

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.

PRIMARY PHASE

- ▶ The applicant review board utilizes three phases during the selection process: **primary**, **alternate**, and **close-out**. These phases allow for the community member(s) to choose their primary and alternate selections, as well as close out the selection processes. The start of each phase will trigger an email notice to community managers and members notifying them the selection process is progressing as well as a predetermined duration of time to complete each phase.
- ▶ To begin the selection process, the community manager must first start the **primary phase**. Starting primary phase will trigger an email, notifying all community members of start of the phase.

SELECTION PROCESS MANAGEMENT

Summer 2020

Step 1 of 3: Primary phase

During this phase, hiring managers review the applicants for their internship opportunity, send emails to schedule interviews and make their primary selections.

[Start primary phase](#)

Next step: Alternate phase (2 of 3)

During this phase hiring managers will continue to review applicants for their internship opportunity and make their alternate selections. If they haven't filled all of their primary slots, they can also complete their primary selections.

- ▶ The start of the primary phase will trigger the initial population of applicant review boards with applicants. It is at this point that community members may go into the applicant review boards and begin moving candidates through the selection process from the column labeled “For review.” Community members will begin deciding which candidates to interview and working towards determining which applicants are the best fit for the internship.

EMAILS



Action: Community manager clicking on “start primary phase” button
Recipient: Community manager(s)/member(s)
Content: Emails will be sent to community manager(s)/members(s) letting them know the primary phase has begun and the community members will have a 2-week period of time for primary selections of applicants

NEXT STEP: ALTERNATE PHASE