

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

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.

[Start primary phase](#)

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.

- ▶ 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!

PART TWO - THE ALTERNATE PHASE - SELECTING ALTERNATES

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

- ▶ 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

SELECTION PROCESS MANAGEMENT
Summer 2020

Step 2 of 3: Alternate phase
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.

Next step: Close cycle (3 of 3)
Closing the cycle will end the applicant review process and hiring managers will no longer be able to move or select interns. We'll send emails to the students who've been selected as primaries and alternates to explain next steps, and to students who were not selected for an internship.

We'll also move all review boards from the **Active** list to the **Archived** list. You can still access the archived review boards for historical purposes.

Close cycle

SELECTION PROCESS MANAGEMENT
Summer 2020

Congratulations! You've successfully completed the Summer 2020 internship cycle.
Hiring managers can no longer access their applicant review boards. We've archived all of the review boards, but you can easily [access them here](link to archived boards).

What happens next?
Now that the cycle is closed, we will:
1. Email each applicant selected for either a primary or alternate intern position. The emails will include a link to the exclusive posting where they will provide additional information such as their social security number.
2. Email all applicants who were not selected.

Ready to start a new cycle?
Go to the Department of State Student Internship Program (Unpaid) community in Open Opportunities to start a new 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.