How to Use Applicant Review Board for Candidate Selections

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.

THE REVIEW BOARDS

▸ To access Review Boards, click the "Applicant review" option in the Navigation Bar. You will be directed to the Review List which will display all the review boards you have access to within your community. For each internship opportunity that you created in Open Opportunities, you'll be assigned to a corresponding review board in the Agency Talent Portal. Within this page, there are two tabs: one for your active review boards and another for your archived review boards.

▸ Click the name of the review board in order to access it. Across the top are details about your review board, including the internship opportunity's name, what cycle it is in, who has access to the review board, how many vacancies the internship opportunity has, and a link back to Open Opportunities to view the opportunity details.

▸ **Sharing your review board**
There is an option to share your review board. Click the "plus" symbol in the upper left of the review board's banner to add team members. This team member must be a member of your community within Open Opportunities and have an active Agency Talent Portal account.

After adding a team member, they will receive an email notifying them that they now have access to your review board. To remove this person, click the remove button. When another reviewer is removed from your board, they will receive an email notification.

▸ On the review board, each step of the applicant review process is represented by the columns: For Review, Interviewing, Interviewed, and Primary, and each applicant is represented by cards.

▸ Cards can be moved either using drag-and-drop, or the menus within the applicant preview panel. When you are previewing an applicant's information, open the "Move…" menu and select the list you want to move the applicant to using the arrow or tab keys, and then select the Position for the card. The Position determines where in the list the applicant is moved to, with "1" being at the top of the list. Confirm the move.

If you would like to move all the applicants in a list, click the list menu. Select a destination list to move the applicants to. **Note:** The destination list must have the capacity to receive all the applicants from the originating list.

▸ Moving cards vertically within a column allows you to create a prioritized order by which you can review your applicants. Moving cards horizontally across columns, allows you to move an applicant's card to another stage such as the "Interviewing" list and send them a message.

▸ **Reviewing applicants**
During the "Primary Phase" of your review cycle, the goal is to review the applicants listed in the "For Review" column.

REVIEWING APPLICANTS

▶ On each applicant card, a few details about the applicant are displayed which can be used for you to gauge your interest in them. This includes name, preference for your internship opportunity (represented by a number in the upper right of the card), GPA, level of education, and foreign language skills. Additional applicant details are available to be viewed by clicking on the applicant's card.

▶ Click the card to show the applicant preview panel. In this view you can see the applicant's contact information, education, internship opportunity preferences, language skills, professional skills, work experience, references, and statement of interest, as provided within the application.

▶ As you review applicants, if you decide that they are unqualified or not a good match, click the trashcan icon to delete the applicant from your review board and remove them so they can be considered for another internship opportunity. As a warning, deleting an applicant cannot be undone. If you leave an applicant on your review board that you don't wish to select, this will hinder their chances for consideration for another internship. Each applicant you delete will be replaced by a new applicant who will appear on your board at the bottom of your "For Review" list.

After reviewing an applicant, close the applicant preview panel to return to your lists.

▶ Ideally, you will select as many primary candidates as you have seats, or vacancies, for each internship opportunity. When the Primary Phase ends, any applicants remaining in the "For Review" list will be removed, the applicant pool will be re-sorted, and additional applicants will be added to your review board's "For Review" list. You will then have an opportunity to review these applicants and make Primary and Alternate selections. 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.

MESSAGING APPLICANTS

▶ Review boards support the ability to message both single and multiple applicants. You can only message an applicant that is in the "Interviewing" list.

▶ To message a single applicant, click on an applicant card from within the Interview list to open the applicant preview panel. At the top of this panel click the "Send message" button. In the message panel that opens, you can select a message template. The template can only be previewed and not customized. After you send the message, you will be presented with a confirmation indicating the email and the recipient. The message will be sent by the USAJOBS system to the applicant's email address. Your federal email address will be cc'd.

▶ If you'd like to send a message to everyone within the "Interviewing" list simultaneously, use the list menu. This will open a message panel similar to that presented for messaging a single applicant, and a similar confirmation will be displayed when the email is sent. After messaging an applicant, their card updates to show the latest date you sent a message.

▶ Follow-on messages will need to be done outside of the Agency Talent Portal, using your agency's email client. The message to the applicant will include details informing both you and the applicant,that the continued email dialogue will not pass through USAJOBS, nor will USAJOBS manage the scheduling of interviews.

▶ Note: When messaging applicants, it is important to remember that not all applicants on your review board may have applied to your internship opportunity. If an applicant applied to your internship opportunity, a grey number is shown in the top right of the applicant's card. As you craft your follow-on messages to the applicant, please target your messaging based on whether or not someone has applied to your internship, or if they were matched based on language skills and/or availability.