

Applicant Information

Screening and Selection

- You must complete the online Texas Department of Transportation application to include work experience, education, and all information necessary. Only the information provided in your online application and additional information on your resume, if provided, will be reviewed to determine if you meet minimum requirements for the position.
- Initial screening is based on the Education and Experience minimum requirements defined in the job posting. Interviewee selection is based on applicant information explaining in their summary of experience how they meet competencies and other requirements listed in the job posting.
- Some positions may require a job simulation for applicants selected for an interview to assess job related knowledge, skills, and/or abilities.

Nepotism Restrictions

- The Department does not permit an employee from having related family members subordinate to them in their chain of command if the relationship is within the third degree of consanguinity or within the second degree by affinity as outlined by *Texas Government Code, Chapter 573*. This restriction also includes, but is not limited to, being involved in the hiring, supervising, leading, or approving of any benefits for such family members.
- Department employees or family members will not have, either directly or indirectly, any financial or other personal interest in a department (or a TxDOT) contract or subcontract of any kind. A contract may not be awarded to an entity that is owned in whole or in part by any TxDOT employee or immediate family member.

Employment with Multiple State Governmental Entities

- Employees must inform their current employing state agency or institution of higher education before accepting additional employment with another state agency or institution of higher education.
- Notice for persons employed by more than one state agency or institution of higher education:
 - Separate vacation and sick leave records must be maintained by each employment.
 - Leave balance transfers are prohibited.
 - An employee accrues state service credit for all purposes as if the employee had only one employment.
 - The total state contribution toward the employee's group insurance is limited to an amount of one full-time active employee.

Compensation for Internal Applicants

- An internal applicant who is selected for a position in their current salary group with a new state title may receive an increase up to 3.4%.