Interviewing Process

- Students/recent alumni register online, complete the online application, submit all necessary paperwork online, and participate in a 30-minute interview with a trained recruiter. Arrangements for interviews are coordinated through Experiential Learning and Career Management (ELCM).

- Students/recent alumni are not interviewing for specific positions at specific agencies. They are being interviewed to assess their strengths and overall readiness to work in the federal or private sector.

- Students/recent alumni are not placed into jobs; they are simply being added to a database that is made available to federal employers directly and to the private sector through a contractor. Recruiters are assessing a candidate’s qualifications, maturity, direction, and communication.

- Recruiters prepare interview summaries and enter information about the student/recent alum into a recruitment database. In December, information and interview notes are made available via a secure online database to potential employers in the federal sector. Your resume is also available to the private sector through our contractor, EARN. You may get a call or email from a representative of EARN prior to your resume being provided to the private sector.

- *Please note, at no time is your disability disclosed to any employer, either federal or private. “Your Schedule A Documentation does not ask for you to disclose details of your disability. The form only asks an authorized representative to certify that you have a physical, intellectual, or psychiatric disability.” The accommodation requested is the only field that is visible to federal employers. The private sector employers are not given the accommodation information. However, if you need an accommodation for either the interview and/or on the job, it is your responsibility to make that request known to the employer.

- Permanent positions may be offered at any time during the year.

- Summer jobs are usually offered by June 15. Assume that you will not receive a summer job offer if there has been no contact by that time; however, summer job offers occasionally are made after June 15.

- Placements may be made anywhere in the United States and abroad for Department of Defense agencies. In 2012 about 22% of the candidates hired through the program worked in the Washington, D.C. area. The rest worked at other locations around the world. The student/recent alumni pays the cost of transportation to and from his/her home state (or college) and the location of the worksite unless otherwise stated by the employer.