

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.

ALTERNATE PHASE

- Once all community members have completed their primary selections, the community manager will then start the alternative phase. Starting alternate phase will trigger an email, notifying community members of the start of the alternate 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.

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.

[Start alternate phase](#)

- During the alternative phase, community members will see a new list of applicants in the 'For review' column of the application review board which can then be moved through the selection process. This alternative phase allows for a new pool of applicants that were not initially in the primary selection pool. *[Note: All applicants during primary phase that were saved in any column other than 'For review' will not be dropped from applicant review board during the start of Alternative phase.]*

EMAILS



Action: Community manager clicking on "start alternate phase" button

Recipient: Community manager(s)/member(s)

Content: Emails will be sent to community manager(s)/members(s) letting them know the alternate phase has begun and the community members will be able to continue to select additional applicant selections

NEXT STEP: CLOSE CYCLE