

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

The Federal Internship Portal (intern.usajobs.gov) serves as a one stop shop for internship 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 N-internships (Students) 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: N - Internships (Student)

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 Students.** Don't forget to select any other appropriate Hiring Paths for the announcement.

Note: If you select "Internal to an agency (not searchable on USAJOBS)" it will NOT show on the internship 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 Federal Internship Portal.

Questions? Reach out to MonsterGov: monstergovernmentsolutions.com/connect/contact-us

Visit the **MonsterGov Resource Center** for articles and research on attracting *gen Zers* and recent grads: monstergovernmentsolutions.com/resources