Opportunity Creation Process

Open Opportunities POWERED BY USAJOBS

Last updated 1/13/20

BEFORE YOU GET STARTED

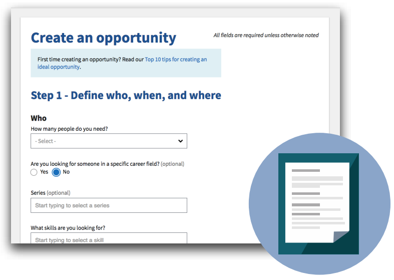
ASK YOUR SUPERVISOR if it's okay to post an opportunity—you need their approval.

Read our [10 tips for creating an opportunity](#).

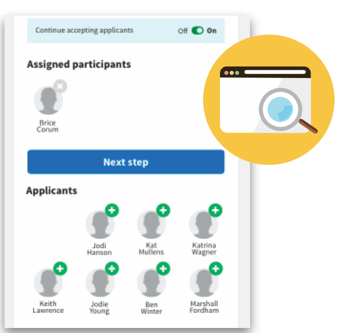
1. CREATE YOUR OPPORTUNITY

1. Sign into Open Opportunities and click **Create opportunity**
2. Select the target audience for the opportunity and click **Continue**—the default option is Federal Employees.
3. Select a **community** if you want to post to a specific community. **Skip this step if you're not posting to a community.**

   A community is a group of Open Opportunity users who may belong to different agencies, but share a common goal or interest.
4. Fill out the required information and as much of the optional information as you can--the more information you give the better change you'll have to get the right applicant.
5. Click **Preview** to review the opportunity—make sure it has enough detail and there are no spelling or grammatical errors.
6. Click **Submit** when you're ready to post the opportunity. Or, click **Save for later** if you're not ready to post—we'll save it as a draft in your profile.
7. The administrators will review your opportunity after you click **Submit**. They'll send you an email when it's approved and goes live. Or, email you if you need to make changes.



2. GET PARTICIPANTS



1. **Advertise your opportunity**
   Use our email template and the **Share** link to let people know about your opportunity.
2. **Review applicants**
   - You'll get an email every time someone applies to your opportunity.
   - Click on an applicant's name to review their profile.
   - Call or email the applicant to learn more about their skill set, interests or to get a better idea if they're the right person for the work.
3. **Assign participants**
   - Are they a fit? Click ➕ to assign participant(s)—once done, click **Next Step**.
   - We'll send an automatic email to participants telling them they're selected.

Your opportunity is now In Progress! Turn the [applicant toggle back on](#) if you want more applicants.

3. CONTACT PARTICIPANTS

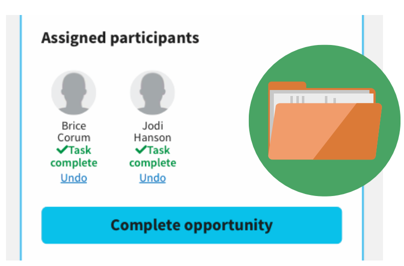
Email assigned participants to get them started on their tasks. We'll email the applicants you didn't select.

Keep in touch with participants to track status.

4. WRAPPING UP

Is your opportunity done?

1. If your participants have completed their tasks, click **Task complete**
2. When your opportunity is complete, click **Complete opportunity** when all of the work is done—this will close out your opportunity and you'll get credit for the work.



Need more time?
Edit your opportunity to change due dates, tasks and more.

✕ Need to cancel?
You can cancel your opportunity at any time by clicking Cancel this opportunity

Don't forget to thank your participants for a job well done!