

How to Post to the 'Federal Internship Portal' using MHME

Short-term Agency Details (details.usajobs.gov) replaces the Open Opportunities platform, and allows agencies to post details and micro-learning opportunities in the Federal government, and MonsterGov talent acquisition system agencies can easily post on the portal by following these three simple steps in the vacancy announcement process:

MONSTER Hiring Management
Government Solutions

Main Announcements Question Library Search Applicants Search Certificates

Organization: Agency Name
Department: Department Name
Series: 0080 SECURITY SPECIALIST
Grades: 14
Open Period: 05/05/2015 to 05/08/2015

Vacancy Detail **Announcement Text** Eligibility Assessment Review

Manage Case Files

Announcement Text

Overview

Overview Information

*Work Schedules: Full-time

*Acceptable Resume Types: Accept USAJOBS resume builder resume only

Work Schedule Details: This is a full-time career/career-conditional appointment. (192 characters remaining)

*Appointment Type: **D-Detail**

Appointment Type Details: (221 characters remaining)

*Hiring Paths

Hiring Path and Clarification from the Agency will be used to describe eligibility to applicants.

- Custom Announcement (not open to the public)
- Open to the public
- Internal to an agency (searchable on USAJOBS)
- Internal to an agency (not searchable on USAJOBS)
- Competitive service
- Excepted service
- Career transition (CTAP, ICTAP, RPL)
- Land & base management
- Veterans
- Military spouses
- National Guard & reserves
- Students
- Recent graduates
- Senior Executives
- Individuals with disabilities
- Family of overseas employees
- Native Americans

Clarification from the Agency: (500 characters remaining)

This job is also open in another announcement: (Enter USAJOBS control number)

1

Start with posting a vacancy as you normally do in the Monster Hiring Management Module, and when you get to the Announcement Text step **select D-Detail for Appointment Type.**

2

Continue filling out the vacancy announcement in the Announcement Text step, and when you get to the **Hiring Paths** section select **Internal to an agency (searchable on USAJOBS)** and **Competitive service** or **Expected Service**. Don't forget to select any other appropriate Hiring Paths for the announcement. Best practice: **Use Conditions of Employment** to clarify requirements (e.g., supervisor approval, performance ratings, length of detail).

Note: If you select "Internal to an agency (not searchable on USAJOBS)" it will NOT show on the portal.

3

Complete the vacancy announcement as you usually do, per your internal agency processes and you are done. Your vacancy will be posted on the Short-term Agency Details Portal.