

2021 TDOT Internship Application Overview

The Tennessee Department of Transportation is announcing summer 2021 internships across the state beginning January 20, 2021. Below are step by step instructions for the 2021 Internship Application Process.

TDOT Internship Program Contacts:

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Visit TDOT Internship Program Page

This page has detailed job descriptions for each internship opportunity and direct links to internship applications.

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Review Internship Descriptions

Review job descriptions for each internship before submitting an application. Most internships require specific majors/concentrations.

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Minimum Qualifications

- Junior, Senior, or graduate student class status required [as of May 2021](#) OR Recent Graduate as of May 2020.
- *Rising Juniors welcome to apply
- Authorization to work in the United States

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Internship Application

Apply early! Internships will be filled on first come first serve basis. Click on the corresponding link to apply for the internships you are interested in. [A separate application must be submitted to be considered for multiple opportunities.](#) Last day to apply is March 19, 2021.

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Required documentation

Please attach the following documentation to your application:

- **Transcript** (needs to show student's name, concentration, and completed coursework).
- **Resume** (two pages maximum)
- **Cover letter** (Brief; 1-2 paragraphs)

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PeopleSoft Recruiting

The State of Tennessee uses PeopleSoft Recruiting to announce internship opportunities. Applicants will be required to create an account before applying. Please see the below FAQs page for applicants.

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Interviews

TDOT hiring managers will review applications and select candidates to contact for interviews.

All interviews will be held over the phone, or conducted virtually using teleconferencing software such as Cisco WebEx, or Microsoft Teams.

Official Internship Offers

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Candidates receiving job offers will be notified via phone/email after interviews are concluded. Ensure all contact information listed on your application is accurate. All applicants not selected for internships will be notified.

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Reference Letters

Two reference letters are required for selected candidates. These reference letters must be provided before starting work as a TDOT intern.

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Internship Program Starts May 17

TDOT's Summer Internship Program will take place May 17- August 6, 2021

Selected candidates will be contacted in early May to cover on-boarding details and work assignments.

PeopleSoft Recruiting FAQs

After clicking on the direct link to the internship you are applying, applicants will be required to create an account with the State of Tennessee's applicant tracking system, PeopleSoft. Please review the following FAQs for PeopleSoft applicants.

I am in the process of completing my application online and have a problem. Who should I contact for assistance?

You may contact the Department of Human Resources HR Service Center by webchat, email, or phone at www.HRSupport.TN.gov, HR.ServiceCenter@tn.gov, or (615) 987-0100. Office hours are 8:00 a.m. and 4:30 p.m. CST. If you contact the HR Service Center after business hours, you will receive a response on the next business day.

What happens when an application is submitted for a job that is closed (i.e., applications are not currently being accepted)?

It is not possible to apply for a career opportunity after the posting has closed.

How do I change the email address (or other contact information) associated with my online application account?

Log in to your online account (see instructions above) and scroll to the bottom of the page. Click on "My Account". Once the page loads, click "Edit". Change your email address and/or other contact information and click "Save".

Is an email address required to receive position notifications? How will I receive a notification if I do not have an email address?

Yes, notices are sent by email only, and all applicants must have an email address. Several websites offer free e-mail account services, including google.com, hotmail.com, and yahoo.com.

PeopleSoft Recruiting FAQs

I received a notification indicating that I did not qualify for a job for which I applied? Can I appeal this decision?

You may contact the HR Service Center at 615-741-4841 and request to speak with the HR Specialist who evaluated your application. This will allow you an opportunity to discuss the qualification requirements and what qualifications the evaluator determined were missing. If you wish to further appeal the evaluation after your conversation with the evaluator, you should submit a written request to the Commissioner of the Department of Human Resources within 15 days. Please Note: If you failed to submit a full and complete application, and the evaluator did not have the information necessary to confirm that you met the job qualification requirements, you will not have the option to reapply or submit the missing information if the closing deadline has passed. Please ensure that you read all instructions on the job posting web pages and provide a complete application.

What happens after I submit my application?

For each job you apply, your application will be evaluated to determine whether you meet the minimum qualifications, including education and experience, required for the job. The department hiring for the position conducts interviews. Job offers do not include reimbursement of any relocation costs.

I'm trying to attach a resume, transcript, or cover letter and I'm getting an error message stating the "file size is too large."

State security limits individual file attachments to no more than 2 MB. If any of your required documents exceed 2 MB please split the document into two, or more separate attachments. Applicants can upload multiple files if needed for each required document.

Example: if a 4 page document exceeds the 2 MB file size limit, please separate the first two pages and last two pages into separate word documents, PDF's, etc. and attach both files.