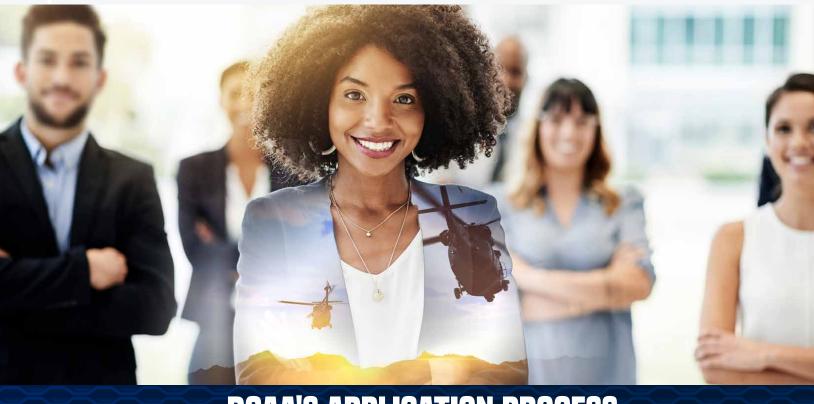


DEPARTMENT OF DEFENSE DEFENSE CONTRACT AUDIT AGENCY

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



Find Open Positions on USAJOBS

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



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Apply on USAJOBS

Add Your Resume

2a



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 <u>Federal resume</u>?
- *Tip:* You can use the <u>Federal Resume Builder</u> 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.



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 <u>sample questions</u> in a similar format to what you will see on the test.



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 <u>dcaa.mil/Careers/The-Application-Process</u> to learn more.