

Please consider the following when preparing for an onsite interview.

1. Please complete our employment application. Please print the application and sign. HR/Recruiting will request the printed document during your onsite interview. You do not need to mail prior to your interview.
2. Please review the Intellectual Property Agreement (IPA) and the Conflict of Interest (COI) Agreement. If an offer of employment is extended to you and accepted, you will be required to satisfactorily complete both of these forms before beginning employment at ORNL. During the interview process, we look forward to discussing any of your questions or issues of concern.
3. On the day of your visit, you will be issued a temporary badge. In order to receive this badge, you will be required to provide photo identification. If you are not a U.S. citizen, you will be required to provide your VISA and your current passport.
4. Please be aware of our security requirements. All interviewees will be met at the Visitor Center by your onsite host. Please do not exit the Visitor Center unescorted.
5. If you are traveling to ORNL, your air, hotel and car expenses are normally billed directly to UT-Battelle. We recommend all other expenses be pre-approved before incurring the expense.

In general, we will reimburse for meals and parking within our GSA Guidelines. We do not reimburse for movies, telephone calls, or dry cleaning.

To request reimbursement, please submit ORNL-296 and your receipts to the individual who scheduled your interview.