



**SENATE  
PLACEMENT  
OFFICE**

**HART SENATE OFFICE BUILDING  
ROOM SH-116  
WASHINGTON, D.C. 20510**

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**[www.senate.gov/employment](http://www.senate.gov/employment)**

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The Placement Office assists Senators and Senate Committees with filling entry-level through professional staff vacancies by providing resumes of qualified candidates. The Office is nonpartisan and administered by the United States Senate Office of the Sergeant at Arms.

The Placement Office maintains a resume bank of individuals seeking Senate employment, and provides referral of resumes of candidates if/when Senate offices request them. To become registered applicants must:

- Visit [www.senate.gov/employment](http://www.senate.gov/employment)
- Click [Resume Bank registration](#)
- Participate in an informational interview.

Informational interviews are offered in two formats: Walk-in or Virtual. Walk-in informational interviews are conducted between the hours of **10:00 am and 12:00 noon & 1:00 pm and 3:00 pm** Monday - Friday in SH-116 of the Hart Senate Office Building. The Placement Office is open from 8:30 am – 5:30 pm Monday - Friday.

Virtual interviews are by appointment with instructions to schedule them provided upon completing the [Resume Bank registration](#).

Applicants should be available for employment within two weeks at the time of their informational interview.

The Placement Office publishes the [Senate Employment Bulletin](#) as a resource for Senate offices wishing to advertise staff vacancies, and the [Senate Internship Opportunities Bulletin](#). The listings are posted online at [www.senate.gov/employment](http://www.senate.gov/employment) and revised in real time.

Each Senate office is an independent employer and responsible for candidate screening, interviewing and selection, as well as job requirements, compensation, and conditions of employment. The Placement Office does not possess hiring authority, nor does it control salaries or job requirements. Staff positions in the Senate are classified as legislative, administrative, or press, however, specific titles and duties vary.

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**Offices within the United States Senate are equal opportunity employers**