



**United States District Court
District of South Dakota**

Q. How long does the hiring process take?

A. From start to finish and depending on the position, the hiring process can take anywhere from 6-8 weeks. If circumstances arise during the interview process such as vacations, illnesses, travel accommodations, etc., it may take longer.

Q. What is included in the hiring process?

A. Depending on the position, applicants may need to go through a phone interview, written test, in-person interview, medical evaluation and background check.

Q. How long does the medical evaluation take?

A. Depending on the medical background of an individual, medical review results may take anywhere from 6-8 weeks to be received before employment can start. The medical review itself entails two appointments with the scheduled physician.

Q. When do benefits start?

A. Depending on when your paperwork is submitted, benefits will begin for eligible employees immediately. Leave will accrue once you have been employed one full pay period.

Q. What do I need to do to apply for a position?

A. Instructions are included in each vacancy announcement, but for faster processing, please include a completed and signed AO 78 Employment Application, a list of references, your resume and your contact information.

Q. Do you set up interviews while positions are still open?

A. Typically applications and resumes are reviewed once a position closes and those selected are called to set up a phone screen with HR. Close dates are always listed on the position vacancy announcement.

Q. How will I know if I'm selected for an interview?

A. The HR Department will contact you via phone to arrange a phone screen. Review of applicants can take 1-2 weeks once postings close.

Q. How will I know if I'm not selected for a position I applied for?

A. The HR Department will notify all applicants not selected for a position by USPS mail.