



UNITED STATES SENATE PLACEMENT OFFICE

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www.senate.gov/employment



The Placement Office assists Senators and Senate Committees with filling entry-level through professional staff vacancies by providing resumes of qualified candidates. The Office is nonpartisan and administered by the United States Senate Office of the Sergeant at Arms.

The Placement Office maintains a resume bank of individuals seeking Senate employment, and provides confidential referral of resumes of candidates if/when Senate offices request them. To become registered in the resume bank applicants must complete the **Applicant Referral Form** and participate in an informational interview. Applicants should be available for employment within two weeks at the time of their informational interview.

Informational interviews are conducted on a walk-in basis between the hours of 10:00 a.m. and 12:00 noon & 1:00 p.m. and 3:00 p.m. Monday through Friday. The Placement Office is open from 8:30 a.m. until 5:30 p.m. Monday through Friday.

The Placement Office publishes the **Senate Employment Bulletin** as a resource for Senate offices wishing to advertise staff vacancies. The listing is updated daily at **www.senate.gov/employment**.

Each Senate office is an independent employer and responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. The Placement Office does not possess hiring authority, nor does it control salaries or job requirements. Staff positions in the Senate are classified as legislative, administrative, or press, however, specific titles and duties vary.

Offices within the United States Senate are equal opportunity employers.