

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 received an email from the Agency Talent Portal stating your applicant review board is ready for review.

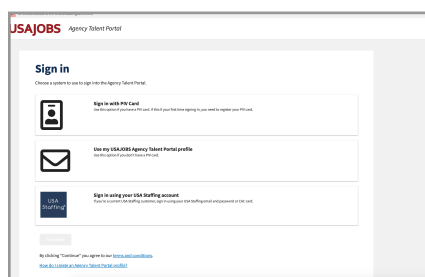
APPLICANT REVIEW BOARD

- ▶ Now that the application period has closed, you can review applicants for your internship via the USAJOBS Agency Talent Portal. After signing in, you will automatically have access to all of the internship opportunities you created. If someone created your internship opportunity for you, they (likely the Bureau Internship Coordinator) will need to share the applicant review board with you. You will receive an email when your applicant review board is ready for your review.
- ▶ 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 status, 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.

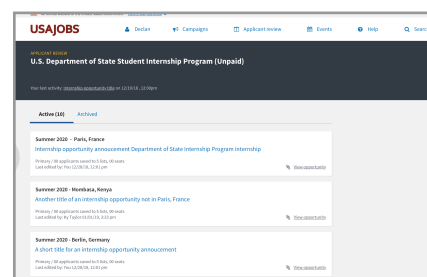
MANAGING YOUR APPLICANT REVIEW BOARD

- 1 Sign into the Agency Talent Portal at <https://agencyportal.usajobs.gov> and select the **Applicant review** tab. Your applicant review board(s) should automatically be populated on the **Review Board Index**.

Note: If someone has created an internship opportunity on your behalf, they will need to share the applicant review board with you before you can access it.



Agency Talent Portal sign-in page

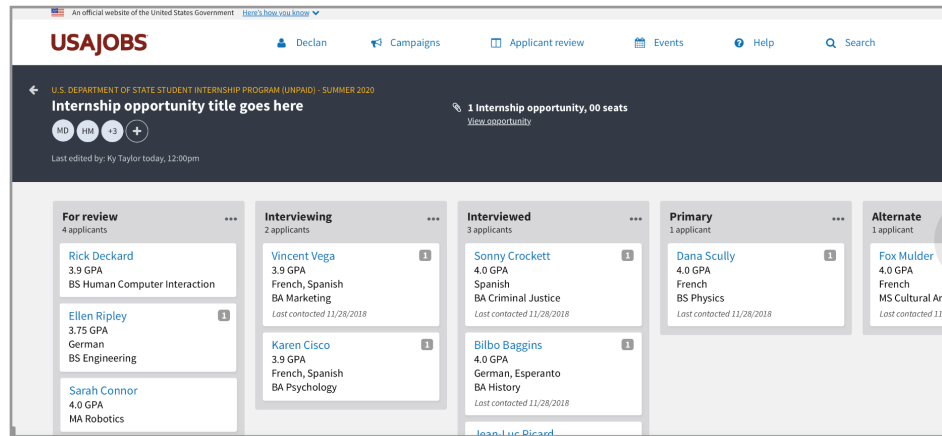


Review Board Index

- 2 When you first access your application review board, all of your applicants will appear in the **For Review** column. This column is populated based on applicant internship preference, any language skills claimed by the applicant and their GPA. The number of applicants you see will be double the amount of positions you initially selected to fill when you created the internship opportunity.
- 3 When you are ready to make decisions for each applicant based on your review, you will move them to another column by dragging and dropping them in the appropriate column and order. **You will have 2 weeks to make your primary selections!**

MANAGING YOUR APPLICANT REVIEW BOARD CONTINUED

- 3 When you are ready to make decisions for each applicant based on your review, you will move them to another column by dragging and dropping them in the appropriate column and order. **You will have 2 weeks to make your primary selections!**



- 4 The columns on the board represent the stages of the selection process. Applicants are displayed in individual “cards” and can be moved across columns or up and down in the list within a column. The number in the upper right corner of the card indicates the student’s preference order number for your internship. *Please see the Applicant Review guide for more information.*

- **For Review:** This is where all of your applicants will appear when you first access the applicant review board or when new applicants have been added to your board.
- **Interviewing:** If you would like to note an applicant to interview, move them into this column. From this column, you also have the ability to send messages to desirable applicants. *Please see the Contacting Applicants guide for more information.*
- **Interviewed:** If you have interviewed an applicant, move them to this column.
- **Primary:** If you have decided to hire an applicant as a primary selection, move them to this column.
- **Alternate:** This column is only accessible in the Alternate Phase, which is 2 weeks after the Primary Phase begins.

- 5 If you do not have any applicants that you wish to select, you may remove them from your board and refresh your board to review additional applicants. **Note: You cannot retrieve discarded applicants.**

REMOVING AN APPLICANT FROM YOUR REVIEW BOARD

- If you do not wish to select an applicant, you may remove them from the review board by simply viewing the applicant details and clicking the trashcan icon in the upper right hand corner.

Please note:

- Applicants only appear on one applicant review board at a time.
- If you remove an applicant from your board, they will go back into the applicant pool for consideration for another internship opportunity.
- For each applicant you remove from the board, a new applicant will appear at the bottom of the **For Review** column.
- You will never see a removed applicant on your board for selection again (but others will).
- Leaving an applicant you don’t wish to select on your board will hinder their chances for consideration for another opportunity.

THE PRIMARY SELECTION PHASE

- ▶ During the first two weeks of the selection period, you will have the opportunity to review and select your primary selections.
- ▶ You may choose to interview any or all of the applicants that appear on your board. To track your work, you may move applicants you wish to interview to the interviewing/interviewed columns. You may also organize your applicants within each column from top to bottom.
- ▶ When you have found an applicant to select, move them to the primary column. You may only select the number of hires you indicated when you created your internship opportunity posting.
- ▶ If you haven't made your primary selections by 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. If applicants on your board are refreshed, you will never see them again. If you are interested in an applicant, be sure to act as soon as possible to avoid losing them!

THE ALTERNATE PHASE

- ▶ After the two week primary selection phase is complete, you will notice that a new column (Alternate) appears on the application review board to indicate your alternate selections. Applicants that are selected as alternates will be offered a position if the primary selections fall through for any reason. You may select the same number of alternates as primary selections which were indicated when you created your internship opportunity posting.
- ▶ During this time you may also still make primary selections if necessary. All alternate selections should be moved to the Alternate column during this two week period.