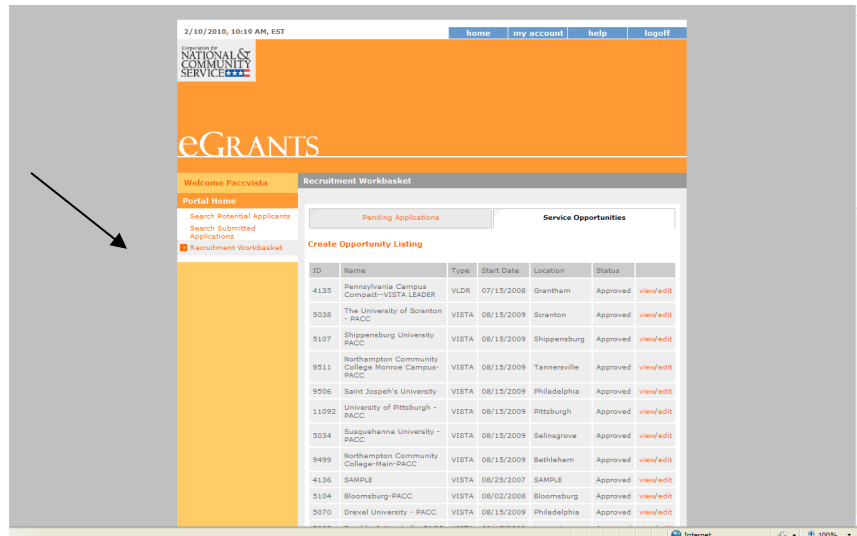


Search Potential Applicants

In this section, you can search (all AmeriCorps applicants) for people who may be interested in the type of program you are offering or have specific skills that you are looking for. For example, you can search for people fluent in Spanish, or with experience in college access programs.

Using this function, you can send people an email, informing them of your opportunity. This is **GREAT FOR RECRUITMENT!**

1. From your Recruitment Workbasket, click on **SEARCH POTENTIAL APPLICANTS**.



The screenshot shows the eGRANTS portal interface. At the top, there is a navigation bar with links for 'home', 'my account', 'help', and 'logoff'. Below this is the 'eGRANTS' logo and a 'Welcome Paccvista' message. The main content area is titled 'Recruitment Workbasket' and features a 'Create Opportunity Listing' section. A table of opportunities is displayed with columns for ID, Name, Type, Start Date, Location, Status, and actions (view/edit). An arrow points to the 'Search Potential Applicants' link in the left sidebar.

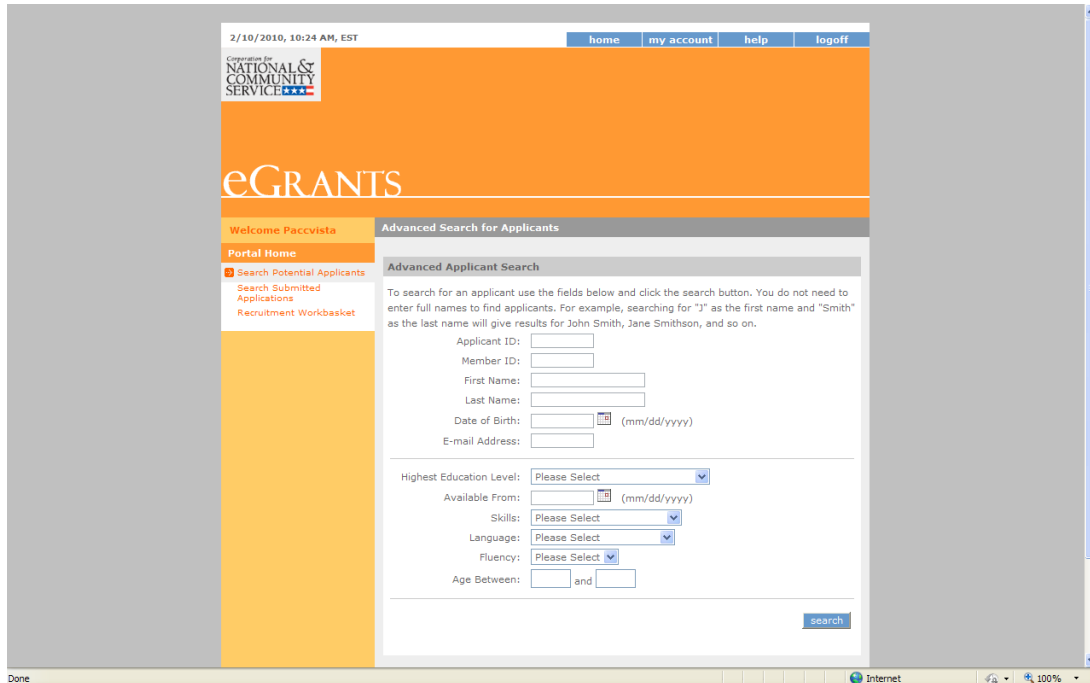
ID	Name	Type	Start Date	Location	Status	
4135	Pennsylvania Campus Compact-VISTA LEADER	VLDR	07/15/2008	Grantham	Approved	view / edit
5038	The University of Scranton - PACC	VISTA	08/15/2009	Scranton	Approved	view / edit
5107	Shippensburg University PACC	VISTA	08/15/2009	Shippensburg	Approved	view / edit
9311	Northampton Community College Monroe Campus-PACC	VISTA	08/15/2009	Tannersville	Approved	view / edit
9506	Saint Joseph's University	VISTA	08/15/2009	Philadelphia	Approved	view / edit
11092	University of Pittsburgh - PACC	VISTA	08/15/2009	Pittsburgh	Approved	view / edit
5034	Susquehanna University - PACC	VISTA	08/15/2009	Salisbury	Approved	view / edit
9499	Northampton Community College-Main-PACC	VISTA	08/15/2009	Bethlehem	Approved	view / edit
4136	SAMPLE	VISTA	08/25/2007	SAMPLE	Approved	view / edit
5104	Bloomsburg-PACC	VISTA	08/02/2008	Bloomsburg	Approved	view / edit
5070	Drexel University - PACC	VISTA	08/15/2009	Philadelphia	Approved	view / edit

2. From this screen, you can do a search for a specific person, or click on **CLICK HERE FOR ADVANCED APPLICANT SEARCH OPTIONS**.

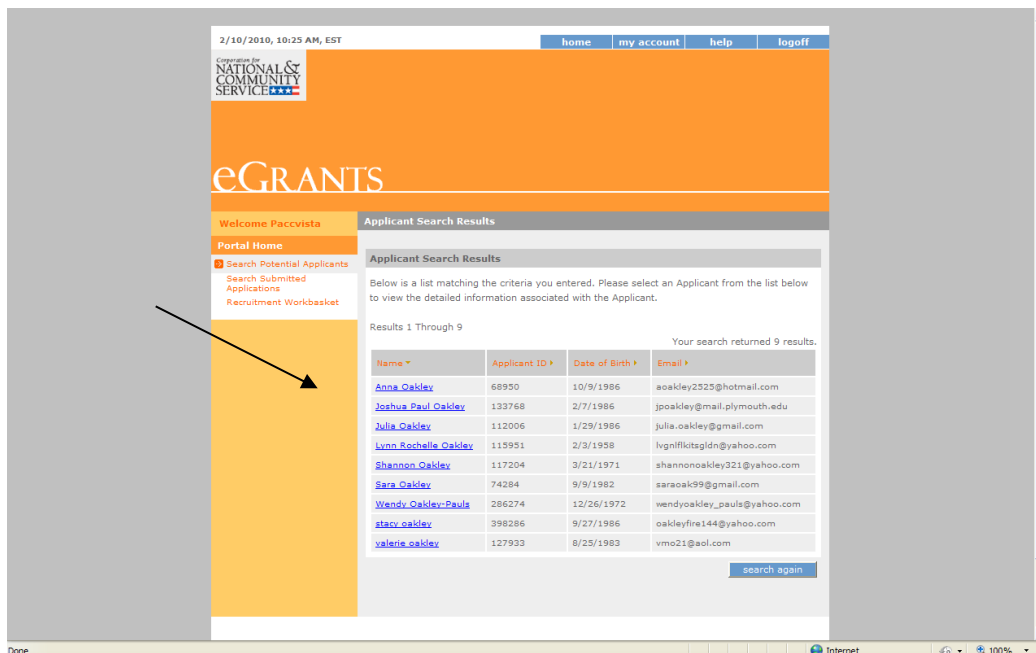


The screenshot shows the eGRANTS portal interface with the 'Search for Applicants' section active. It includes a search form with fields for Applicant ID, Member ID, First Name, Last Name, and Date of Birth (mm/dd/yyyy). A 'search' button is located at the bottom right of the form. Below the form is a link: 'Click here for advanced applicant search options.' The footer contains the text: '508 Approved | eGrants Feedback | Contact Help Desk | Last updated: Monday, December 28, 2009, 05:07 PM'.

3. On this screen you can complete a variety of fields to help you find applicants that fit your project's needs.



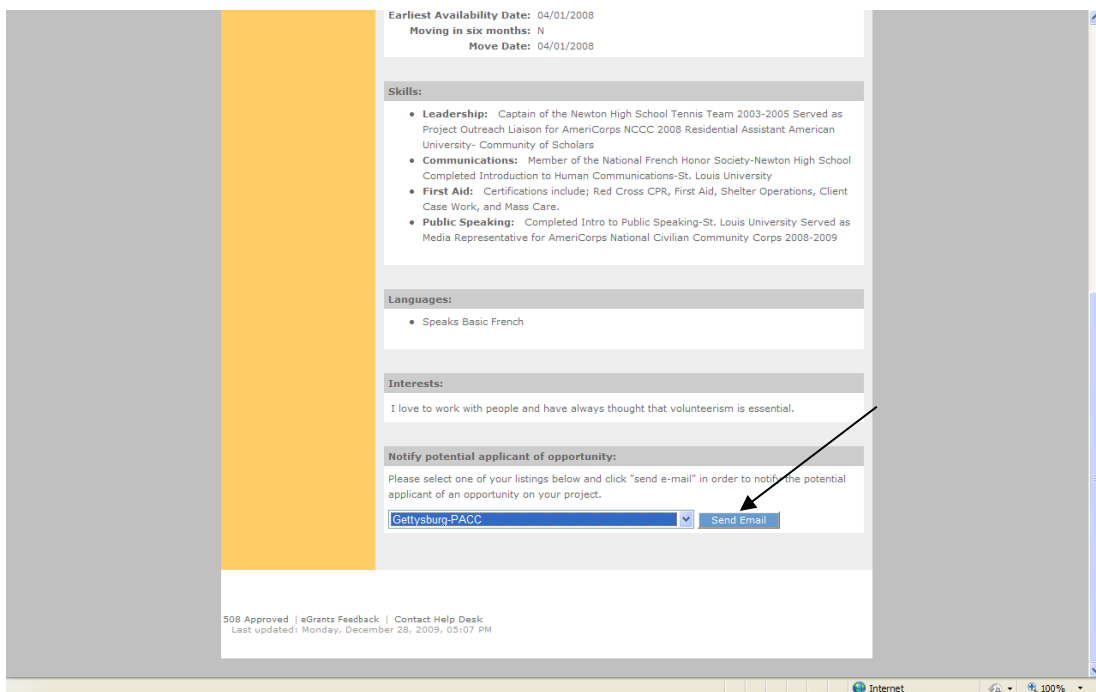
4. Once you click **SEARCH**, you will get a list of AmeriCorps applicants that fulfill your criteria. You can view an applicant's information by clicking on their name.



5. Once you have clicked on an applicant's name, you can see more information about him/her.



6. If you are interested in letting this applicant know about your position opening, you can scroll to the bottom of the page, use the scroll bar to select your listing and click **SEND EMAIL**.



7. After you click SEND, a confirm page will pop-up that looks like this:

The screenshot shows a web browser window displaying the eGrants portal. At the top left, the date and time are 2/10/2010, 10:27 AM, EST. The top navigation bar includes links for home, my account, help, and logoff. The main header features the logo for the Corporation for National & Community Service and the text 'eGRANTS'. Below the header, there is a 'Welcome Paccvista' message and a 'View Applicant Profile' section. A 'Please note' message states: 'An email notifying the applicant of a potential listing match has been sent.' The applicant's information is displayed in a table format:

Applicant Information	
Name: Anna Oakley	E-mail: aoakley2525@hotmail.com
Applicant ID: 68950	Username: aoakley2525
Mailing Address: 411 S 24th St Quincy, IL 62301	Permanent Address: 411 S 24th St Quincy, IL 62301
Home Phone Number: 217-223-2148	Home Phone Number: 217-223-2148
Work or Other Phone Number:	Work or Other Phone Number:

Below the applicant information, there is an 'Additional Information' section:

Additional Information:	
Earliest Availability Date:	04/01/2008
Moving in six months:	N
Move Date:	04/01/2008

At the bottom, there is a 'Skills' section with a bullet point: Leadership: Captain of the Newton High School Tennis Team 2003-2005 Served as

You can send emails to as many applicants as you would like.

