

# Georgia Ports Authority

## The Application Process

### Step 1: Apply Quickly

- New positions are posted as they are needed. Postings are removed once we have received enough qualified applicants. Tip: Apply right away.
- All applications must be submitted online.
- You are NOT required to have a TWIC card to be considered for a position. TWIC card can be purchased once a job offer is made.
- Your application must be complete in order for you to be considered for the position.
- A confirmation email will be sent once your application is submitted and received.

### Step 2: Application Review and Interview

- All applications are reviewed by a Human Resources representative for the necessary skills and qualifications to fill the position.
- We receive a large quantity of applications, so the application review process may take some time. Please be patient with us as we review all applications.
- If you are selected for an interview, you will be contacted to schedule an appointment with Human Resources to discuss the position. Tip: Do NOT contact us to schedule an interview. If you are being considered for the position, we will initiate contact.

### Step 3: Decision and Notification

- The hiring manager evaluates all candidates interviewed for the position and then decides who is most qualified for the job.
- The candidate selected for the position will be notified by Human Resources and given instructions for how to proceed through the hiring process.
- All candidates will be notified once the final decision has been made. If you are not selected for the position, you will receive notification via an email or letter mailed to your address on file.