

Interview frequently asked questions

The following FAQs provide additional information about what to expect when a job application is submitted, after an interview is scheduled, and after an interview.

I submitted an application – what's next?

Once a job application is submitted, you will receive an email stating your application was successfully submitted.

After the posting closes, your application will be reviewed by a Talent Acquisition representative. You will receive an email with your status for the job posting within one week.

If your application was not referred to the hiring supervisor, please continue to [review our employment opportunities](#) and apply for positions in the future.

If your application materials are referred to the hiring supervisor for consideration please watch for phone and email messages, including checking your spam/junk folder. If you are referred and haven't received any communication from the hiring supervisor within two weeks, feel free to contact the [HR Service Center](#).

I scheduled an interview time – what's next?

Ensure your email address and phone number(s) are current in your application. Also, check your primary email inbox and spam/junk inbox for messages regarding your interview. If you need to request a reasonable accommodation during your interview, contact the [HR Service Center](#).

Typically, interviews are conducted by a panel of two or more members.

Depending on the type of interview you are receiving, please watch for:

- **Phone interview:** You will receive a call at the number you provided on your application from the hiring department at the time of your scheduled interview.
- **Microsoft Teams video interview:** You will receive a Microsoft Teams email invite at the email you provided on your application from the hiring department for the date/time of your scheduled interview. If it is one day prior to your interview and you have not received the link, you may contact the [HR Service Center](#).
 - Review some recommended [best practices and tips for virtual interviews](#).

- **On-site interview:** You will receive an email or call with information about when and where to report to for your interview. We recommend arriving to the location at least 15 minutes prior to the interview time. Some buildings have security screening similar to an airport.

I participated in an interview – what's next?

There may be multiple rounds of interviews. The hiring supervisor will determine who will move forward to the next stage in the interview process. You should receive an email with your status following the interview. Please watch for phone and email messages, including checking your spam/junk folders.

Contact the [HR Service Center](#) if:

- You are no longer interested in being considered for the position.
- You haven't received an update within two weeks of your interview.
- You received an email stating you weren't selected to move forward or not selected for the position and would like feedback.

Who can I contact with questions?

Please contact the [HR Service Center](#) with any questions or if you are no longer interested in being considered for the position.