

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.

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.

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.

- 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

SELECTION PROCESS COMPLETE