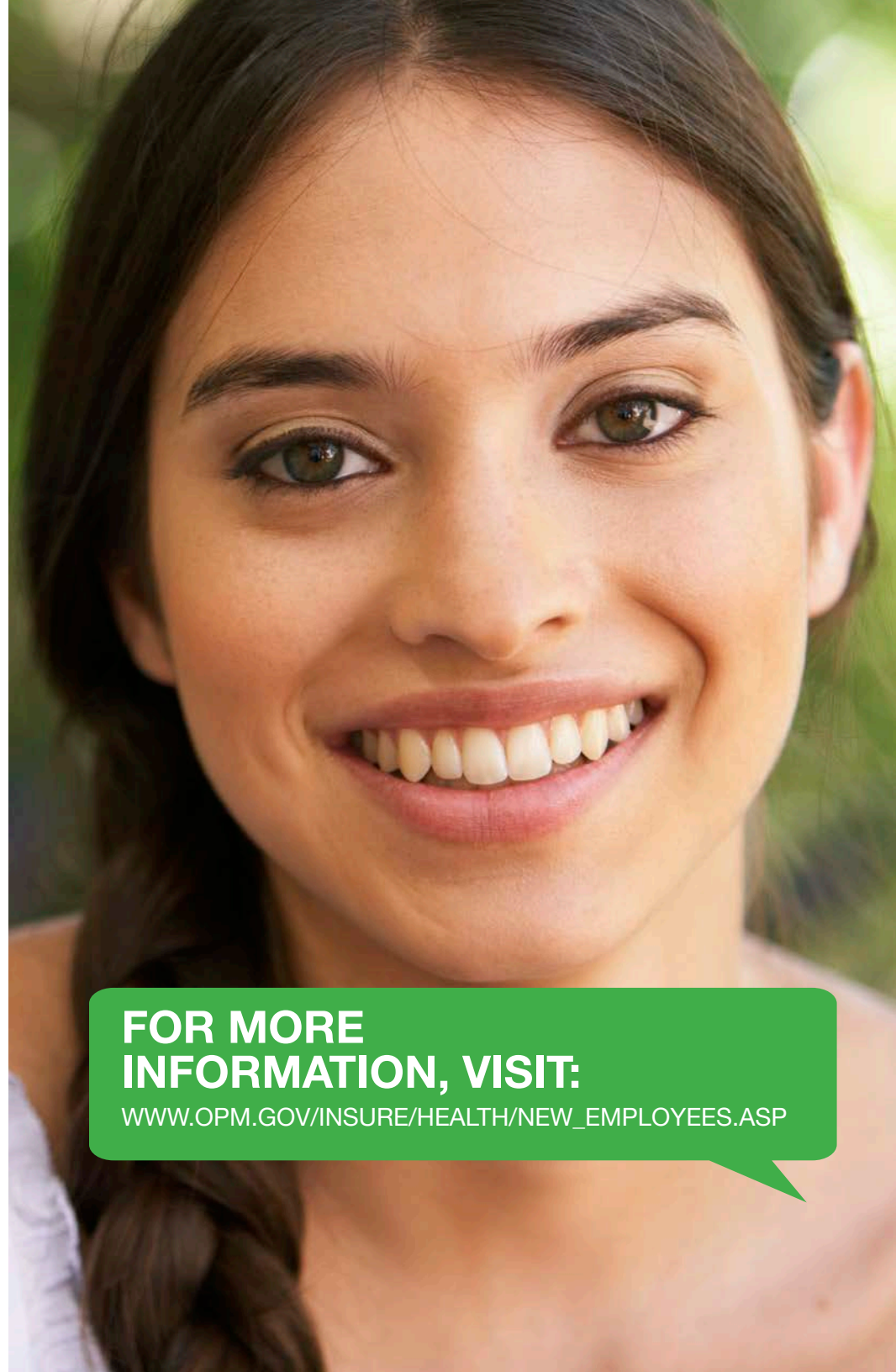
<http://jobsearch.dot.gov/>

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

**FOR MORE  
INFORMATION, VISIT:**

[WWW.OPM.GOV/INSURE/HEALTH/NEW\\_EMPLOYEES.ASP](http://WWW.OPM.GOV/INSURE/HEALTH/NEW_EMPLOYEES.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)

## 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

“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