U.S. SENATE RECRUITMENT ROADMAP

This graphic was designed to help applicants understand the recruitment process in Senate Member and committee offices. This guide also links to the Senate Employment Office's online resources, which were developed specifically for Senate job seekers.

Please note that recruitment activities and timelines are at the discretion of each Senate employer, and may vary.

Candidate learns about Senate opportunities
Join an information session and view online resources

Candidate proactively develops their professional network
Networking Guide

Candidate creates and maintains a profile in the Senate Resume Bank

Candidate reviews the Senate Employment Bulletin or Internship Opportunities Bulletin Vacancies

Candidate applies for an advertised vacancy
Resume & Cover Letter Guide; Senate Resume Workshop

Hiring manager reviews resumes and contacts candidates of interest for interviews
Typical number of interviews:
Internships: 1-2
Employment: 2-3
Interview Guide

Hiring manager may conduct a skills assessment (depends on position)

Hiring manager may conduct reference checks

Hiring manager onboards new hire
Welcome to the Senate!