

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.”

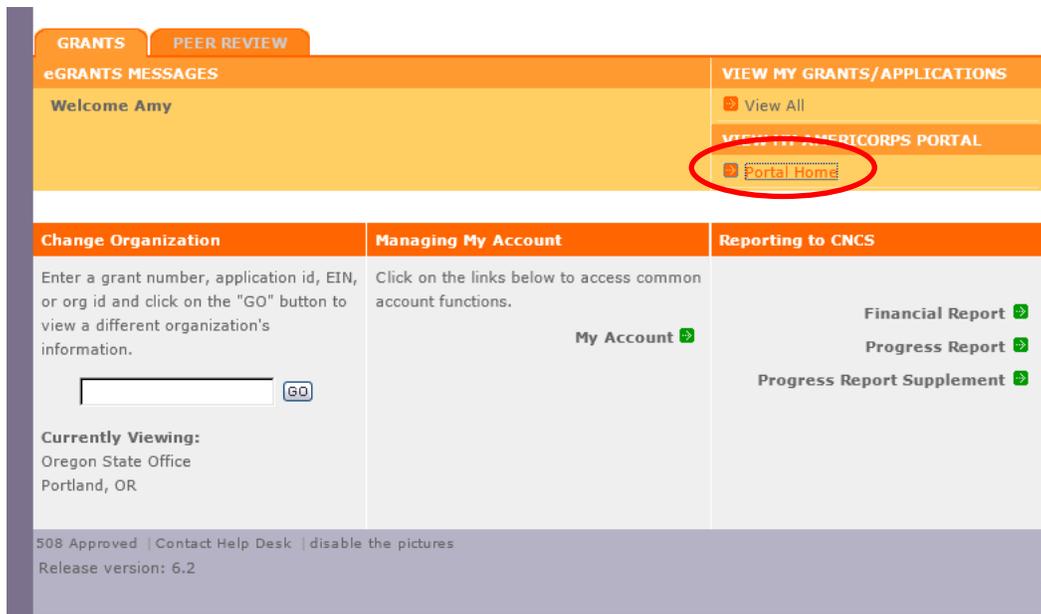
- **Potential Applicants** include records submitted for other VISTA and AmeriCorps projects but not necessarily for your project. Search results will include old applications that have remained on file.
- **Submitted Applications** include applications that were submitted specifically for one or more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

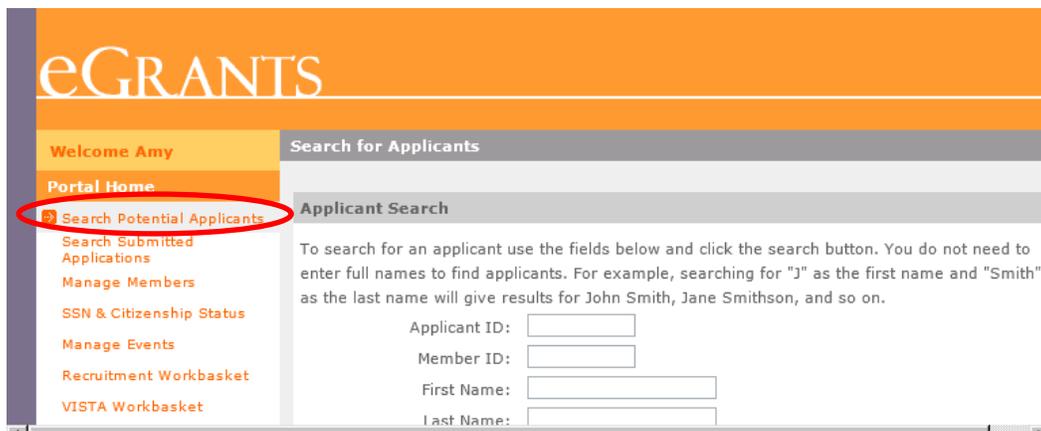
Hints!

“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 Service Opportunities 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:
E-mail Address:
Highest Education Level
Available from: (mm/dd/yyyy)

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:

Applicant has:

- Any of these skills
 - All of these skills
-

Language

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

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)

Hints!

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.

Select one of your service opportunity listings from the drop-down menu and click the "send email" button.

Hints!

Personalize your outreach by:

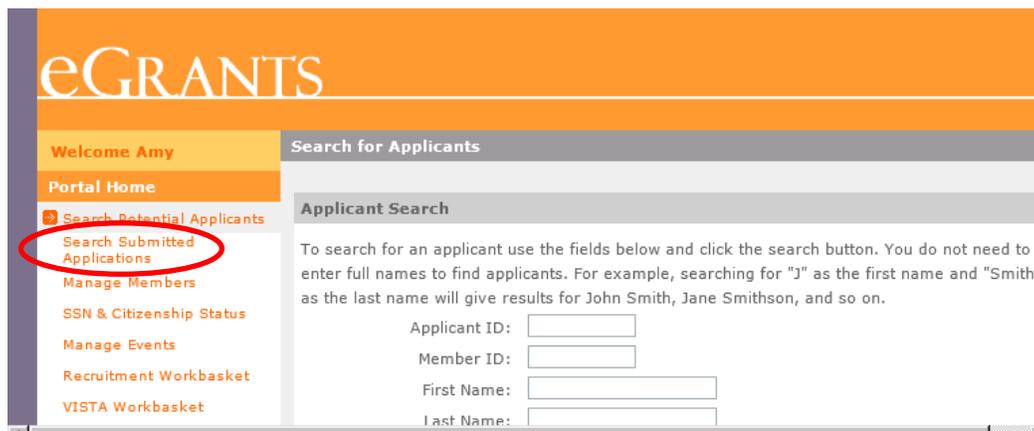
- Copying and pasting an email address and sending a direct message to the applicant through your personal email program. Applicants may be more responsive to your private message.
- Consider calling applicants directly and inviting them to apply to your project.

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.

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.)

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 State Office and placed on a grant, 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 a VISTA Program Officer 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.

Date between: (mm/dd/yyyy)

And: (mm/dd/yyyy)

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

Hints!

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.

Hints!

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

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:

Applicant has:

- Any of these skills
 - All of these skills
-

Language:

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

Fluency:

Basic
Good
Excellent

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 My AmeriCorps Service Opportunity Listing in My AmeriCorps for the current list of field options. (Updated July 2015)