Close-Out Phase Overview for Community Managers



BEFORE YOU GET STARTED

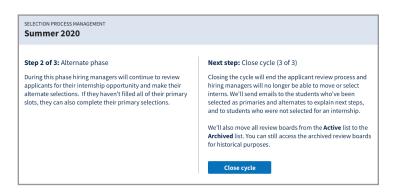


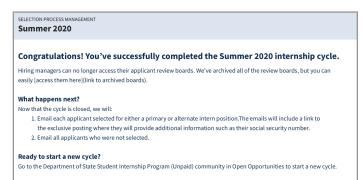
Make sure you:

- ig(1ig) Have a USAJOBS and Open Opportunities profile.
- (2) Are a member of the U.S. Department of State Internship Program (Unpaid) Community.

CLOSE-OUT PHASE

Once the alternative phase has concluded, the final phase within the selection process is the **close-out phase**. This is the phase at which the selection process concludes, and no further selections may be completed.





An archived list of opportunities will be displayed, the respective cycle, location and close date. In addition a file export of the selections will be made visible for a download.

Active (10) Archived			
Opportunity	Cycle	Location	Closed
Opportunity title human resources IT computer lead intern specialist	Summer 2020	Paris, France	12/12/20
Opportunity title human resources IT computer lead intern specialist	Summer 2020	Mombasa, Kenya	12/12/20
Opportunity title human resources IT computer lead intern specialist	Summer 2020	Lagos, Nigeria	12/12/20
Opportunity title human resources IT computer lead intern specialist	Summer 2020	Auckland, New Zealand	12/12/20
Opportunity title human resources IT computer lead intern specialist	Summer 2020	Rio De Janeiro, Brazil	12/12/20

EMAILS



Action: Community manager clicking on "close cycle" button

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

Email # 1 Content: Emails will be sent to community manager(s)/members(s) letting them know the cycle has closed, the boards have become archived and no further selections may be made.



Action: Community manager clicking on "close cycle" button

Recipient: Primary and alternate applicant selections

Email # 2 Content: Emails will be sent to primary and alternate selections to notify they were conditionally selected and include a link in the emails with next steps.



Action: Community manager clicking on "close cycle" button

Recipient: Applicants not selected for an internship

Email # 3 Content: Emails will be sent to applicants not selected for an internship to notify they were not selected