

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:

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**.

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

Manage Case Files

Vacancy Detail **Announcement Text** Eligibility Assessment Review

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: This is a permanent position. 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

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 **Excepted 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.