Steps For Managing Your Applicant Review Board

USAJOBS
Agency Talent Portal

BEFORE YOU GET STARTED

Make sure you:

1. Have a USAJOBS and Open Opportunities profile.
2. Are a member of the U.S. Department of State Internship Program (Unpaid) Community.
3. Have an Agency Talent Portal account.

SUMMARY

▶ After logging in, you will automatically have access to all of the internship opportunities you created.

The goal of the application review board is to quickly and easily move desirable applicants from "left to right" and return non-selected applicants to the review pool for further consideration by other opportunities.

When you first access your applicant review board, all of your applicants will appear in the For Review column. The number of applicants you see will be double the amount of positions you initially selected to fill when you created the internship opportunity.

MANAGING YOUR APPLICANT REVIEW BOARD

1. **Review the details of your applicants** by clicking on each applicant's name.

2. **Make initial decisions on your applicants:**

   - For applicants you wish to interview, move them to the Interviewing column.
   - For applicants you are not interested in considering further, remove them from your review board by clicking on the "trashcan" icon on the individual applicant card. New applicant(s) will appear at the bottom of your For Review column.

3. **Interview applicants.** After completing interviews, do one of the following actions for each applicant.

   - For applicants you wish to select, move them to the Primary Selections column.
   - For applicants you do not wish to select, you can:
     1. Leave them in the Interviewing column if you need to follow-on interviews.
     2. Move them to the Interviewed column if you have made enough Primary selections and you may wish to keep them for Alternate selections.
     3. Remove them from the applicant pool by clicking on the "trashcan" icon on the individual applicant card. New applicant(s) will appear at the bottom of your For Review column.

2. **Return to Step 1 above and complete through Step 3 until you have made enough primary selections. You will have 2 weeks to make primary selections.**