

Understanding GAO

- Visit GAO’s Web site, www.gao.gov, and click on “Careers.”
- Familiarize yourself with GAO’s work and mission teams.
- Review GAO reports and testimonies on our Web site so that you can better understand what we do.
- **CHECK** with your career services center to see if there are alumni working at GAO.

Application Process

- To browse for vacancies, register to be notified of vacancies, or apply for jobs click “Careers” at www.gao.gov (U.S. citizenship required).
- Print out and read the application before beginning.
Note: Submit any required documents, such as transcripts.
- Allow sufficient time to consider the questions and your answers.
- Accurately portray your skills and accomplishments, answer narrative question completely and succinctly.
- Use results-oriented examples to demonstrate how your work and/or educational experience address the competencies described in the job announcement.
- Draft and save your responses in a separate file, and then copy and paste your responses into the application boxes.
Remember to spell-check your responses and update your resume.
- E-mail or call GAO points of contact listed on the application if you have questions about the application process.

Preparing for the INTERVIEW

- Be ready to elaborate on your educational and professional achievements noted in the application.
- Be ready to discuss how your skills and experiences (both educational and work related) are relevant to the competencies and work described in the job announcement.
- Expect to participate in several interviews, each of which may involve two to four people.
- Read news articles about the agency to better respond to questions.
- Express yourself clearly, and practice how you might respond to specific questions.
- Prepare a list of questions for your interviewers.
- Request a contact for follow-up questions or information.