Open Opportunities POWERED BY **USAJOBS**

Opportunity Creation Process

BEFORE YOU GET STARTED

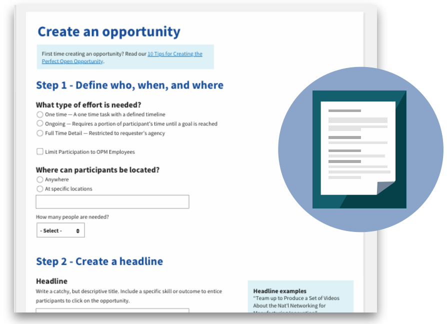
ASK YOUR SUPERVISOR if it's okay to post an opportunity—you need their approval.

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

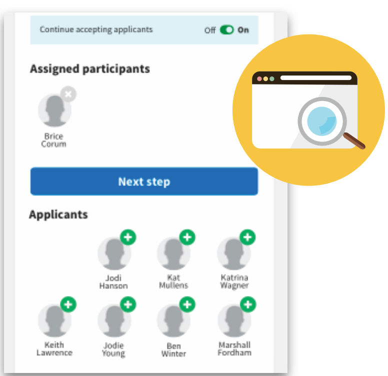
1. CREATE YOUR OPPORTUNITY

1. Go to the Open Opportunities [Search page](#) and click **+ Post opportunity**
2. Fill out as much information as you can – the more info you give, the better chance you'll get the right people.
3. Click **Submit for review** when you're ready to post it—you need to do this even if you save it as a draft.

The administrators will review your opportunity. We'll send you an email when it's approved and goes live. Or, we'll 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.
3. **Assign participants**
   - Are they a fit? Click **+** to assign participant(s)—once done, click **Next Step**.
   - Automatic email sent 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

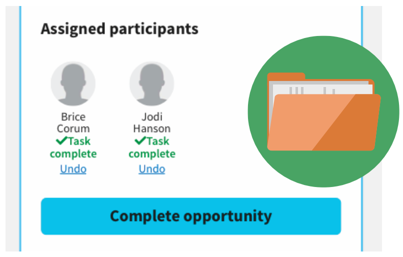
Email assigned participants to get them started on their tasks. We'll email the applicants you didn't select.

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** to close out the opportunity and 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 clickling [Cancel this opportunity](#)

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