

# My AmeriCorps

## AmeriCorps National Programs

### Member Recruitment

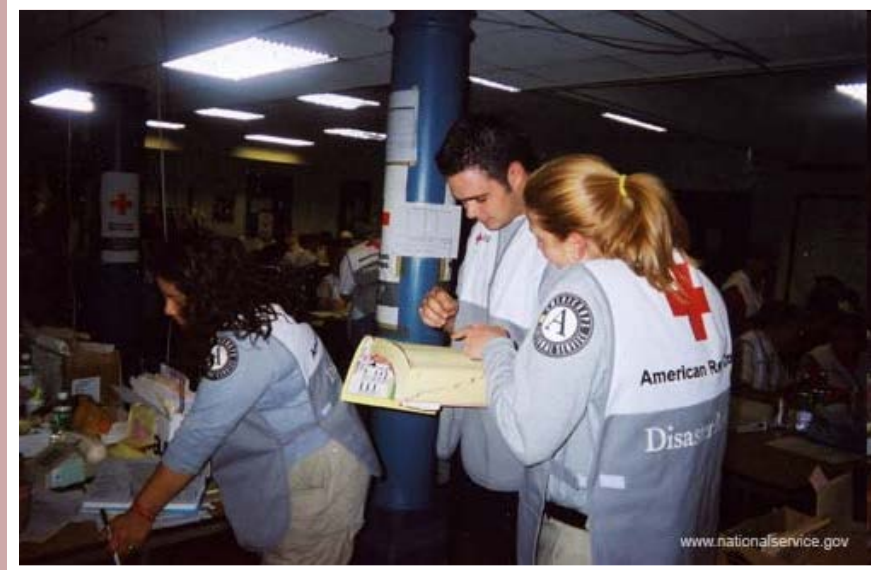


Corporation for  
**NATIONAL &  
COMMUNITY  
SERVICE** 

# Introduction

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The following presentation will guide AmeriCorps National Program users through how to recruit a member via My AmeriCorps Portal.



# My AmeriCorps Usage –Important Considerations...

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- All of the My AmeriCorps tutorials and webinars focus on the functionality of the system rather than grant requirements or program policies.
- The My AmeriCorps system does not include comprehensive compliance checks.
- We recommend that programs set their own policies around system use and monitor usage for compliance. However, we suggest that programs give some thought to how they assign roles and access so that they are comfortable with the level of authority they are giving their users.
- If they have questions they should contact their program officer/program specialist or program director/project sponsor.



# AGENDA

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We will cover the following agenda items:

- How to create and edit a service opportunity listing
- How to search for candidates
- How to search for applicants
- How to view applications
- How to create a reference override
- How to approve or reject a member application



# Member Recruitment Workflow

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## Grantee Recruiter

create/edit Service Opportunity Listings



## CNCS Recruitment Administrator

process and post listings



## Applicants

search for listings, register, & apply to serve



## State/National Grantee

view & accept applications, extend offer to serve



## Applicants

accept offer to serve & complete Part 1 of the enrollment form

# Create a Service Opportunity Listing

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3/6/2009, 5:02 PM, EST

home my account help logout

Corporation for NATIONAL & COMMUNITY SERVICE

## eGRANTS

eGRANTS MESSAGES

Welcome Alyson

**VIEW MY GRANTS/APPLICATIONS**

- View All
- 67 Awarded
- 127 Closed
- 3 Concept Papers
- 2 Grantee edit of application or report
- 11 Subapplication being reviewed by prime
- 4 Subapplication rejected by prime
- 3 Subapplication returned by prime
- 8 Under CNCS review

**VIEW MY AMERICORPS PORTAL**

- [Portal Home](#)

Creating an Application	Managing My Account	Reporting to CNCS
<p>New</p> <p>Continuation/Renewal</p> <p>Amendment</p> <p>Concept Paper</p>	<p>Click on the links below to access common account functions.</p> <p>My Account</p> <p>Equal Opportunity Survey</p> <p>Org has users awaiting approval</p>	<p>Financial Report</p> <p>Progress Report</p> <p>Progress Report Supplement</p>

508 Approved | Contact Help Desk | disable the pictures

Click on the **Portal Home** link to open up the Portal Home page

# Create a Service Opportunity Listing

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The screenshot shows the eGrants system interface. On the left is a navigation menu with the following items: Welcome Alyson, Portal Home, Trainee Profile, Search Potential Applicants, Search Submitted Applications, Manage Members, Invite Members, Manage Events, Manage Programs, Manage Service Locations, Manage Users, Recruitment Workbasket, S&N Workbasket, S&N Reports, VISTA Workbasket, and VISTA Reports. The 'Recruitment Workbasket' item is highlighted with a blue arrow pointing to it from a text box on the right. The main content area is titled 'Workbasket' and contains several buttons: Pending Applications (highlighted in blue), Pending Invitations, Pending Enrollments, Status Change Requests, and Pending Exits. Below the buttons, it says 'Results 1 Through 1' and 'Your search returned 1 results.' A table displays the search results:

Applicant ▶	Listing ▶	Date Submitted ▶	Status ▶	Date Available ▶	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print

Click **Recruitment Workbasket** on the left navigational panel

# Create a Service Opportunity Listing

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The screenshot displays the eGRANTS Recruitment Workbasket interface. The left sidebar contains a navigation menu with the following items: Welcome Alyson, Portal Home, Trainee Profile, Search Potential Applicants, Search Submitted Applications, Manage Members, Invite Members, Manage Events, Manage Programs, Manage Service Locations, Manage Users, Recruitment Workbasket (selected), S&N Workbasket, S&N Reports, VISTA Workbasket, and VISTA Reports. The main content area is titled 'Recruitment Workbasket' and features two tabs: 'Pending Applications' and 'Service Opportunities'. An arrow points to the 'Service Opportunities' tab with the text 'Click on the Service Opportunities tab'. Below the tabs, the text 'Results 1 Through 2' and 'Your search returned 2 results.' is displayed. A table lists the results:

Applicant	Listing	Date Submitted	Status	Date Available	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print
Mary Smith	City Year Boston	01/10/2008	Selected	06/01/2007	print

Click on the **Service Opportunities** tab



# Create a Service Opportunity Listing

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## eGRANTS

Welcome Alyson

Recruitment Workbasket

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

➔ Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Pending Applications

[Service Opportunities](#)

**Create Opportunity Listing**

ID	Name	Type	Start Date	Location	Status	
568	City Year Rhode Island (Mid-Year)	SN	01/03/2008	Providence	Denied	<a href="#">view/edit</a>
2426	Hands On New Orleans	VISTA	11/12/2007	New Orleans	Approved	<a href="#">view/edit</a>
2430	GCCC MLK	VISTA	11/15/2007	Gulfport	Approved	<a href="#">view/edit</a>
458	Mid-Year positions (Jan. 08) - City Year San Jose	SN	01/15/2008	San Jose	Approved	<a href="#">view/edit</a>
489	City Year Boston - Volunteer Engagement	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>
575	City Year San Antonio	SN	08/30/2007	San Antonio	Approved	<a href="#">view/edit</a>
2432	Hands On Gulf Coast Special Projects Coordinator	VISTA	11/12/2007	Biloxi	Approved	<a href="#">view/edit</a>
456	City Year San Jose/Silicon Valley	SN	09/04/2008	San Jose	Pending	<a href="#">view/edit</a>
488	City Year Boston - Literacy Tutoring	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>
492	City Year Boston -Young Heroes	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>

Click on **Create Opportunity Listing**

# Create a Service Opportunity Listing

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**Create Listing** **Screen 1**

Do you want to make this Listing to be available now ?  Yes  No

\*Project Name :

\*Project Type :

\*Program Code :

\*Start Date :  (mm/dd/yyyy)

\*End Date :  (mm/dd/yyyy)

\*Term of Service :  Full-Time  Part-Time  Summer

---

**Contact Information**

\*First Name \*Last Name :

\*Street Address1 :

Street Address2 :

\*City :

\*State :

\*Zip :

\*Contact Phone :

E-mail :

Fax Number :

Website : http://

---

**In what states will you have members?\***  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click on selected item.

ALASKA  
ALABAMA  
ARKANSAS  
AMERICAN SAMOA  
ARIZONA

---

**In what metropolitan area will you have members?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a

Atlanta  
Boston  
Chicago  
Cleveland/ Akron  
Dallas/Ft. Worth

If you choose **Yes** your listing will be available to potential applicants once it is approved by the CNCS Recruitment Specialist

Select the Project Type from the dropdown menu

Enter the email address correctly. Notifications of applications submitted will be sent to this email address

Clicking on **Next** doesn't save the data. Data won't be saved until you click **Save** on Screen 3

Click **Next** to go to the next screen

# Create a Service Opportunity Listing

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**Create Listing** Screen 2

**Give a brief two(2) line description of the program (200 characters or less) \* :**

**Enter your program description (2000 characters or less) \* :**

**Are you accepting applications now?**  Yes  No

**Accepting applications from:** (mm/dd/yyyy)

**Application deadline:** (mm/dd/yyyy)

**Do you accept AmeriCorps application?\***  Yes  No

**If you require your own application, how do applicants get it?**

**Phone:**

**E-mail:**

**Website:** http://

**What benefits does your program offer?**

Please include all benefits offered by your program, as well as those provided by the Corporation for National and Community Service. To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Childcare assistance if eligible  
Choice of Education Award or End of Service Stipend  
Education award upon successful completion of service  
Housing  
Health Coverage  
Other

**Select the terms and conditions of member service that apply to your program?**

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Car recommended  
Permits attendance at school during off hours  
Permits working at another job during off hours  
Requires full time service without outside commitments  
Uniforms provided and required

previous | cancel | next

All text must be within the defined character limits. Spaces and punctuation are counted as characters

Indicate whether or not you are accepting applications now, the dates you will accept them, and whether or not you will be accepting AmeriCorps applications

If you click **Previous**, it will take you to the previous screen but you will lose data entered on this one

# Create a Service Opportunity Listing

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**Create Listing** Screen 3

Minimum Age :   
Maximum Age :   
Desired Education Level :

**What skills would you like potential members to possess?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac)  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Counseling  
Architectural Planning  
Business/Entrepreneur  
Communications  
Community Organization

Other :

**Do you have a language requirement?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac)  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Arabic  
American Sign Language  
Chinese  
Creole  
French

Other :

**What will your AmeriCorps member(s) do? (1000 characters or less)** :

**Define the field of service areas in which your members are serving?**  
To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac)  
To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Community and Economic Development  
Community Outreach  
Children/Youth  
Disaster Relief  
Education

**Submitted by :**  
\*First Name \*Last Name :    
Your phone number :   
Your E-mail address :

If you click **Previous**, it will take you to the previous screen but you will lose data entered on this one

If you click **Cancel**, it will not save the listing

When you click **Save**, the listing will be submitted to the CNCS Recruitment Administrator for approval and will be displayed in Read Mode



# Edit a Service Opportunity Listing

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## eGRANTS

Welcome Alyson

Recruitment Workbasket

Portal Home

Trainee Profile

Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

➔ Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

Pending Applications

[Service Opportunities](#)

Create Opportunity Listing

ID	Name	Type	Start Date	Location	Status	
568	City Year Rhode Island (Mid-Year)	SN	01/03/2008	Providence	Denied	<a href="#">view/edit</a>
2426	Hands On New Orleans	VISTA	11/12/2007	New Orleans	Approved	<a href="#">view/edit</a>
2430	GCCC MLK	VISTA	11/15/2007	Gulfport	Approved	<a href="#">view/edit</a>
458	Mid-Year positions (Jan. 08) - City Year San Jose	SN	01/15/2008	San Jose	Approved	<a href="#">view/edit</a>
489	City Year Boston - Volunteer Engagement	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>
575	City Year San Antonio	SN	08/30/2007	San Antonio	Approved	<a href="#">view/edit</a>
2432	Hands On Gulf Coast Special Projects Coordinator	VISTA	11/12/2007	Biloxi	Approved	<a href="#">view/edit</a>
456	City Year San Jose/Silicon Valley	SN	09/04/2008	San Jose	Pending	<a href="#">view/edit</a>
488	City Year Boston - Literacy Tutoring	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>
492	City Year Boston -Young Heroes	SN	08/30/2007	Boston	Approved	<a href="#">view/edit</a>

Service Opportunities in the Recruitment Workbasket will show all the listings for your projects

Denied means that your listing was not approved by the CNCS Recruitment Administrator

Pending means that the listing has not yet been approved

Click **Edit** to edit a Service Opportunity

# Edit a Service Opportunity Listing

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eGRANTS

Create Listing

When you click **Edit** next to a Service Opportunity Listing, it will open up the listing in Edit Mode

Minimum Age : 18

Maximum Age : 0

Desired Education Level : College graduate

What skills would you like potential members to possess?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Counseling  
Architectural Planning  
Business/Entrepreneur  
Communications  
Community Organization

Other :

Do you have a language requirement?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Arabic  
American Sign Language  
Chinese  
Creole  
French

Other :

What will your AmeriCorps member(s) do? (1000 characters or less) \*

.....

Define the field of service areas in which your members are serving?

To make multiple selections, hold the Ctrl Key(PC) or the Command Key(Mac).

To deselect, hold the Ctrl Key(PC) or the Command Key(Mac) and click a selected item.

Community and Economic Development  
Community Outreach  
Children/Youth  
Disaster Relief  
Education

\* Explain the purpose of modification

.....

Submitted by :

\*First Name \*Last Name : Test Portal

Your phone number : .....

Your E-mail address : .....

previous cancel save

Once you have made the necessary changes on the three screens, explain the modification's purpose on screen 3

Click **Cancel** to discard any changes made

Click **Save** to submit the edited version for approval

# Potential Applicants Search

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants**
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket

S&N Workbasket

- S&N Reports
- VISTA Workbasket
- VISTA Reports

Workbasket

Pending Applications | Pending Invitations | Pending Enrollments | Status Change Requests | Pending Exits

Results 1 Through 1

Your search returned 1 results.

Applicant	Listing	Date Submitted	Status	Date Available	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print

Click **Search Potential Applicants** to open up the Applicant Search Menu



# Potential Applicant Search

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## eGRANTS

Welcome Alyson

Search for Applicants

Portal Home

Trainee Profile

➤ Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Applicant Search

To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

Member ID:

First Name:

Last Name:

Date of Birth:   (mm/dd/yyyy)

search

[Click here for advanced applicant search options.](#)

Enter data in one or more field and click **Search**

# Potential Applicant Search

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## eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

➤ Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Applicant Search Results

#### Applicant Search Results

Below is a list matching the criteria you entered. Please select an Applicant from the list below to view the detailed information associated with the Applicant.

Results 1 Through 10

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | Next | Last | +10

Your search returned 426 results.

Name ▾	Applicant ID ▾	Date of Birth ▾	Email ▾
<a href="#">Julie Woodland</a>	000000	1/10/1985	test@cns.gov
<a href="#">Mary</a>	000000	7/8/1981	test@cns.gov
<a href="#">John</a>	000000	8/13/1982	test@cns.gov
<a href="#">David</a>	000000	2/21/1980	test@cns.gov
<a href="#">Peter</a>	000000	4/17/1985	cferguson@cns.gov
<a href="#">Kathy Smith</a>	000000	11/10/1985	test@cns.gov
<a href="#">Alex</a>	000000	11/7/1985	test@cns.gov
<a href="#">Paul</a>	000000	9/14/1943	test@cns.gov
<a href="#">Elizabeth</a>	000000	3/8/1954	test@cns.gov
<a href="#">Ann</a>	000000	1/15/1983	test@cns.gov

search again

Click on the arrow next to a column heading (Name, Applicant ID, etc.) to arrange the list in an ascending order under that column heading

Click on the applicant's name to open up his/her profile

# Applicant Profile View & Notification

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**Portal Home**

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Applicant Information**

<b>Name:</b> Julie Woodland	<b>E-mail:</b> test@cns.gov
<b>Applicant ID:</b> 000000	<b>Username:</b> Julie2009
<b>Mailing Address:</b> Beautiful Clouds Ave. Chicago, IL 60000	<b>Permanent Address:</b> Smiling Trees Road Washington, DC 80000
<b>Home Phone Number:</b> 312-000-0000	<b>Home Phone Number:</b> 980-000-0000
<b>Work or Other Phone Number:</b>	<b>Work or Other Phone Number:</b>

**Additional Information:**

<b>Earliest Availability Date:</b> 04/21/2008
<b>Moving in six months:</b> N
<b>Move Date:</b> 04/21/2008

**Skills:**

- First Aid
- US Army Veteran
- Public Speaking
- Business/Entrepreneur

**Languages:**

- Applicant does not speak any foreign languages.

**Interests:**

I am studying secondary education. Teaching and coaching has always been a passion of mine. I would really enjoy a part-time job doing something that is productive for our community.

**Notify potential applicant of opportunity:**

Please select one of your listings below and click "send e-mail" in order to notify the potential applicant of an opportunity on your project.

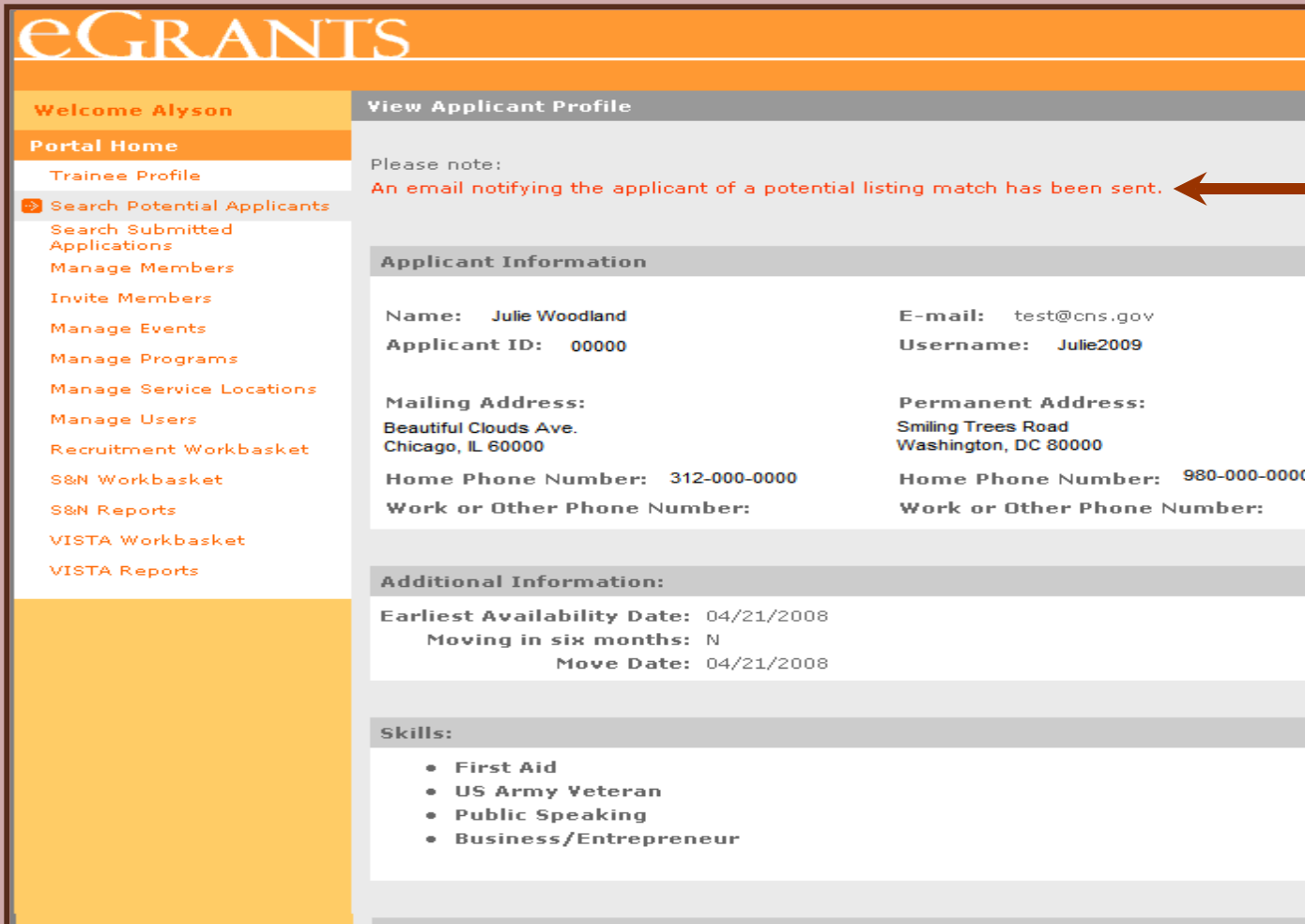
<input type="text" value="City Year Rhode Island (Mid-Year)"/>	<input type="button" value="Send Email"/>
--	---

If you would like the candidate to consider applying to one of your service opportunities, select the specific service opportunity from the dropdown list

Click **Send Email**

# Applicant Notification

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**View Applicant Profile**

Please note:  
An email notifying the applicant of a potential listing match has been sent.

**Applicant Information**

<b>Name:</b> Julie Woodland	<b>E-mail:</b> test@cns.gov
<b>Applicant ID:</b> 00000	<b>Username:</b> Julie2009
<b>Mailing Address:</b> Beautiful Clouds Ave. Chicago, IL 60000	<b>Permanent Address:</b> Smiling Trees Road Washington, DC 80000
<b>Home Phone Number:</b> 312-000-0000	<b>Home Phone Number:</b> 980-000-0000
<b>Work or Other Phone Number:</b>	<b>Work or Other Phone Number:</b>

**Additional Information:**

**Earliest Availability Date:** 04/21/2008  
**Moving in six months:** N  
**Move Date:** 04/21/2008

**Skills:**

- First Aid
- US Army Veteran
- Public Speaking
- Business/Entrepreneur

A message will appear indicating that an email notification has been sent to the particular candidate informing him/her about the potential service opportunity

# Applicant Advanced Search

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## eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

➤ Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Search for Applicants

#### Applicant Search

To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

Member ID:

First Name:

Last Name:

Date of Birth:   (mm/dd/yyyy)

search

[Click here for advanced applicant search options.](#)

Click the **Advanced Applicant Search Options** link to search for applicants who meet certain education, skill, language or age requirements

# Applicant Advanced Search

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## eGRANTS

Welcome Alyson

Advanced Search for Applicants

Portal Home

Trainee Profile

➔ Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Advanced Applicant Search

To search for an applicant use the fields below and click the search button. You do not need to enter full names to find applicants. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

Member ID:

First Name:

Last Name:

Date of Birth:   (mm/dd/yyyy)

E-mail Address:

Highest Education Level:

Available From:   (mm/dd/yyyy)

Skills:

Language:

Fluency:

Age Between:  and

search

Enter data into one or more fields. The more data you enter data the narrower your search results will be, allowing you to search for applicants that meet very specific criteria or requirements

# Applicant Advanced Search

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## eGRANTS

Welcome Alyson

Portal Home

Trainee Profile

➤ Search Potential Applicants

Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Applicant Search Results

#### Applicant Search Results

Below is a list matching the criteria you entered. Please select an Applicant from the list below to view the detailed information associated with the Applicant.

Results 1 Through 10

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [Next](#) | [Last](#) | [+10](#)

Your search returned 426 results.

Name ▾	Applicant ID ▾	Date of Birth ▾	Email ▾
<a href="#">Julie Woodland</a>	000000	1/10/1985	test@cns.gov
<a href="#">Mary</a>	000000	7/8/1981	test@cns.gov
<a href="#">John</a>	000000	8/13/1982	test@cns.gov
<a href="#">David</a>	000000	2/21/1980	test@cns.gov
<a href="#">Peter</a>	000000	4/17/1985	cferguson@cns.gov
<a href="#">Kathy Smith</a>	000000	11/23/1989	test@cns.gov
<a href="#">Alex</a>	000000	11/7/1985	test@cns.gov
<a href="#">Paul</a>	000000	9/14/1943	test@cns.gov
<a href="#">Elizabeth</a>	000000	3/8/1954	test@cns.gov
<a href="#">Ann</a>	000000	1/15/1983	test@cns.gov

search again

Click on the page numbers to scroll through your search results

Click on an applicant's name to view his/her profile and/or send an invitation to apply to one of your service opportunity listings

# Submitted Applications Search

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The screenshot displays the eGrants system interface. At the top left, the logo "eGRANTS" is visible. Below it, a navigation menu includes "Welcome Alyson", "Portal Home", and various management options like "Trainee Profile", "Search Potential Applicants", "Search Submitted Applications", "Manage Members", "Invite Members", "Manage Events", "Manage Programs", "Manage Service Locations", "Manage Users", and "Recruitment Workbasket". A "Workbasket" section contains buttons for "Pending Applications", "Pending Invitations", "Pending Enrollments", "Status Change Requests", and "Pending Exits". A red arrow points from the "Submitted Applications Search" text in the callout box to the "Search Submitted Applications" menu item. The main content area shows search results for "Submitted Applications". It indicates "Results 1 Through 1" and "Your search returned 1 results." Below this is a table with columns: Applicant, Listing, Date Submitted, Status, Date Available, and a print icon. The table contains one entry for Julie Woodland, who is associated with the "Serving Community" listing, submitted on 12/24/2008, and has a status of "Selected" with a date available of 01/10/2009.

Applicant	Listing	Date Submitted	Status	Date Available	
Julie Woodland	Serving Community	12/24/2008	Selected	01/10/2009	print

Click **Submitted Applications Search** to search for applicants who have submitted an application to serve for one of your service opportunity listings



# Submitted Applications Search

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## eGRANTS

Welcome Alyson

### Search Applicant Submissions

Portal Home

Trainee Profile

Search Potential Applicants

➤ Search Submitted Applications

Manage Members

Invite Members

Manage Events

Manage Programs

Manage Service Locations

Manage Users

Recruitment Workbasket

S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

### Applicant Submission Search

To search for an applicant submission use the fields below and click the search button. You do not need to enter full names to find applicant submissions. For example, searching for "J" as the first name and "Smith" as the last name will give results for John Smith, Jane Smithson, and so on.

Applicant ID:

First Name:

Last Name:

Listing:

Status:

Date between:   (mm/dd/yyyy)

and:   (mm/dd/yyyy)

search

Enter data into one or more fields

You can also specify a date range to search for the applications submitted during a specific period and to view their current status

Click **Search** when finished

This search function may be of particular interest from a reporting perspective as it allows you to search for participants who have submitted an application to serve for one of your service opportunity listings

# Submitted Applications Search

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**eGRANTS**

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications**
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket
- S&N Reports
- VISTA Workbasket
- VISTA Reports

**Application Submission Search Results**

**Applicant Submission Search Results**

Below is a list matching the criteria you entered. Please select an applicant submission from the list below to view the detailed information associated with the Applicant.

Results 1 Through 10 1 | 2 Next Last  
Your search returned 11 results.

Name	Applicant ID	Program Code	Program ID	Type	Program	State	Created	Status	print
<a href="#">M...es</a>	00000	06ACHC0010012	11411	SN	City Year Los Angeles		01/10/2008 06:42 PM	Administrative Decline	print
<a href="#">M...</a>	00000	03ACHSC0010001	13220	SN	Columbia-Project Leader		01/10/2008 01:10 PM	Withdrawn	print
<a href="#">Peter</a>	00000	06ACHCA0010012	11411	SN	City Year San Jose/Silicon Valley		01/10/2008 06:42 PM	Under Review	print
<a href="#">Ronald</a>	00000	07VSAPA014	40904	VISTA	Hands On New Orleans	PA	01/10/2008 06:42 PM	Administrative Decline	print
<a href="#">Kathy</a>	00000	03NDHMA0020001	17192	SN	City Year Washington DC		01/10/2008 06:42 PM	Administrative Decline	print
<a href="#">Robert</a>	00000	03ACHSC0010001	13220	SN	City Year Columbia		01/10/2008 06:42 PM	Selected	print
<a href="#">Elizabeth</a>	00000	06ACHMA0010002	9619	SN	City Year Boston - Environmental Education		01/10/2008 06:42 PM	Withdrawn	print
<a href="#">Julie Woodland</a>	00000				Serving Community		01/10/2008 06:42 PM		print
<a href="#">David</a>	00000	07VSAPA014	40904	VISTA	Hands On Gulf Coast Special Projects Coordinator	PA	01/10/2008 06:42 PM	Administrative Decline	print
<a href="#">Albert</a>	00000	06ACHCA0010012	11411	SN	City Year Los Angeles		01/10/2008 06:42 PM	Administrative Decline	print

search again

Click on the page numbers to scroll through your search results

Click on the arrow next to a column heading (Name, Applicant ID, etc.) to arrange the list in an ascending order under that column heading

Click on an applicant's name to view his/her application

# View Applications

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## eGRANTS

Welcome Alyson

Portal Home

- Trainee Profile
- Search Potential Applicants
- Search Submitted Applications
- Manage Members
- Invite Members
- Manage Events
- Manage Programs
- Manage Service Locations
- Manage Users
- Recruitment Workbasket
- S&N Workbasket**
- S&N Reports
- VISTA Workbasket
- VISTA Reports

Workbasket

**Pending Applications**

Pending Invitations

Pending Enrollments

Status Change Requests

Pending Exits

Results 1 Through 1

Your search returned 1 results.

Applicant	Listing	Date Submitted	Status	Date Available	
<b>Julie Woodland</b>	Serving Community	12/24/2008	Selected	01/10/2009	print

Click **S&N Workbasket** on the left navigational panel. Then click on the **Pending Applications** tab located on the top navigational panel

Click on the applicant's name to open the application

Click **Print** to open up a static text of the application for printing

# View Applications

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## eGRANTS

View Application - Julie Woodland

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Selection
<b>Name:</b> Julie Woodland <b>Applicant ID:</b> 161101 <b>SSN:</b> *****6203		<b>Date of Birth:</b> 06/08/1987 <b>Username:</b> liko87 <b>E-mail:</b> VISTA_test@cns.gov					
<b>Mailing Address:</b> 0000 Lake Drive Elston, ME 00000 <b>Home Phone Number:</b> 000-000-0000 <b>Work or Other Phone Number:</b>		<b>Permanent Address:</b> 0000 Lake Drive Elston, ME 0000 <b>Home Phone Number:</b> 000-000-0000 <b>Work or Other Phone Number:</b>					
<b>Residence Information:</b>							
<b>Status:</b> U.S. Citizen <b>City:</b> Flagstaff <b>State:</b> AZ <b>Country:</b> United States of America							
<b>Additional Information:</b>							
<b>Earliest Availability Date:</b> 01/10/2009							
<b>Interests:</b> I am very interested in working with people and helping the community. I am especially interested in mental health awareness and treatment.							
<a href="#">print application</a> <a href="#">return to recruitment workbasket</a>							

Click on a tab to view the application details under that tab heading

Click on **Print Application** to open up a static text of the application for printing. However, reference data will not appear under this view for printing

Click **Return to Recruitment Workbasket** to return to the list of pending applications

# View References

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## eGRANTS

View Application - Julie Woodland

<b>Basic Information</b>	<b>Education</b>	<b>Experience &amp; Skills</b>	<b>Community Service</b>	<b>Motivational Statement</b>	<b>Criminal History</b>	<b>References</b>	<b>Selection</b>
--------------------------	------------------	--------------------------------	--------------------------	-------------------------------	-------------------------	-------------------	------------------

These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.

Name	Relation	Created	Modified	Completed
<a href="#">James Rockwell</a>	Not available	12/23/2008 10:37 PM	12/23/2008 10:37 PM	Yes
<a href="#">Mary Smith</a>	Not available	12/23/2008 10:29 PM	12/23/2008 10:29 PM	No <a href="#">Send Reminder</a>

[print application](#)  
[return to recruitment workbasket](#)

Click on the **References** tab to view the applicant's references status

If the Completed status of the reference is Yes, click on the reference name to view the details

Click **Return to Recruitment Workbasket** to return to the list of pending applications

# View References

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## eGRANTS

### Reference Entry

#### Applicant Basic Information

**Name:** Julie Woodland  
**Applicant ID:** 00000  
**SSN:** \*\*\*\*\*0000

**Date of Birth:** 08/04/1989  
**Username:** BOBG2009  
**E-mail:** sdesai@cns.gov

**Mailing Address:**  
0000 Lake Drive  
Elston, ME 00000  
**Home Phone Number:** 000-000-0000  
**Work or Other Phone Number:**

**Permanent Address:**  
0000 Lake Drive  
Elston, ME 00000  
**Home Phone Number:** 000-000-0000  
**Work or Other Phone Number:**

#### Reference Information

**Name:** Marv Smith  
**E-mail:** test@cns.gov  
**Organization:** Let's Volunteer

**Address:**  
Tree Lane  
IL 00000  
**Home Phone Number:** 000-000-0000  
**Work Phone Number:**

How long have you known the applicant? Years: 54 Months: 4

In what capacity have you known applicant?

- Job Supervisor     High School Teacher     Clergy  
 Volunteer Supervisor     College Instructor     Coach  
 Other(specify):

**In your judgment, how competent is this applicant, as demonstrated by work in the community, in school, on the job, or in a position of responsibility? Please select one.**

- Outstanding performance  
 Above average performance  
 Satisfactory  
 Below average performance  
 Unsatisfactory performance

**KNOWLEDGE OF THE APPLICANT:** Please describe the situation in which you know the applicant.

**WORK PERFORMANCE:** Please comment on such qualities as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

From this view you may use your browser's print function to print the reference

# View References

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as the applicant's level of dependability, initiative, and ability to work with minimal supervision and as a member of a team.

**RELATIONSHIPS WITH OTHER PEOPLE**  
AmeriCorps members must serve and communicate with people of varied cultural, economic, educational, racial, and religious backgrounds. Please comment briefly on the applicant's relationships with others and ability to work as a member of a team.

**EMOTIONAL MATURITY:**  
Please comment on the applicant's ability to adapt and work under difficult and changing conditions.

**ADDITIONAL COMMENTS AND SUPPORTING INFORMATION**  
If you wish, use additional comments to explain any of your ratings, and anything else about this applicant that you feel is relevant to serving in AmeriCorps - such as the applicant's desire to serve others, maturity, work ethic, flexibility, and dependability. Explain any reservations that you have regarding the applicant's participation in the AmeriCorps program to which he or she has applied.

## Overall recommendation

What is your overall recommendation?

- I recommend the applicant for AmeriCorps service.
- I have some reservations, but I believe the applicant will succeed in serving with the AmeriCorps.
- I do not recommend this applicant for AmeriCorps service.

**I AUTHORIZE** the program and/or the Corporation for National and Community Service to identify me as the source of this reference and to release a copy of this reference in its entirety upon request to the applicant

**I DO NOT** authorize the program and/or the Corporation for National and Community Service to identify me as the source of this reference, nor do I authorize the release of a copy of this reference in its entirety to the applicant

back

Click **Back** to return to the application

# Follow-up on References

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## eGRANTS

View Application - Julie Woodland

<b>Basic Information</b>	<b>Education</b>	<b>Experience &amp; Skills</b>	<b>Community Service</b>	<b>Motivational Statement</b>	<b>Criminal History</b>	<b>References</b>	<b>Selection</b>
--------------------------	------------------	--------------------------------	--------------------------	-------------------------------	-------------------------	-------------------	------------------

These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.

Name▶	Relation▶	Created▶	Modified▶	Completed▶
<a href="#">James Rockwell</a>	Not available	12/23/2008 10:37 PM	12/23/2008 10:37 PM	Yes
<a href="#">Mary Smith</a>	Not available	12/23/2008 10:29 PM	12/23/2008 10:29 PM	No <a href="#">Send Reminder</a>

[print application](#)  
[return to recruitment workbasket](#)

If you click the **Send Reminder** link for uncompleted references, it will send an automated email reminder to the reference



# Follow-up on References

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## eGRANTS

View Application - Julie Woodland

Please note:

- **A reminder to the selected reference to complete their recommendation has been sent.**

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Selection
-------------------	-----------	---------------------	-------------------	------------------------	------------------	------------	-----------

These are the references that were submitted with this application. If a reference has not been completed, you may send a request reminding the reference to complete the form by clicking the "send reminder" link. Alternatively, you may override the reference by clicking on the reference name and completing the override form once you have contacted the reference and received feedback from him or her.

Name	Relation	Created	Modified	Completed
James Rockwell	Not available	12/23/2008 10:37 PM	12/23/2008 10:37 PM	Yes
Mary Smith	Not available	12/23/2008 10:29 PM	12/23/2008 10:29 PM	No <a href="#">Send Reminder</a>

When you send a reminder to a reference, a confirmation message will appear at the top of the reference section

If your reference hasn't completed or been unable to complete the reference through My AmeriCorps, you may contact the reference directly to create a Reference Override. Click on the Reference's name

[return to recruitment workbasket](#)

# Override References


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## eGRANTS

Reference Override

**Name:** Mary Smith  
**Title:** Owner  
**Organization/Institution** Express Service  
**Address:** 0000 Tree Street  
**City:** Scottsdale  
**State:** IL  
**Zip:** 85260  
**Home Phone:** 000-000-0000  
**Work Phone:** 000-000-0000  
**E-mail:** test@cns.gov

Source:

Comment:

When you click on the reference's name, the contact information will show up on the Reference Override page

Use the dropdown menu to choose the communication source (fax, mail, phone, other) you used to get the comments

Once you complete the Reference Override, click **Save**

# Override References

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## eGRANTS

View Application - Julie Woodland

Please note:

- Reference override has been saved.



When you save the Reference Override, a confirmation message will appear at the top of the application

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Selection
-------------------	-----------	---------------------	-------------------	------------------------	------------------	------------	-----------

**Name:** Julie Woodland  
**Applicant ID:** 000000  
**SSN:** \*\*\*\*\*0000

**Date of Birth:** 06/08/1987  
**Username:** liko87  
**E-mail:** VISTA\_test@cns.gov

**Mailing Address:**  
0000 Lake Drive  
Elston, ME 00000  
**Home Phone Number:** 000-000-0000  
**Work or Other Phone Number:**

**Permanent Address:**  
0000 Lake Drive  
Elston, ME 00000  
**Home Phone Number:** 000-000-0000  
**Work or Other Phone Number:**

### Residence Information:

**Status:** U.S. Citizen  
**City:** Flagstaff  
**State:** AZ  
**Country:** United States of America

### Additional Information:

**Earliest Availability Date:** 01/10/2009

### Interests:

I am very interested in working with people and helping the community. I am especially interested in mental health awareness and treatment.

[print application](#)  
[return to recruitment workbasket](#)

# Accept/Reject Applicants

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## eGRANTS

View Application - Julie Woodland

**Basic Information** | **Education** | **Experience & Skills** | **Community Service** | **Motivational Statement** | **Criminal History** | **References** | **Selection**

To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (\*) denotes a required field. To reject an applicant, you may just click "reject."

**submit**

### Lists of Acceptable Documents

**List A**

**OR**

**List B**

**AND**

**List C**

Documents that establish both identity and service eligibility

Documents that establish identity

Documents that establish service eligibility

Document ID from list A: \*

Document ID from list B: \*

Document ID from list C:

### Overall recommendation

- Accept applicant for AmeriCorps\* State/National service.
- Reject applicant for AmeriCorps\* State/National service.

**submit**

[print application](#)  
[return to recruitment workbook](#)

Click the **Selection** tab

Select either a document from List A or documents from both Lists B and C. Enter the unique ID of each document

Click on a radio button to accept or reject the applicant. Click **Submit** to submit the recommendation

Click **Return to Recruitment Workbook** to discard any entries you made

# Accept/Reject Applicants

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## eGRANTS

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S&N Workbasket

S&N Reports

VISTA Workbasket

VISTA Reports

View Application - Julie Woodland

Basic Information   Education   Experience & Skills   Community Service   Motivational Statement   Criminal History   References   [Selection](#)

To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (\*) denotes a required field. To reject an applicant, you may just click "reject."

submit

### Lists of Acceptable Documents

List A

OR

List B

AND

List C

Documents that establish both identity and service eligibility

Documents that establish identity

Documents that establish service eligibility

- US Passport
- Cert of US Citizenship
- Cert of Naturalization
- Foreign passport
- Perm Resident Card
- Alien Regist Card
- Temp Resident Card
- Employmnt Auth Card
- Reentry Permit
- Refugee Travel Doc
- Employmnt Auth Doc

- Drivers License
- State Issued ID Card
- Gov Issued ID Card
- School ID Card
- Voter Regist Card
- U.S. Military Card
- Military Depend Card
- U.S. Coast Grd Card
- Nat. Amer Tribal Doc
- Canadian Driv License
- School Record/Report
- Hospital/Clinic Record
- Day-care Record

- Social Security Card
- Cert. of Birth Abroad
- Birth Certificate
- Nat. Amer Tribal Doc
- U.S. Citizen ID Card
- Resident Citizen Card
- Employment Auth

submit

print application

When you click on the dropdown menu for a specific list, it will show a list of acceptable documents to choose from.

# Accept/Reject Applicants

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## eGRANTS

View Application - Julie Woodland

**Basic Information** | **Education** | **Experience & Skills** | **Community Service** | **Motivational Statement** | **Criminal History** | **References** | **Selection**

To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (\*) denotes a required field. To reject an applicant, you may just click "reject."

### Lists of Acceptable Documents

**List A**

**OR**

**List B**

**AND**

**List C**

Documents that establish both identity and service eligibility

Documents that establish identity

Documents that establish service eligibility

Document ID from list A: \*

Document ID from list B: \*

Document ID from list C:

### Overall recommendation

- Accept applicant for AmeriCorps\* State/National service.
- Reject applicant for AmeriCorps\* State/National service.

[print application](#)

[return to recruitment workbook](#)

Click on a radio button to accept or reject the applicant. Click **Submit** to submit the recommendation

Click **Return to Recruitment Workbook** to discard any entries you made

# Accept/Reject Applicants

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## eGRANTS

View Application - Julie Woodland

**Basic Information** | **Education** | **Experience & Skills** | **Community Service** | **Motivational Statement** | **Criminal History** | **References** | **Selection**

To extend an offer to an applicant, you must complete all required fields on this form. An asterisk (\*) denotes a required field. To reject an applicant, you may just click "reject."

**Lists of Acceptable Documents**

**List A**

Documents that establish an applicant's identity and service eligibility

Document ID from list A: \*

**List B**

Documents that establish an applicant's identity

Document ID from list B: \*

**List C**

Documents that establish an applicant's service eligibility

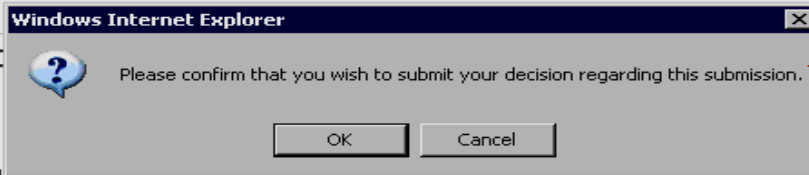
Document ID from list C: \*

**Overall recommendation**

- Accept applicant for AmeriCorps\* State/National service.
- Reject applicant for AmeriCorps\* State/National service.

[print application](#)

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When you click **Submit** you will be asked to confirm your decision. Click **OK** to confirm or **Cancel** to cancel your recommendation. Once you have confirmed your decision, you won't have an opportunity to change it

# Accept/Reject Applicants

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eGRANTS

When you confirm your recommendation decision, the applicant is notified of a change in the status of their application

View Application - Julie Woodland

Please note:

- **Your recommendation information has been saved.**

A confirmation message will appear at the top of the Selection tab

Basic Information	Education	Experience & Skills	Community Service	Motivational Statement	Criminal History	References	Selection
-------------------	-----------	---------------------	-------------------	------------------------	------------------	------------	-----------

### Lists of Acceptable Documents

<b>List A</b>	<b>OR</b>	<b>List B</b>	<b>AND</b>	<b>List C</b>
Documents that establish both identity and service eligibility		Documents that establish identity		Documents that establish service eligibility
<input type="text" value="US Passport"/>		<input type="text"/>		<input type="text"/>
Document ID from list A: *		Document ID from list B: *		Document ID from list C: *
<input type="text" value="00000000000000000000000000000000"/>		<input type="text"/>		<input type="text"/>

### Overall recommendation

- Accept applicant for AmeriCorps\* State/National service.
- Reject applicant for AmeriCorps\* State/National service.

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[return to recruitment workbasket](#)



# What's next?

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- **The Resource Center**
  - [www.nationalserviceresources.org/ac-training-support](http://www.nationalserviceresources.org/ac-training-support)
  - Includes other tutorials
  - Live training and registration schedule
- **The eGrants Coaching Unit**
  - 1-888-333-8272
  - [egrantstta@jbsinternational.com](mailto:egrantstta@jbsinternational.com)
  - Training/Technical Assistance
- **The eGrants Help Desk**
  - 1-888-677-7849
  - Technical Assistance
  - User name/Password reset assistance

