

Careers FAQs

Answers to your commonly asked Careers questions.

Job Opportunities

What job opportunities does Schwab have available?

Use our online Job Search to find current opportunities.

Does Schwab have part-time jobs?

Yes, we occasionally have part-time jobs available. Go to Advanced Search, select "Part-time" in the "Job Type" box and click "Search." To receive an e-mail notification when a part-time job is posted, just Register and request part-time job notifications.

How often are the job postings updated?

We update job postings every day.

Does Schwab have job opportunities outside the U.S.?

Yes. However, opportunities are very limited, and our international employees are hired as local employees of respective countries with all related constraints. To find these opportunities using Search Jobs, search by location or using keyword "International."

Benefits of Registering

Why should I take the time to register?

By registering and creating your personal job profile, you can choose to receive instant e-mails when jobs you may be interested in are posted. Additionally, when you register, you can post your resume electronically, update your personal job profile, update your contact information and preferences, and keep track of the jobs you've applied for.

Personal Job Profile

How does the personal job profile work?

The Personal Job Profile is designed for candidates to express their general interests and tell us more about themselves. For example, the profile asks about location preferences. As new positions open in your preferred location(s), you will be notified.

What does it mean when I receive an e-mail notifying me that my profile "matches an open opportunity?"

This e-mail indicates that a job has been posted that matches the information you have provided in your personal job profile. You should look at the job description and apply, if you're interested. The notification does not pre-qualify you for the position(s).

Submitting and Updating Resumes

What is the best way to express interest in a job?

Submitting online is the fastest and most efficient way to express interest in a job opportunity at Schwab. Conduct a Job Search to find out more about our current openings.

How do I update my resume or contact information?

To update your resume:

- + Login to your Personal Job Profile.
- + From the Candidate Home Page, select the option for "Manage Your Resumes." Follow the online prompts to upload your resume, enter the text information or use our resume builder.



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To update your contact information:

- + Login to your Personal Job Profile.
- + Select “Update Your Contact Information and Preferences” on the Candidate Home Page.

How do I include a cover letter when submitting for a position?

When you upload or enter the text for an existing resume, you may include a cover letter at the top of your resume. This letter and your resume will accompany all your applications, so keep your cover letter general, rather than position-specific.

How do I resubmit for a position after my resume is updated?

As soon as you have updated your resume in your profile, our recruiters have access to the most current version. You do not need to resubmit your resume.

What if I view the job description but there is no “submit” button?

If there is no submit button, then you have already applied for that position. You can only submit your resume once for any specific position.

How can I find out the status of my application?

You can find out your application status by logging into your profile and choosing option “View my job submissions.” The box on the right hand side will reflect your status:

Active – Your application is still under evaluation.

Inactive – The position is either on hold or was filled by another applicant. If the position was filled by another applicant, you should have received an e-mail notification.

How long do my personal job profile/resume stay active?

Your personal job profile and resume will remain in our database indefinitely. Please feel free to update this information as needed.

After I submit my resume, when will I hear back from Schwab about the position that I expressed interest in?

If you have the qualities and experience we’re looking for, a recruiter will contact you to schedule a preliminary phone interview. If your response to one or more qualifying questions indicates that you do not meet the minimum qualifications for the position, you will be notified by e-mail. Unfortunately, we are unable to contact each individual about their status.

What happens after the preliminary phone interview?

After an initial phone screening, you may be invited for an in-person interview. Because Schwab places great value on relationships and is a team-oriented environment, you may be asked to meet with a variety of people, including the hiring manager, potential colleagues and business partners. These different perspectives all contribute to our evaluation and help you determine if Schwab is the right place for you.

Qualifying Questions

Why do you have qualifying questions for positions?

Once you decide to apply for a position, you may be required to take a few minutes to answer some qualifying questions unique to that position. These questions help the recruiter and hiring manager identify candidates who meet the minimum requirements for the position.



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What does it mean when I receive an e-mail indicating I'm not qualified for a job?

Your response to one or more qualifying questions indicated you did not meet the minimum qualifications for that position. If that's the case, we'll send you an e-mail right away to let you know that you will not be considered for that job. We encourage you to apply for other positions for which you may meet the minimum requirements.

If I provide an incorrect answer to a qualifying question(s), can I correct it?

No. Our system does not permit you to edit your answers to qualifying questions once you have submitted them.

Password Recovery

I have lost/forgotten my password. What should I do?

Go to the Log-In page, find the "Lost Password" section, enter your e-mail address and click "Submit." We will send a password recovery hint to the e-mail address you provided when you registered. If you respond correctly, you will receive a temporary password, which you must enter exactly as it appears.

If you have forgotten the answer to your password hint or continue to experience difficulties with your password recovery, e-mail a request for password reset to recruitment_comments@schwab.com. We will respond to your request within 48 hours.

Unsubscribe to Job Notifications

How do I unsubscribe to Schwab's e-mail job notifications?

To unsubscribe:

- + Login to your Personal Job Profile.
- + From the Candidate Home Page, select the option for "Update Your Contact Information and Notification Preferences."
- + Scroll down to "My Notification Preferences" section. Click to uncheck the box next to "Send me e-mail when a new job posting matches my job profile."
- + Click the "OK" button at the bottom of the page.

Can I delete my personal job profile?

You may delete your personal job profile account if you registered on our site in error and/or you have not yet applied for any positions. Once you apply for an open position, we are required by law to retain your profile in our records. To delete your personal job profile, send an e-mail to recruitment_comments@schwab.com.



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