Attorney Hiring Process
USAO–District of Vermont

       The hiring process for Assistant United States Attorneys in the United States Attorney's Office in the District of Vermont generally consists of the following steps:

       1.   Vacancy announcement is posted on the office intranet site and other pertinent websites identified as appropriate, e.g., OARM, and various local sites.

       2.   Chief of the Division where the vacancy is located collects, reviews and sorts the applicants' resumes based upon qualifications. The U.S. Attorney then reviews the applications as sorted and makes whatever changes he or she deems appropriate to create a pool of candidates that will be interviewed.

       3.   Chief of the Division assembles an interview/hiring committee, which generally consists of two or more line AUSAs, the two division chiefs, and the US Attorney. Typically, line AUSAs double up for interviews. The chiefs and US Attorney interview separately. If the pool of candidates for interviews is small, the US Attorney may participate in the first round of interviews. If the pool is large, the line AUSAs and Chiefs will recommend a top three group for the US Attorney to interview.

       4.   Interviews are scheduled so that all interviews occur on the same day, if possible. For candidates who live outside the commuting area, video conferencing is available.

       5.   The interview committee meets after all interviews in the first round are completed. After all comments are heard, if there is consensus, no further interviews are conducted. If further interviewing of particular candidates is desired, typically, the Chief of the Division and the US Attorney conduct these interviews.

       6.   Reference checks are conducted by members of the hiring/interview committee. Reports on these checks are given to the committee and a final recommendation is made.

       6.   The US Attorney makes his/her hiring decision. All candidates who were interviewed will receive a call from either the US Attorney or the Chief advising that a decision has been made.

       7.   Upon acceptance, background checks are begun.