Work with Us: Frequently Asked Questions

Tetra Tech has a few different job application systems. How do I know which one to use to find the jobs relevant to me? Can I use the same login credentials across the different systems?

Tetra Tech has four primary job application systems, each for different markets and regions, depending on where our teams are located and what clients they serve. Separate logins are needed for each system.

Application System	Sectors	Clients	Home Office Location(s)
Tetra Tech International Development Careers	All sectors	USAID, U.S. State Department, Millennium Challenge Corporation, multilateral development banks	United States
Tetra Tech International Development – Europe Careers	Economic Growth, Environment, Governance, Monitoring and Evaluation	U.K. Foreign Commonwealth and Development Office, European Commission, and European Investment Bank	United Kingdom and Europe
MSI, A Tetra Tech Company	Governance, Monitoring and Evaluation, Stabilization	USAID, U.S. State Department, U.S. Department of Defense, multilateral development banks	United States
Coffey, A Tetra Tech Company	Education, Health, Monitoring and Evaluation	Australian Department of Foreign Affairs and Trade, New Zealand Ministry of Foreign Affairs and Trade, multilateral development banks	Australia and New Zealand

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What qualifications does Tetra Tech look for in consultants?

Tetra Tech's clients include the U.S. Agency for International Development (USAID), the U.S. Department of State, the U.K. Foreign Commonwealth and Development Office (FCDO), the Australian Department of Foreign Affairs and Trade, multilateral development banks, the United Nations, and other governmental bodies and federal agencies around the globe. The main qualifications for consultancies with Tetra Tech are a combination of experience and education required by the scopes of work for projects within our five sectors. In general, this professional profile includes:

- At least 3-5 years of post-graduate field experience, particularly in a developing country context
- An advanced degree related to our five sectors and associated practice areas
- Relevant geographic experience and language skills
- Experience with our donor clients, or with other professional services firms

How do I get considered for inclusion in your Talent Network? Do I need to register for an account?

Please apply online to our Talent Network posting by sending your current curriculum vitae (CV). Please include a cover letter that describes your interest in consulting with Tetra Tech, your areas of specialization, and your availability for long- or short-term assignments. If you are responding to a specific job posting, please follow the application instructions contained in the job posting. Do not apply for specific positions through the Talent Network posting. You will need to create an account if you wish to be considered for our talent network and to apply for any positions we are actively recruiting.

What format should I use for my curriculum vitae (CV)?

Please submit your CV in reverse chronological format. A template for this format can be found **here**.

When will Tetra Tech contact me after I've submitted my CV?

Tetra Tech will contact you if your CV was added to our talent network. If added, you will receive an email with a link to complete a Professional Qualifications skill section in your online profile. If an opportunity becomes available that matches our personnel needs for a current project or proposal you will be contacted.

How do I retract my application?

You can retract your application by visiting the Check Application Status section in your account. Once you retract an application for a specific posting you will not be able to resubmit.

I am registered with Tetra Tech as a consultant already and want to be considered for a specific job opening on your website. Do I still need to apply, or can I simply express interest?

To be considered for a specific position you must apply to it, as you may wish to tailor your CV to emphasize your qualifications for the specific opportunity. If applicable, you should mention in your cover letter that you are already a member of our talent network.

What does Tetra Tech do with my information?

All personal information sent to Tetra Tech, is kept confidential, and is not shared outside the firm. Also, we will not use your CV and/or related materials in proposals or for any other purpose without your permission.

What is the Professional Qualification section? Is it necessary for me to complete it?

The Professional Qualification section is the main form that we use to enter your skills, training, experience, and education into our talent network. To ensure that we have the most complete and up-to-date records about you, your skills, and your background, completing the professional qualifications is essential. When we notify you that you have been accepted into our talent network, a link will be sent to you.

How often should I update my records with Tetra Tech?

We advise that you send us updated CVs and Biodata forms every 6 months, especially if you frequently work short-term consultancies. Please submit these to the Talent Network posting. If we need other updated information in order to consider you for a project or proposal, an IDS staff member will contact you directly. Also, please update your profile as soon as possible with any changes to your contact information (phone number, mailing address, email address), or if you wish to update your experience, training, education, certifications, and/or availability for assignments.

Who should I contact with questions about Tetra Tech's Talent Network?

Please direct any questions regarding Tetra Tech's Talent Network to **IDS.CareerHelp@tetratech.com**. We will make every effort to respond to your inquiry as promptly as possible. No phone calls please.

How do I get considered for a summer or graduate intern position?

Internships are listed with other career opportunities, and the application process is the same. Please note unique application requirements in each internship posting.