

# Selection Process in ATP - Frequently Asked Questions

## ABOUT APPLICANTS

1 What does the 1, 2 or 3 mean next to some of my applicants?

**Answer:** On an applicant card, the 1, 2, or 3 next to an applicant's name represents the applicant's preference for the internship currently being viewed.

- 1 – First preference
- 2 – Second preference
- 3 – Third preference

If a card does not have a number on it, that applicant did not apply for your internship and was drawn into your review board based on their language skill, higher GPA, and/or availability.

2 Didn't more students apply to my internship? Where are they?

**Answer:** In order to streamline the applicant review process, we've limited the number of applicants that can be viewed on a board to double the number of internship positions that you requested. If you indicated that you wanted 5 interns, you will have 10 applicants to review at a time. Additionally, students will only appear on one review board at a time.

If you remove an applicant from your review board, a new applicant will be added to the bottom of the "For review" column. If you have any applicants that are not already being reviewed on another board, one of your applicants may be added to your board. However, if one of your applicants is not available, then an applicant who has not applied to your internship will be added, based on their language skills, GPA, and availability.

The applicants who applied to your internship but who have not been added to your board are either assigned to another board (based on their opportunity preference, language skills, or GPA) or the applicant is in the applicant pool waiting for an open slot so they can be added to a review board.

3 What if someone I'm looking for doesn't appear in my applicant review board? I know they applied for my position!

**Answer:** An applicant who applied to your internship opportunity may not appear on your board due to a number of factors. These include:

- Other applicants with higher rated language skills and GPA may be on your review board
- Other applicants who displayed a higher preference to your internship may be on your review board
- The applicant may have been drawn into another review board which they had a preference for or applicable language skills
- They didn't select a preference for your internship
- They did not complete the application process

4 Why are applicants that didn't apply for my internship on my board?

**Answer:** If your internship received few/no applicants, our sorting algorithm selects applicants that did not apply to your board and display them for your review. This is based on the following factors:

- Language Skills (in relation to any preferences you indicated on the posting)
- GPA
- Number of applicants to your board

There are two main benefits in reviewing more than just the applicants that applied to your internship opportunity. First, our sorting algorithm ensures that each internship manager is able to select from highly qualified applicants. Second, it helps to market directly to qualified applicants who may not have applied to your internship. You'll have the opportunity to connect with students you may have never considered before!

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## THE REVIEW PROCESS

5 Do I have to move applicants on my review board?

**Answer:** Yes. If you do not actively manage your board, you are negatively impacting a student's chance at being selected for an internship. You are encouraged to keep your board up-to-date, make decisions on your interns quickly, and return non-selected interns back to the talent pool in the Agency Talent Portal. Your applicants can be moved by clicking on the applicant card and dragging it to another column, or vertically within a column's list. Likewise, there are menus on each column and in the applicant preview. These menus are 508-compliant and support keyboard navigation.

If you do not move your applicants, then your "For Review" list will be cleared at the end of the Primary Phase, and re-filled with new applicants when the Alternate Phase starts. In other words, the applicants from your board will be placed on other boards...(i.e. they are gone, gone and you may never see them in your list again or be able to select them). At the end of the review/alternate process, any applicants you wish to select must be in either the Primary or Alternate columns. If they aren't, they will not receive the exclusive posting link to finalize their application and initiate an e-Quip investigation. All other applicants will receive a notice of non-selection at the end of the cycle.

6 Do I have to interview my interns?

**Answer:** All information submitted by an applicant is self-assessed. As part of the hiring process, it is recommended that you assess an applicant's experience for quality, accuracy, and relevancy to your internship's needs.

7 Is there a way to review a student's coursework/transcripts?

**Answer:** When you are previewing an applicant's information, any transcript documents they have provided are available. Click on the available file to download and view the information.

8 I thought I only needed 2 interns, but found 4 great candidates. How do I select them all?

**Answer:** You need to select an alternate candidate for each primary candidate. The purpose for this is to have back-up candidates in case a primary candidate does not make it through the background investigation process. If your primary and alternate candidates clear the investigation process, you can work with your Community Manager to also extend an internship to your alternate candidates. This would take place outside of the Agency Talent Portal review boards.

9 What if I need more than 2 weeks to make my selections?

**Answer:** In total, you will have 4 weeks to make your selections. You have 2 weeks to make your initial selection for primary selectees. After the Primary Phase ends, the Alternate Phase begins and you will have an additional two weeks to select alternate selectees. During the Alternate Phase, you may choose both alternate and primary selectees, and you may move primary selectees to be alternates, or remove any previous selections in you find better applicants.

This phased approach is used as a method to decrease the selection time and to increase the number of internship opportunities that applicants can be reviewed for.

10 I'm going on vacation and need someone else in my office to take over the selection process. How can I do that?

**Answer:** You can share your review board with another member of your community in Open Opportunities. This user must also be an Agency Talent Portal user. If this is the case, you can use the share feature (the "+" button in your review board's header). If you can't use the share feature, please let the Student Internship Programs Office know you wish to share your board with another user. Provide them with the the name of your internship and the user you want to add.

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## MESSAGING

11 Why can't I send my own message?

**Answer:** Messages are limited to a template so that the initial communication can be standardized and presented uniformly. Since these messages will be coming from USAJOBS, specific language was selected to build trust with the

12 Why can't I send a message from every column?

**Answer:** Only applicants within your "Interviewing" column can be messaged. This is to prevent applicants to who you are already exchanging emails from being removed in the event that you have not made a final determination before the Primary Phase closes.