



## Searching for Applicants in My AmeriCorps

### What you will need to know:

- Do you have an eGrants user account? (For more information read the Creating an Account in eGrants resource.)
- Do you have a list of criteria you want to use to search for applicants (e.g., zip codes for your project area, language skills, application status)?

### Process Overview

#### 1. Review search criteria options

This document includes menu options from the My AmeriCorps applicant search screens. Preview the search options below to help you plan.

#### 2. Identify how you will be using the search feature

Do you need to see a list of applicants who have applied to your project who are “pending State Office Approval?” Will you be using the search feature to find and reach out to applicants who indicate they have specific skills? Is your project looking for someone who currently lives in your city?

The search feature includes options to search for “potential applicants” and “submitted applications.”

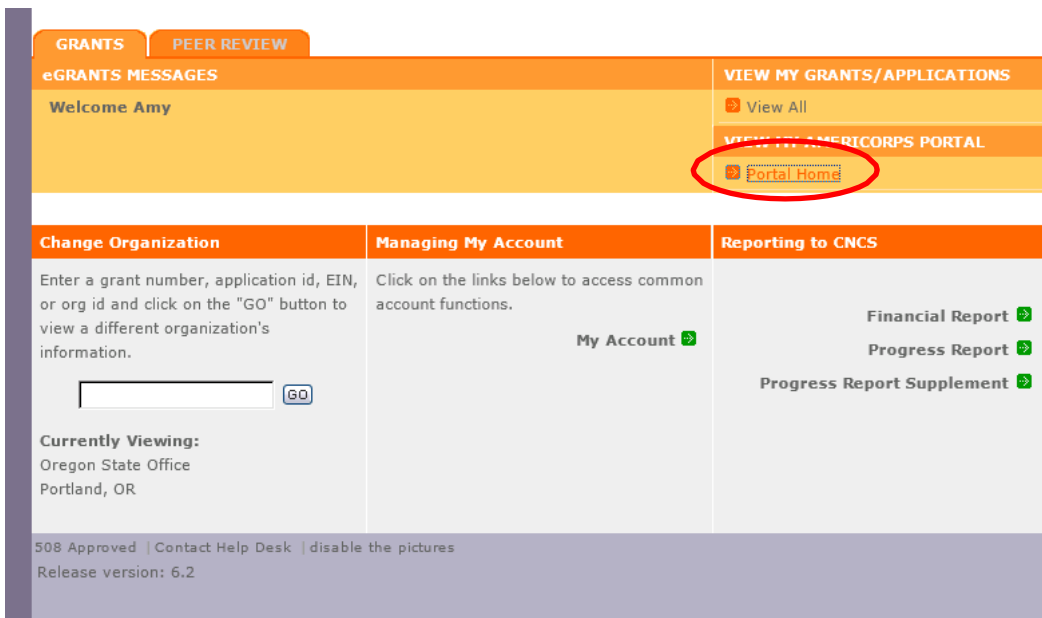
- **Potential Applicants** include records submitted for other VISTA and AmeriCorps projects but not necessarily for your project. Search results will include old applications that have remained on file.
- **Submitted Applications** include applications that were submitted specifically for one or more of your service opportunity listings (see p. 5).

### Step-by-step instructions for searching for and inviting applicants to apply to your project in My AmeriCorps

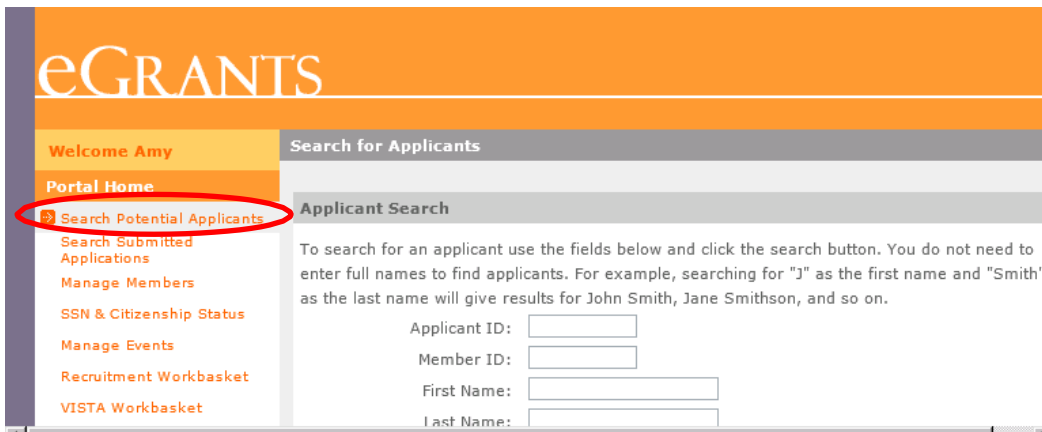
#### Hint

“Potential Applicants” records include applicants to other projects whom you can invite to apply for your position.

1. Log-in to eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>
2. Connect to the My AmeriCorps Portal and access the Search Potential Applicants section. Go to: Portal Home.



3. Access the Search Potential Applicants screen.



4. Search for potential applicants.

To search for applicant submissions, select search options from the fields on the screen and click the search button.

### Hints

- 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.
- Narrow your search results by choosing multiple search criteria. Widen your search results by choosing fewer search criteria.

### Search Fields

Applicant ID:  
Member ID:  
First Name:  
Last Name:  
Date of Birth:  
Email Address:  
Highest Education Level  
Available from: (mm/dd/yyyy)

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**Skills**

Counseling	Public Speaking
Architectural Planning	Recruitment
Business/Entrepreneur	Teaching/Tutoring
Communications	Trade/Construction
Community Organization	Writing/Editing
Computers/Technology	Youth Development
Conflict Resolution	General Skills
Education	Environment
Fine Arts/Crafts	Non-Profit Management
First Aid	Social Services
Fundraising/Grant Writing	Urban Planning
Law	Disaster Services
Leadership	Veterans
Medicine	Teamwork
Public Health	Other:

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**Applicant has:**

- Any of these skills
  - All of these skills
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**Language:**

Arabic	Hmong Italian
ASL	Japanese
Chinese	Korean
Creole	Polish Portuguese Russian
English	Spanish
French	Thai
German	Vietnamese
Greek	Other

**Fluency:**

Basic

Good

Excellent

Age between: \_\_\_ and \_\_\_

City:

State:

Zip Code: \_\_\_\_\_ (5 digits only)

Area Code:

**5. Review your search result(s) and learn more about applicants.**

Click on an applicant name to view the individual’s information including:

- current address
- permanent address
- contact information
- earliest availability date
- latest availability date
- moving in six months (yes or no)
- skills
- languages
- interests (open ended comments from applicant)

**Hint**

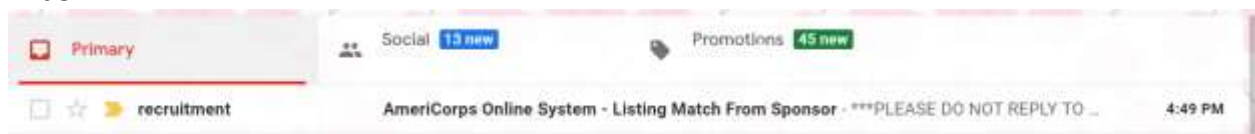
Narrow your search to recent local candidates by searching for your city and latest availability date.

**6. Notify a potential applicant about your service opportunity through the My AmeriCorps Portal.**

The portal allows you to send a standard invitation email to applicants through the portal emailer. You will not be able to see or edit the message prior to sending.

The message appears like this:

**Inbox:**



## Message:

AmeriCorps Online System - Listing Match From Sponsor Inbox x



recruitment@americorps.gov

to 1225Cristalynne

4:49 PM (6 minutes ago)



\*\*\*PLEASE DO NOT REPLY TO THIS MESSAGE\*\*\*

Dear Cristalynne Dupree:

Thank you very much for your interest in AmeriCorps. After reviewing your profile, we have decided that you possess the necessary qualifications for the Tulane AmeriCorps VISTA – Community Works of Louisiana project. If you would like to receive more information about this project opportunity, please click the link provided below. We greatly encourage you to apply for this position. If you would like to apply, simply login to your account and search for the listing.

<http://my.americorps.gov/me/listing/viewListing.do?nsalD=-1&d=93112&isApplicant=1>

Please do not reply to this message. If you have any questions or need further assistance, please submit a help request via [https://questions.nationalservice.gov/app/ask\\_mac](https://questions.nationalservice.gov/app/ask_mac) or contact the help desk at 1-800-942-2677.

To send the automated message, select one of your service opportunity listings from the drop-down menu and click the "send email" button.

### Hints

Personalize your outreach by:

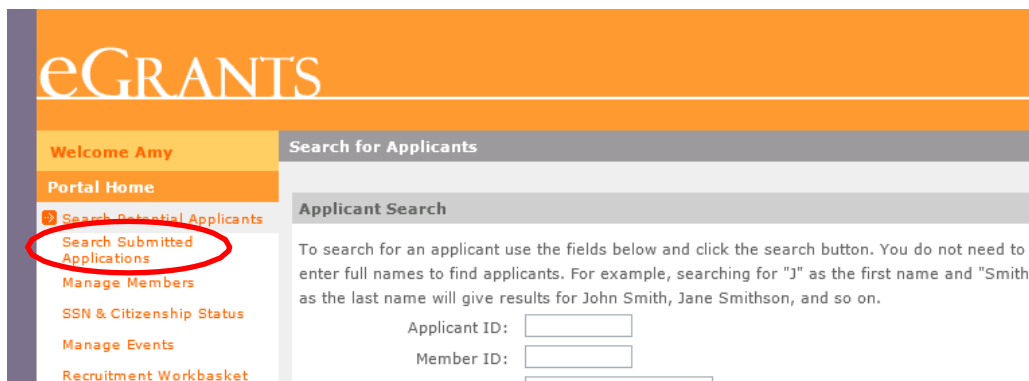
- Copying and pasting an email address and sending a direct message to the applicant through your organization's email program. Applicants may be more responsive to a personalized message.
- Consider calling applicants directly and inviting them to apply to your project.
- When reaching out directly by email or phone, briefly explain what the VISTA program is, as well as describing your VISTA project and your open position.
- When sending an email to multiple people, be sure to blind copy recipients to keep from disclosing their email addresses.

## Step-by-step instructions for filtering applicant submissions in My AmeriCorps

### Hints

- These records include applications that were submitted specifically for one or more of your service opportunity listings.
- Only click on the “Sponsor Recommendation” tab if you are ready to select or reject an applicant, as clicking on this tab automatically changes the applicant’s status to “Under Review.”

1. Log in to eGrants at: <https://egrants.cns.gov/espan/main/login.jsp>
2. Connect to the My AmeriCorps Portal and access the Service Opportunities section. Go to: Portal Home.
3. Access the Search Submitted Applications screen.



4. Choose Basic Search Options.

Applicant ID:

First Name:

Last Name:

Listing:

(The Listing drop down menu includes a list of all Service Opportunity Listings available for your project. Be sure to have the listing number or opportunity title available.)

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### Status:

Includes a drop-down menu that allows you to search for applicants in various stages of the process including:

- Under Review
- Submitted
- Assigned
- Accepted
- Disqualified

Pending Clearance  
Deferred  
Pending Partial Award Acknowledgement  
Partial Award Acknowledgement  
Pending Waitlist  
Pending Placement  
Selected  
Assessment Complete  
Re-Assign  
Rejected  
Waitlisted  
Withdrawn  
Pending State Office Approval  
Approved  
Administrative Decline  
Declined

### Hints

The two most common statuses are “Submitted” and “Under Review.” VISTA candidates who are offered the position are “Selected.” Once they log-in to My AmeriCorps and click “Accept” they move to “Pending State Office Approval.” Once approved by the AmeriCorps Region Office and placed with a project, they are “Assigned.”

Understanding what each status means:

- Submitted – Applicant has completed the application and clicked Apply Now on the listing.
- Under Review – Application is being reviewed by the project. When in this status, projects commonly contact applicant and request additional information or request an interview.
- Selected – The project is offering the applicant the position. To accept the offer, applicant must, log-in to their My AmeriCorps profile and accept the position.
- Pending State Office Approval – Applicant has accepted the position and an AmeriCorps Portfolio Manager is making a final review.
- Approved – The final review has been completed and applicant has been approved for service.
- Assigned – The next step for the candidate is attending Pre-Service Orientation.

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Date between: (mm/dd/yyyy)

And: (mm/dd/yyyy)

These dates correspond to the date the applicant submitted their application.

### Hint

Applications from many previous years will show up in your search results. To narrow your search results, specify dates that align with your current outreach period or the date you posted the Service Opportunity Listing.

## 5. Choose Advanced Search Options.

### Hint

Using the advanced search options can help narrow down a large pool of applicants.

### Highest Education Level:

Associates degree (AA)  
College graduate  
Some college  
Graduate degree (e.g., MA, PhD, MD, JD)  
High school diploma/GED  
Less than high school  
Technical school/apprenticeship/vocational

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### Skills:

Counseling	Public Speaking
Architectural Planning	Recruitment
Business/Entrepreneur	Teaching/Tutoring
Communications	Trade/Construction
Community Organization	Writing/Editing
Computers/Technology	Youth Development
Conflict Resolution	General Skills
Education	Environment
Fine Arts/Crafts	Non-Profit Management
First Aid	Social Services
Fundraising/Grant Writing	Urban Planning
Law	Disaster Services
Leadership	Veterans
Medicine	Teamwork
Public Health	Other:

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### Applicant has:

- Any of these skills
  - All of these skills
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**Language:**

- |                        |            |
|------------------------|------------|
| Arabic                 | Japanese   |
| American Sign Language | Korean     |
| Chinese                | Polish     |
| Creole                 | Portuguese |
| English                | Russian    |
| French                 | Spanish    |
| German                 | Thai       |
| Greek                  | Vietnamese |
| Hmong                  | Other      |
| Italian                |            |

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**Fluency:**

- Basic
- Good
- Excellent

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Age Between: \_\_\_\_\_ and \_\_\_\_\_

City: \_\_\_\_\_

State: drop down

Zip: \_\_\_\_\_

Area Code: \_\_\_\_\_

This address corresponds to the applicant's current mailing address.

**Disclaimer:** The fields and options listed in this document are subject to change. Consult the Search Potential Applicants and Search Submitted Applications pages in My AmeriCorps for the current list of field options.