

Frequently Asked Questions

I have questions about reasonable accommodation where can I get more specific information? If you are applying for a job in the U.S. and need a reasonable accommodation for any part of the employment process, please e-mail our HR Service Center at collinsHRHR@rockwellcollins.com or call 1.866.295.4747, option 6, and let us know the nature of your request and contact information. Please note that only those inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and phone number.

How do I submit my resume? We prefer that you submit your resume through our website at www.rockwellcollins.com/careers. You can apply directly for a position or create a profile that will be retained in our database for 12 months. You will be considered for a position if you express interest in the position online and meet the minimum qualifications stated in the job description.

Should my resume be in a certain format? There are no restrictions on your resume format. Feel free to copy and paste the text into our system and it will be automatically left aligned. For best results, do not use columns or graphics.

How do I update my resume? You can update your resume by logging in to your candidate profile. Using the username and password you created the first time you entered the system, you can update your information and resume any time.

How can I submit my resume if I'm not applying for a specific position? You can submit an electronic resume through the candidate profiler. Rockwell Collins recruiters can then access your resume by performing keyword searches. Please be sure to include specific information about your qualifications in the text of your resume.

What if I can't login because I forgot my password or am locked out of my account? Click on "forgot my password" and the system will send an email to your registered email address. The email will contain a temporary password to allow you to get back into the system where it will then prompt you to create a new password.

How long does it take to fill a position? Rockwell Collins is committed to offering all candidates a positive experience. Throughout our process, you can expect to receive periodic updates and correspondence. There are many factors to consider when filling a position. As a general rule, most positions are usually filled between 30 and 90 days after they're posted.

When will I hear something; how will I know if the position is filled? We're committed to making your job search at Rockwell Collins a positive experience. We'll start by sending you an email to let you know we received your application. Then our recruiters will review all applications and select those applicants whose skills most closely match the position requirements. If you're selected for an interview, you can expect to meet with the hiring manager and/or an interview team. If you are not selected for an interview, we will let you know.

How do I know my status? Login to the system and check under "my submissions." The system will list what positions you have applied for and current status of that position. It will list submission status and job status.

How can I find out the name of the hiring manager or recruiter? I'd like to send him/her a letter with additional information, and/or to reinforce my credentials/interest. Our recruiters review all applications submitted online and select those applicants whose skills most closely match the position requirements. Candidates can attach other documents along with their resume to reinforce their credentials.

When filling out my profile, I cannot find the specific college or university or major titles. These are required fields, so how do I move on to the next screen? If your college or university is not listed, please select "none" in the drop-down menu. If your degree program is not listed, please select "Unknown."

Rockwell Collins does not recruit directly from my university. Can I still get a job? Yes, our hiring of new graduates and student employees is not limited to the universities we visit. Review the jobs posted on the University Relations area of the website and submit a profile and/or apply for positions you find that fit your skills and interests. We consider all candidates who show interest in a specific position and meet the minimum qualifications.

Does Rockwell Collins hire foreign nationals? We hire qualified applicants who have the legal right to work in the United States. Depending on both the position and legal requirements, we may choose to sponsor work authorization.

If I'm a contract employee who works at Rockwell Collins, how do I apply for a Rockwell Collins full-time position? Contract employees should express interest in full-time positions by visiting the Careers section of the external website.