Selection Process Overview for Community Managers



OVERVIEW

When the application period ends, you may review applicants for your internship(s) via the USAJOBS Agency Talent Portal. You will automatically have access to the applications for the internship opportunities you created a few months ago in Open Opportunities.

Please note: If someone created your internship opportunity for you, that individual (likely the Bureau Internship Coordinator) will need to share your applicant review board with you. Please contact your BIC or studentinternships@state.gov for assistance. You will receive an email when your applicant review board is ready for your review. If you would like to share your board with someone else, please see the Managing your Board guide for more information.

The applicant review board provides details specific to a particular opportunity, pre-sorted applicants, and facilitates the selection process. The board is arranged in columns representing applicant dispositions, which provides a visual way to manage the application review and selection process.

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.

Remember:

Applicants applied for 3 preferred internship opportunities. They didn't necessarily apply to yours! Applicants are placed on review boards based on several factors, including: internship preference, language skills, and GPA. This was done to promote fair consideration of all applicants and in an attempt to fill internship opportunities that don't attract a sufficient amount of applicants.

Applicants will appear on only 1 review board at a time. Act quickly to maximize the applicant's chance of obtaining an internship.

PART ONE - PRIMARY PHASE - SELECTING APPLICANTS FOR YOUR OPPORTUNITY

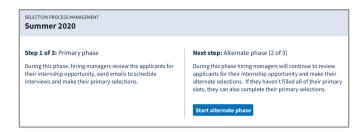


- You will have 2 weeks to review and make the primary selections for your internship opportunity. You will receive an email notification when the primary selection period begins and your applicants are ready for review.
- During this time, you will review applications and make decisions on interviewing/selection and non-selection. You may remove the applicants you do not want to select from your review board for new applicants. When you remove an applicant from your board, they will go back into the larger applicant pool to be considered for another opportunity. In return, you will receive new applicants in the **For Review** column for each removed applicant!
- If you aren't quite ready at the end of the primary phase, don't worry! Applicants in the **For Review** column will be refreshed with new applicants, but the applicants for all other columns will be retained! During this time you may also still make primary selections!

Selection Process Overview for Community Managers



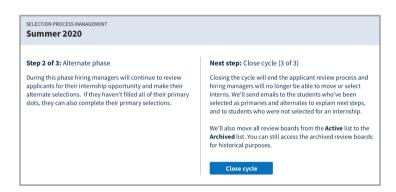
PART TWO - THE ALTERNATE PHASE - SELECTING ALTERNATES

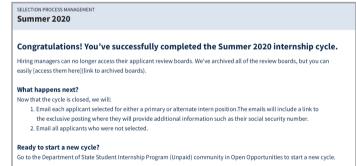


- You will have 2 weeks after the primary phase is completed to make the alternate selections for your internship opportunity. You will receive an email notification when the alternate selection period begins.
- When you first access your review board during the alternate phase, you will see new applicants in the **For Review** column and familiar applicants in the other columns. As with the primary selection phase, please review/remove or select applicants as quickly as you can to maximize the chances of applicants being matched with an internship.

Very important – Emails will AUTOMATICALLY be sent to all primary and alternate selections when the selection process ends.

PART THREE - THE CLOSE OUT PHASE - CLOSING THE CYCLE





When the alternate period ends, you will no longer have access to update your board. However, you will have access to a read-only archived board. When the selection period ends, all primary and alternate selectees will receive an automated message inviting them to "apply" for another streamlined announcement via USAJOBS and Monster to obtain supplemental information required for REETA and the security clearance process.