

Applying for a Job at USCIS

Your first step in beginning a meaningful career with excellent benefits.



Step 1: Research Job Openings on USAJOBS

- Create an account or sign in to your USAJOBS account. Make note of your email address since that will be used to correspond with you.
- Use “Keywords,” “Location,” and advanced search features and filters to find suitable job openings.
- Use “Saved Searches” to get notified of new job opportunities.
- For tips, visit uscis.gov/careers and usajobs.gov/help.



Step 2: Apply

- Review the entire announcement, especially the job application requirements.
- Submit all required documents and assessments by the listed deadline.
- **Apply early.** Applying often takes longer than you may think.
- USCIS only reviews the first **five pages** of your resume; capture all relevant qualifications in five pages.
- Monitor your application status through “Track this application” on USAJOBS.



Step 3: Referral & Consideration

- Human Resources reviews applications and provides the top-rated eligible and qualified applicants to the hiring manager.
- You may be asked to provide supplemental materials such as a writing sample.
- The hiring manager may interview top candidates.



Step 4: Tentative Selection & Security Clearance

- If you are selected, you will receive a tentative job offer with a deadline to respond.
- If you accept the tentative offer, the HR office initiates the drug screening process (if applicable) and sends instructions on how to complete the online security forms.



Step 5: Final Offer & Entry on Duty

- After you have cleared the security process, the HR office will make the final job offer, schedule your start date, and provide you with instructions to begin your first day.