

HONORS PROGRAM VIRTUAL INTERVIEW SCHEDULING SURVEY

1. Review the information at <https://www.justice.gov/legal-careers/honors-program-interviews> thoroughly.
2. Submit completed survey by email to DOJHonorsProgram@usdoj.gov with subject line: Last Name, First Name – **Interview Scheduling Form**
3. **DO NOT** submit multiple surveys. Contact Liliana Daniel at Liliana.Daniel@usdoj.gov for assistance.
4. If you have a disability or special need that affects your interview, email Deana.Willis@usdoj.gov to request a reasonable accommodation.
5. Interview schedules will be sent to the e-mail address listed on your application. Add mail@avuedigitalservices.com to your contacts to prevent this information from being sent to a junk or spam mail box.

NAME (as listed on application): _____

EMAIL (as listed on application): _____

SCHEDULING INFORMATION:

Your location between Oct 21 – Nov 8, 2024: City and State/Country: _____

Your Time Zone between Oct 21 – Nov 8, 2024: _____

- *If outside the continental United States, provide the information below to assist us in scheduling:*

8:00 a.m. Eastern Standard Time (Washington, D.C.) on 10/21/2024 would be _____ (specify a.m. or p.m.) on _____ (date) where I am located.

INTERVIEW DATES:

List **all** dates between October 21 and November 8, 2024 that you are **unavailable** for interviews. Once interviews are scheduled, we will not reschedule except in case of emergency or DOJ error. Candidates interviewing with multiple offices may be scheduled for more than one date.

I am **unavailable** to interview on: _____

Preferred Interview Days: Rank in order of preference up to five dates, “1, 2, 3, 4, 5”. There are 15 possible interview days as listed below. *We will try to accommodate your request, subject to availability.*

Review <https://www.justice.gov/legal-careers/honors-program-interviews> for component availability restrictions before listing your top five preferred dates.

Day 1 – Oct 21: _____	Day 6 – Oct 28: _____	Day 11 – Nov 4: _____
Day 2 – Oct 22: _____	Day 7 – Oct 29: _____	Day 12 – Nov 5: _____
Day 3 – Oct 23: _____	Day 8 – Oct 30: _____	Day 13 – Nov 6: _____
Day 4 – Oct 24: _____	Day 9 – Oct 31: _____	Day 14 – Nov 7: _____
Day 5 – Oct 25: _____	Day 10 – Nov. 1: _____	Day 15 – Nov 8: _____

Preferred Interview Time: ____ Morning ____ Afternoon ____ No Preference

If there are matters we should consider when scheduling, provide specific details below.

List each hiring component or office that selected you for an interview (including section/branch/city, as appropriate). If selected by multiple sections/branches within a single component, list each separately (e.g., Civil Division – Fed Programs; EOIR-OCIJ; Tax-Criminal). A complete list of participating components is at <https://www.justice.gov/legal-careers/honors-program-participating-components>.

1. _____ 2. _____ 3. _____
 4. _____ 5. _____ 6. _____
 7. _____ 8. _____ 9. _____
- List any additional offices here.

[] Statement of Agreement

During the 2024 Attorney General’s Honors Program, the U.S. Department of Justice (DOJ) will conduct interviews via virtual platforms, including but not limited to Microsoft Teams, Skype for Business, and Webex. By accepting a virtual interview with DOJ, I expressly agree not to record, maintain, use, share, or distribute any part of the interview(s), including materials provided to me during the course of the interview(s). I acknowledge that violation of this agreement may result in a revocation of any additional interviews or conditional offers of employment at DOJ.

Signature: _____ Date: _____

PRIVACY ACT STATEMENT. The following information is provided pursuant to the Privacy Act of 1974, 5 U.S.C. § 552a(e)(3): This form requests personal information that is relevant and necessary to schedule interview(s) with the U.S. Department of Justice (DOJ) components and individuals participating in the Attorney General’s Honors Program.

The Office of Attorney Recruitment and Management (OARM) collects this information in order to prepare interview invitations, provide candidates with information required to establish links to virtual interviews, to schedule both in-person and virtual interviews, to prepare any travel authorization forms, and to schedule required commercial travel. For virtual interviews, this information is required to enable access to telephone, video, or web conferencing applications used by DOJ, as well as to enhance the virtual interview experience by utilizing features and functionality that facilitate information sharing and cross-functional participation. Facilitation of information sharing, and cross-functional participation may include, but is not limited to, utilization of the chat feature, along with sharing personal information via your device’s camera and speakers, to enable virtual face-to-face conversations. For in-person interviews, when appropriate, this information is used to schedule interview(s) and travel to Washington, D.C., or other locations. OARM has the authority to request and collect this information pursuant to 5 U.S.C. § 301 and 28 C.F.R. Part 0.15(b)(2).

Any information that you provide may be disclosed pursuant to a “routine use” under the Privacy Act of 1974, 5 U.S.C. § 552a, as published in the OPM/GOVT-1 System of Records Notice, titled General Personnel Records, 71 Fed. Reg. 35342, as modified by 77 Fed. Reg. 73694. To review applicable routine uses under OPM/GOVT-1 please visit: <https://www.opm.gov/information-management/privacy-policy/sorn/opm-sorn-govt-1-general-personnel-records.pdf>.

Your disclosure of information to OARM on this form is voluntary because accepting an interview with the DOJ is a voluntary action. You are not required to provide any personal information; but if not provided, then you will not be able to participate in virtual or in-person interviews. Failure to provide information necessary to schedule both virtual and in-person interviews may result in forfeiting your interview altogether or any government-funded travel and reimbursement of travel costs associated or incurred during the interview process.