

## Frequently Asked Questions

### General Information

**Q: Is DOE Jobs ON-LINE the only way to submit an application for DOE RL/ORP positions?**

**A:** Yes, all RL/ORP jobs will be filled using DOE Jobs ON-LINE.

**Q: What if I don't have a computer?**

**A:** Most college placement offices, job search agencies, unemployment offices, public libraries and some civic centers have computers and Internet access for their patrons' free use.

**Q: What if I don't have email?**

**A:** There are several Internet Service Providers that offer free email accounts. Hotmail and Yahoo are just two of these. Through them or other companies, you can obtain a free email address that you can use with DOE Jobs ON-LINE.

**Q: Can I use DOE Jobs ON-LINE from my office computer? Isn't there something that says I can't?**

**A:** Whether or not you can use your office computer to apply for jobs depends on your employer's policy:

If...	Then	More Information
You work for the DOE RL/ORP	Yes, you can use your DOE RL/ORP computer to apply for jobs (within reason.)	DOE RL/ORP policy permits employees to use their Federal computers and email to apply for jobs. DOE RL/ORP management has determined that use of this system is in the best interest of the Government for filling DOE RL/ORP vacancies. However, you are reminded that you may use government property/resources to apply for jobs <b>only</b> if it does not interfere with the performance of your regular duties.
You work for any other Federal agency <b>or</b> you work for a company in private industry	Contact your employer's personnel office for information on whether or not this is acceptable.	

**Q: When exactly do jobs close?**

**A:** DOE Jobs ON-LINE positions close at midnight Eastern Time on the closing date of the announcement. After midnight, jobs that have closed will not be available for review or application. The system server is located in Alexandria, VA and using Eastern Time provides a system standard time for closing applications.

**Q: I am not a citizen of the United States. Can I apply for jobs in the DOE RL/ORP?**

**A:** As a United States Federal agency we are not permitted to hire non-U.S. citizens except in very rare circumstances. If you are a non-citizen you are not eligible to apply for positions in the DOE RL/ORP, and DOE Jobs ON-LINE will not refer your application.

The Immigration and Naturalization Service has more information about citizenship requirements. U.S. citizens living in other countries, naturalized U.S. citizens and any individuals who can prove dual U.S. citizenship may apply, and be considered for, DOE RL/ORP positions.

**Q: How can you say you won't accept paper applications? Isn't that illegal?**

**A:** No. Federal regulations allow us to automate our job application process and restrict access by any other methods so long as we:

1. Assist applicants in any way possible in getting their applications submitted online by the closing date, and
2. Provide that assistance without discrimination.

**Q: What if I need help applying?**

**A:** For assistance with applying for DOE Jobs ON-LINE vacancies please contact the Personnel Specialist listed on the vacancy announcement of the job in which you are interested. He or she will help you submit your application online. If applying online poses a hardship to you, you **must** call the Personnel Specialist **before the closing date on the announcement** for assistance.

**Q: Is the selecting official obligated to interview all best-qualified applicants?**

**A:** No. A hiring manager is free to decide who should or should not be interviewed. However, if a manager chooses not to interview, the reason must be justifiable upon review.