How to find Peace Corps Job Seekers Using Agency Talent Portal

BEFORE YOU GET STARTED

Make sure you:

1. Have a USAJOBS profile. If you have an existing USAJOBS profile, please use it—you don’t need to create a new one.
2. Sign into your Agency Talent Portal account.

FINDING PEACE CORPS JOB SEEKERS

You can search specifically for Peace Corps job seekers.

1. Select Peace Corps as the hiring path search filter—you’ll automatically see search results.
2. Click a job seeker’s name to see more details and their resume.
3. Make sure the job seeker has the required documents to prove their non-competitive eligibility, such as the Certification of Volunteer Service and a Non-competitive eligibility letter from the Peace Corps.

Once you find job seekers you’re interested in, you can add them to a Campaign. You can add them to an existing campaign or create a new one.

ADDING JOB SEEKERS TO A CAMPAIGN

To create a Campaign:

1. Click the Campaign Icon in the top navigation.
2. Click Create Campaign.
3. Enter a title that best fits your recruitment effort. Ex. HR Specialist GS 09-13
4. Go back to the job seekers you’re interested in.
5. Click on the job seekers card.
6. Click Add to Campaign for each job seeker you want to add.

USING A CAMPAIGN TO RECRUIT JOB SEEKERS

There are several ways you can use a campaign to further review and recruit job seekers. You can:

- Review resumes of all job seekers in one Campaign.
- Share your Campaign with other users in your agency or a partnering agency—this helps to collaborate when reviewing job seekers.
- Export your Campaign into an excel spreadsheet to help contact potential job candidates—only HR Specialists and Hiring Managers can use this feature.