

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 October 9 – 23, 2025: City and State/Country:

Your Time Zone between October 9 – 23, 2025:

- *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 10/9/2025 would be (specify a.m. or p.m.)
on (date) where I am located.

INTERVIEW DATES:

List **all** dates between October 9 – 23, 2025 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 9:	Day 6 – Oct 17:
Day 2 – Oct 10:	Day 7 – Oct 20:
Day 3 – Oct 14:	Day 8 – Oct 21:
Day 4 – Oct 15:	Day 9 – Oct 22:
Day 5 – Oct 16:	Day 10 – Oct 23:

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). A complete list of participating components is at <https://www.justice.gov/legal-careers/honors-program-participating-components>.

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|----|----|----|
| 1. | 2. | 3. |
| 4. | 5. | 6. |
| 7. | 8. | 9. |

List any additional offices here.

[] Statement of Agreement

During the 2025 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.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 interviews. Failure to provide information necessary to schedule interviews may result in forfeiting your interview altogether.