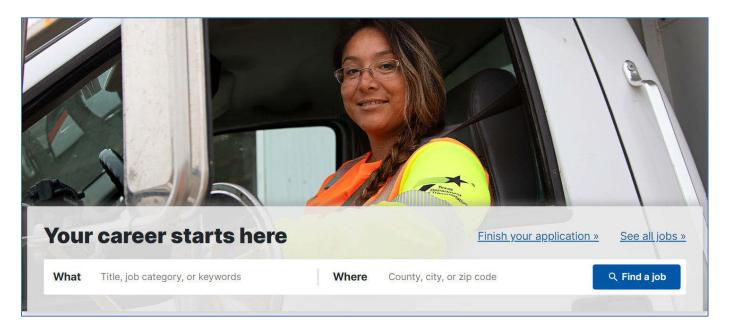


We're excited in your interest in a position with TxDOT. This brief guide will assist you in applying for one of our exciting positions.

Navigate to our exciting new Careers page at: https://www.txdot.gov/about/careers.html

Searching for Jobs

You have several options to search for the perfect job for you. From the fist page, you have the option to search by keywords/job titles and location. That search will take you to a more detailed search page where you can preview our open jobs.



On the left-hand side of the details page, you have a multitude of additional search options: Location, Work Location, Job Field, Job Type, Job Schedule, and Job Level. Clicking the box next to any of these options will filter the list to just the jobs that fit into that category.

▼ Job Type

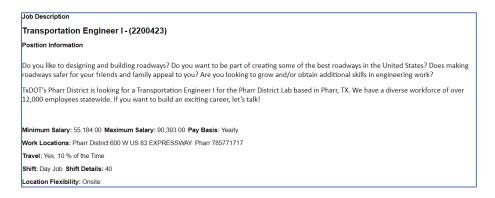
▼ Location City ☐ Austin (34)	▼ Job Field Category ☐ Maint/Skilled Craft/Ferry	Standard (148) Temporary Work (3)
Houston (8) Pharr (7) Fort Worth (7) Work Location	Ops (108) Engineering/Engr Support (27) Information Technology (3) Human Resources (3) School (3) Show more See all job fields	▼ Job Schedule ☐ Full-time (144) ☐ Part-time (2)
Stassney Hq - Main (26) Show more See all locations		▼ Job Level ☐ Non-Management (116) ☐ Entry Level (33) ☐ Manager (2)



Once you see a position you are interested in, click on the Requisition (Job) title to view the full description. Additionally, you can click on the "Apply" button to go directly to the application page.



The full job description contains all the relevant information about the position including, but not limited to salary ranges, minimum education/experience requirements, the amount of travel expected, benefits and perks, duty descriptions and location flexibility (telework) options.



From here, you can apply online Apply Online or add the job to your job cart Add to My Job Cart

You will need to accept or decline TxDOT's Privacy Agreement.

Read the notice carefully and click accept or decline | I Accept | I Decline | to continue.

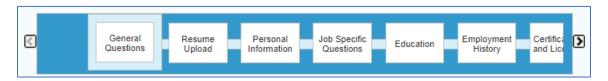
Login with your account details, create a new account with a username and password, or use the account retrieval options to recover your existing User Name or password.



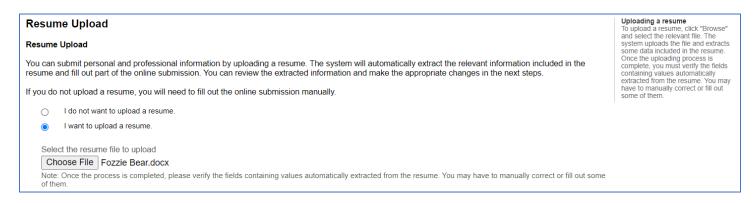


Complete the Application

The application is split into several sections and the system will take you through each one.



You have the option to upload a resume. The system will take the information in your resume and use it to populate the rest of the application. The system can ready any standard resume document type: PDF, Word, Notepad, etc.



You should still review each section of the application carefully in case the system reads your resume incorrectly and you need to make corrections.

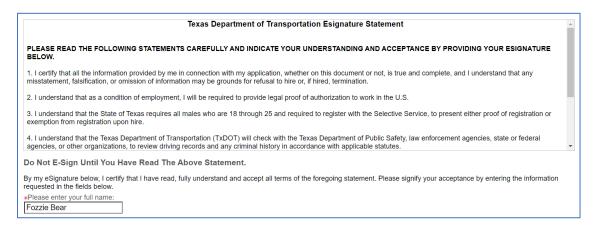
∗First Name	Middle Name	*Last Name
Fozzie Bear		
	P	
At any time, you can go to the bott	om of the page and Save and Continue	Save and Continue to the next section or
Save as Draft Save as Draft and	d come back to your application later.	

Required information is marked with an asterisk *1. If you attempt to continue to another page without completing a required filed, the system will prompt you to complete it The field "Type of School" is mandatory.



Application Submission

Once you have completed your application, you are taken to the signature page. You will use an eSignature to submit the application. Please read the eSignature Statement carefully and then enter your full name to Sign.



On the final page, you will have a final chance to review your application. If you need to make any changes, click on the Edit link Education | Edit on the header that contains the information you need to update.

When you are ready, go to the bottom of the review page and click Submit, Save as Draft or Quit to exit.

Congratulations, you have submitted your application to TxDOT!



My Job Page

At any time, you can log into our system and use the My Jobpage tab your applications and check on your status.

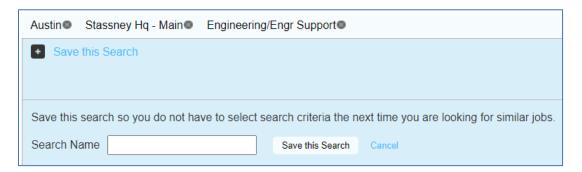




You can also view Jobs that you have saved to your Job Cart.



You can save job searches to run later. Click the Save this search and name your search.



Once saved, searches can be found in the My Saved Searches tab.

