**Tetra Tech International Development Careers Site**

**Welcome to MyCareers**

**Log-In:**

A MyCareers account is required to apply for job postings on our website or to join our Talent Network.

With a MyCareers account you can check on postings for which you have applied, manage your contact information and documents such as CV, EBD, reference list and more. You also have the added benefit of managing your professional qualifications with the ability to add new skills as you acquire them.

If you have not established your MyCareers account, you may sign up for one by clicking this link:

<https://careers.tetratechintdev.com/IDSCareers/App/Public/CreateNewAccount.aspx>

**MyCareers Account and Preparing an Application:**

Our system will automatically fill in your contact information for each job positing. If you need to change your contact information for any reason, go to Edit Profile in the left navigation menu. Remember to save your changes.

Once you have identified a job opening of interest, click on the job position title. To submit your application, click on the “apply” button at the bottom of the job posting.

**Submitting an Application:**

You will be asked a series of questions related to the requirements outlined in the job posting.

To attach your CV and other documents as part of your application, click on “Add Attachments” at the bottom of the page. Please note we prefer CVs be submitted as a Word document. PDFs are also accepted if they are text searchable. Documents must be less than 2MB.

When uploading a document, choose the type of document. You can upload up to 6 documents.

If you have previously applied for a position, the documents you submitted will be available to you when you apply for any new position. If you are applying for multiple positions you need only upload your documents once and then select which documents to use in the following applications.

Once you have selected the documents you would like associated with your application, click the “upload” button.

U.S.-Based positions will require you to answer U.S. Employment Opportunity Questions as per Federal law and regulations.

Please review your application and information. If everything is in order, check the check box that certifies the information you are submitting is accurate.

Once you check the box, the Submit Application button will highlight. You may then click the button.

An automated email message will be sent to you verifying you have applied for this position.

Each application you have submitted will be listed in the Check Application Status section of your account along with a status of “Actively Recruiting”, “Position Closed” and “Not Selected”.

**Retracting an Application:**

You may retract your application by visiting the Check Application Status section of your account. Check the box next to the application you wish to retract. Once you retract an application for a specific job posting you will not be able to resubmit.

**Application Review:**

Your application is evaluated based on your responses to the Job Specific Questions and your curriculum vitae. We evaluate your experience, education and professional skills.

Applicants that do not meet the minimum requirements will not be considered. If you were not successful for a particular position you should not be discouraged and should apply for other positions you see listed on our website for which you feel you are qualified.

**Talent Network:**

You may submit your CV without applying to a specific position. We maintain a talent network from which we actively recruit to fill positions on our projects.