



HUMAN RESOURCES FAQs

Q: Can you confirm that my application was received?

A: Receipt of applications can be confirmed upon request. Only those selected to be interviewed are directly contacted by Human Resources.

Q: I had an interview; can I follow up on the status of the position?

A: Yes, you may contact a Human Resources representative at 202-354-3200 to check on the status of the position. A Human Resources representative will contact you directly if there is a need for further information, if another interview needs to be scheduled, or if you are selected for a position. Only those interviewed will be notified when the interview process has been completed.

Q: Do I need to submit my transcript?

A: In the "How To Apply" section of the vacancy announcement you will find all the information and materials required in order to properly apply for a position. If a transcript is required, it will be specifically noted.

Q: Can I send a "Thank you" note?

A: Yes, you can send a thank you note to Human Resources and/or interview panel members via fax: (202)-791-8424, email: jobs@dcp.uscourts.gov, or mail:

United States District Court for the District of Columbia
333 Constitution Avenue, NW
Washington, D.C 20001
Attn: Human Resources Department

Q: What is your process for verifying employment and how long will it take?

A: All requests for employment verification must be submitted in writing and contain a signed release from the employee. Requests can be sent via fax to (202) 791-8424. Please be sure to indicate to whom and where the information should be returned and allow at least 48 hours for a response.