

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.