

Frequently Asked Questions

Please review these common questions before contacting PSMFC. If your question is not addressed by the following, please email recruit@psmfc.org or call 503-595-3457. Thank you for your interest in PSMFC.

PSMFC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. PSMFC will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

Q. Is an application required to apply for a position?

A. YES, all candidates must submit an application to be considered for any position with PSMFC. We do not accept resumes or other materials without an accompanying online application for a specific open position.

Q. How do I apply?

A. All candidates must apply online. The applications are then processed electronically by the hiring supervisor.

Q. When and how should I expect to be contacted once I have submitted an application?

A. Most communication will be by email. Make sure you have entered a valid email address. You will receive a confirmation email immediately after completing your application. If you do not receive an email, please verify that you entered your email address correctly and that your application is actually complete. You should also add recruit@psmfc.org to your list of allowed senders.

The hiring supervisor for a particular position may review applications and contact candidates before or after the closing date. You should receive an email notification if you are not selected for a position. You may also be contacted by phone.

Q. Can I submit a paper application instead of applying online?

A. If you are unable to complete the online application, contact PSMFC for other options.

Q. When must my application be received?

A. Your completed online application must be submitted by the end of the closing date listed on the PSMFC jobs page for consideration.

Q. Are multiple applications required to apply for more than one position?

A. The online system will allow you to submit your application for more than one position. Once you have successfully completed the application for one position, you will have the opportunity to search and apply for other positions. When you visit the jobs page again later, click on any job you are interested in and simply enter your login information to apply.

Q. Can I update my application online once it's submitted?

A. Yes. The online system is dynamic; when you update the information on your application online, it will automatically update on each job you have applied for. If, however, it has been some time since you submitted your application for a particular position, you may want to contact PSMFC by email or phone to notify us of any changes. If your contact information has changed, please call or email us in case we need to reach you.

Q. Does PSMFC accept applications from out-of-state applicants?

A. Yes, we consider all candidates for each position. When applying for a position, it is assumed that you are willing to relocate if necessary.

Q. Do I need to be a US citizen to apply?

A. We consider all candidates legally authorized to work in the United States and able to provide proof of eligibility.

Q. If I am a current or former PSMFC employee applying for another position, do I need to submit an application?

A. Yes. All candidates, regardless of status, must complete an online application. Once you have completed the online application you can apply for multiple positions.

Q. If I have previously applied for a position with PSMFC, do I need to submit my application for new openings?

A. Yes. You must submit an application each time you are interested in a position with PSMFC. Once you have completed the online application you can apply to multiple jobs.

Q. Will I be notified if I'm not selected for a position?

A. You should receive an email, letter or phone call regarding your status after the position has closed. Sometimes the selection process is lengthy even after the posted closing date. Please feel free to contact PSMFC by phone or email with any questions or to check the status of your application.

Q. Can I submit a cover letter and resume specific to each position I am applying for?

A. Yes. However, the online recruiting system (Ceridian) only saves the most recently saved version of the cover letter and resume. Please contact PSMFC HR if you wish to provide cover letters and/or resumes specific to each position you are applying for.

3457. Thank you for your interest in Pacific States Marine Fisheries Commission.