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

MONSTER
Government Solutions

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:

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.