

The National Institutes of Health (NIH)

HIRING PROCESS

Quick Reference Guide for Applicants

The NIH offers unparalleled opportunities to take a leap and discover what's next for your career. One thing we've learned while helping to heal the world is that compassionate and caring people are our lifeline at the NIH. We're looking for driven and inspired people to join our team. We're looking for YOU!

The NIH's hiring process includes an online application and one or more interviews.

This guide helps outline the basic steps of the process.

STEP
01



VIEW AVAILABLE POSITIONS AT [HR.NIH.GOV/JOBS](https://hr.nih.gov/jobs).

See "Current Openings" or search for your desired position, and once you've found a job you are interested in, follow the link to the USAJOBS announcement. Register (or login) and submit your online application through the Office of Personnel Management's USAJOBS application system.

STEP
02



CAREFULLY FOLLOW THE INSTRUCTIONS.

Each job announcement contains guidance on how to apply. Pay close attention to Conditions of Employment, Qualifications and Required Documentation. Additionally, be sure to complete the required assessment questionnaire—more information can be found in each job posting's How to Apply section.

STEP
03



SUBMIT ALL MATERIALS ON TIME.

Your application must be submitted by midnight Eastern Time on the closing date of the announcement. Reference the How to Apply section for instructions and the deadline specific to your application.

STEP
04

CHECK YOUR APPLICATION STATUS.



The Office of Human Resources will evaluate your application against the qualifications and job duties of the position. Status updates will be posted to USAJOBS.

STEP
05

INTERVIEW WITH THE NIH.



If you are among the best-qualified applicants, the hiring manager may contact you to set up an interview. Any required background investigations or reference checks will be performed.

STEP
06

LOOK FOR NOTIFICATIONS.



After the interviews have been conducted, the selected applicant will receive an offer. Status updates will be posted to USAJOBS.

STEP
07

WHAT TO EXPECT NEXT.



The duration of the hiring process can vary depending on the type of position, number of applicants, and other factors. You should prepare for the hiring process to take anywhere from several weeks to several months to be completed. If you have applied and have specific questions about your application, go back to the announcement on USAJOBS and use one of the ways listed for Agency Contact Information to reach out. Be sure to reference the Job Announcement Number and the Control Number.

If you're ready, take the leap and discover what's next for your career at the NIH. For more information, visit hr.nih.gov/jobs.