Ready to Apply for a Position at DCAA?

We can't wait to see how you could strengthen our team! Follow these steps for a complete application that showcases your qualifications.

DCAA'S APPLICATION PROCESS

STEP 1

Find Open Positions on USAJOBS

- Create your profile on USAJOBS.
- Search for open job opportunities with DCAA!
- Make sure you understand the announcement and job requirements.
- *Tip:* Set up automated alerts for new DCAA positions.

STEP 2

Apply on USAJOBS

2a Add Your Resume

2b Upload Your Transcripts

2c Complete the Initial Assessment

- Make sure your resume shows how you meet all qualifications and includes your contact information.
- *Resource:* What should I include in my [Federal resume](#)?
- *Tip:* You can use the [Federal Resume Builder](#) to help craft your resume.
- Official transcripts are preferred. Ensure each transcript is legible and includes your accounting courses and degree.
- Complete the Initial Assessment on your background and qualifications.

STEP 3

Pass the USA Hire Assessment

Reminder: This is a required part of your DCAA job application.

- If you meet the basic requirements of the steps above, you may receive an email with a link to the USA Hire Assessment.
- *Tip:* Check spam filter/junk mail if you don't receive an assessment link within 24 hours of applying.
- Take your time and do your best. Remember: if you don't achieve DCAA's minimum passing score, you can't retake the test for a year and will not be eligible for the position.
- *Tip:* Check out some [sample questions](#) in a similar format to what you will see on the test.

STEP 4

Complete Your DCAA Interview

- DCAA interviews are conducted by a panel of DCAA staff. Prepare to answer questions about yourself and your experience.
- *Tip:* Dress to impress and ask questions. It's a great opportunity to learn about the Agency and contract auditing.

Want more information? Check out dcaa.mil/Careers/The-Application-Process to learn more.