



U.S. DEPARTMENT OF  
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# Application Site Tutorial

Reviewing Applications  
&  
Selecting Applicants for Offers

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- Application Site Overview
- Site Access
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# Application Site Overview

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- The application site will provide laboratories with the ability to view applications and make offers to potential program applicants.
- The site can be accessed at the following link:  
<https://applicationlink2.labworks.org/home.aspx>
  - *this is the same site used by applicants – all site features are accessible from one location*



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# Site Access

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- Send an email to [nharrell@lbl.gov](mailto:nharrell@lbl.gov) with the subject line Mentor Account Request
- An email will be sent to your Lab email address
- This email will be from DOE Applicationlink.
- The email message will contain a link to access your account and complete your login credentials.\*\*
- Once complete, a view of the mentor view will available.

*\*\*Please note: The link will only need to be accessed once. Once your account is created, you will not be able to use the link to access the site.*



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# Site Access

- Once within the site, you can logout by selecting the logout button from the top of the page:

Workforce Development for Teachers and Scientists ApplicationLink Production (Mento)

U.S. Department of Energy  
Workforce Development for Teachers and Scientists

Home  
Manage Applications

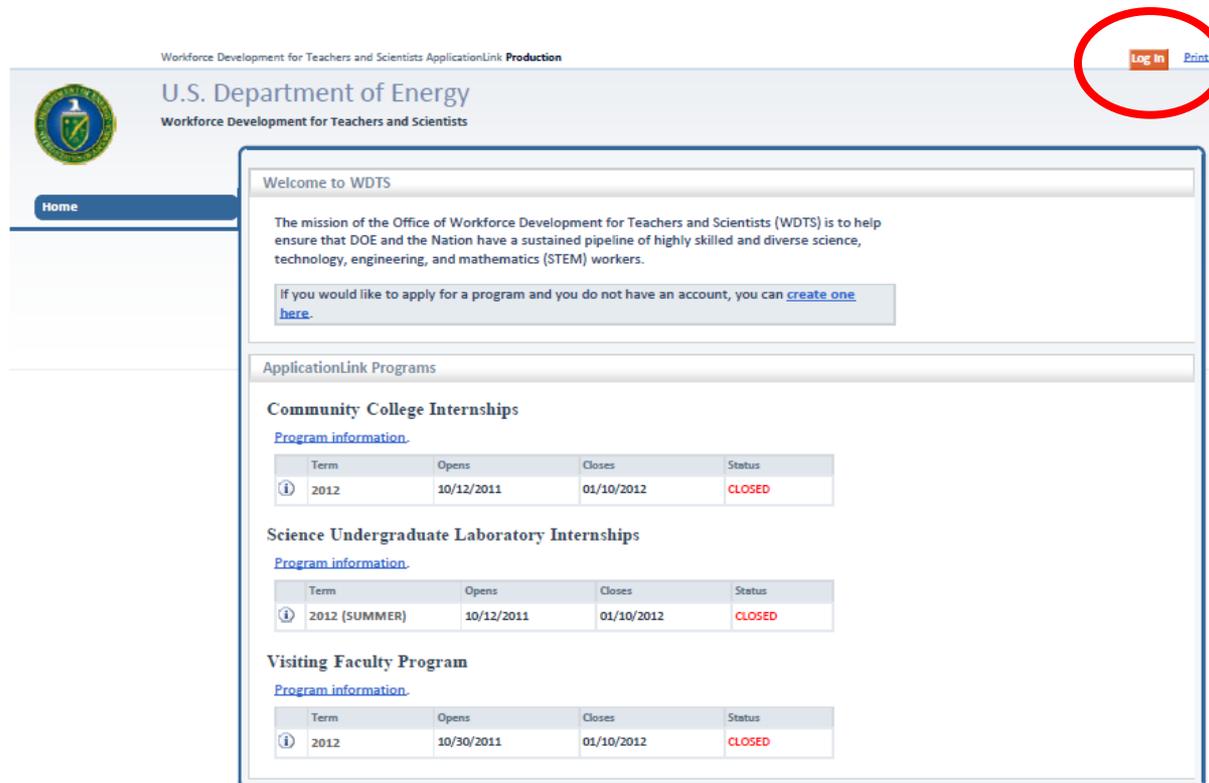
Title	Description
<a href="#">Mentor Application</a>	Mentor Application
<a href="#">Search</a>	Search

Log Out Print



# Site Access

- To Login again, access the site from the link:  
<https://applicationlink2.labworks.org/home.aspx>
  - Select the login button **Log In** at the top of the page



Workforce Development for Teachers and Scientists ApplicationLink Production

U.S. Department of Energy  
Workforce Development for Teachers and Scientists

Home

Welcome to WDTS

The mission of the Office of Workforce Development for Teachers and Scientists (WDTS) is to help ensure that DOE and the Nation have a sustained pipeline of highly skilled and diverse science, technology, engineering, and mathematics (STEM) workers.

If you would like to apply for a program and you do not have an account, you can [create one here](#).

ApplicationLink Programs

**Community College Internships**  
[Program information.](#)

Term	Opens	Closes	Status
2012	10/12/2011	01/10/2012	CLOSED

**Science Undergraduate Laboratory Internships**  
[Program information.](#)

Term	Opens	Closes	Status
2012 (SUMMER)	10/12/2011	01/10/2012	CLOSED

**Visiting Faculty Program**  
[Program information.](#)

Term	Opens	Closes	Status
2012	10/30/2011	01/10/2012	CLOSED



# Site Access

- Enter your newly created login username and password into the popup window:

Workforce Development for Teachers and Scientists ApplicationLink Production Log In Print

U.S. Department of Energy  
Workforce Development for Teachers and Scientists

Home

Welcome to WDTS

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If you would like to apply for a position, please click here.

ApplicationLink Program

Community College

Program information.

Term	Opens
2012	10/12/2011

Science Undergraduate

Program information.

Term	Opens	Closes	Status
2012 (SUMMER)	10/12/2011	01/10/2012	CLOSED

Visiting Faculty Program



# Reviewing Applications

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- The applications have been reviewed by WDTS. WDTS have provided comments to several applications. The comments are provided as additional information for your review.
- While reviewing applications, if provided documents are not viewable, please inform WDTS. Several transcripts were found to be unreadable and have been corrected.



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# Reviewing Applications

- To begin viewing applications, select Home from the menu navigation. You will see the following options.

The screenshot shows the web interface for the U.S. Department of Energy Workforce Development for Teachers and Scientists. The page title is "Workforce Development for Teachers and Scientists ApplicationLink Production". The user is logged in as "(Mentor)". The page features a navigation menu with "Home" and "Manage Applications". A table titled "Application Tasks" is displayed, with a blue box highlighting it. The table has two columns: "Title" and "Description".

Title	Description
<a href="#">Mentor Application Search</a>	Mentor Application Search



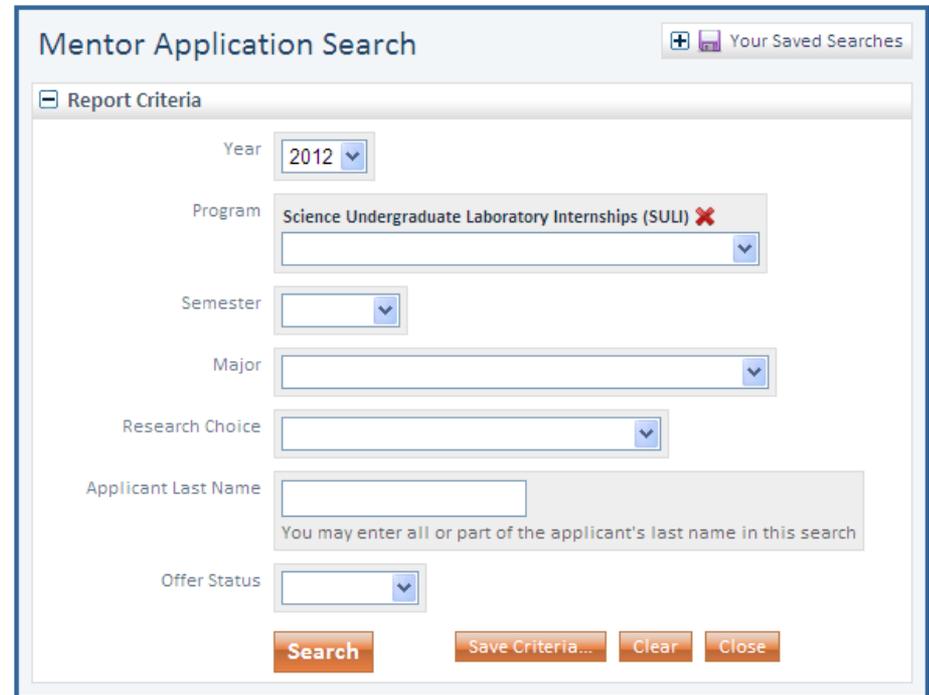
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# Reviewing Applications

- To begin viewing applications, select Home from the menu navigation. You will see the following options.
- Select Mentor Application Search.
- You will find several search categories to view applications.
- To pull a report of applicants, select the following\*\*:
  - Program
  - Major
  - Research choice
- If any of these categories are selected, a set of records will appear that match your search criteria.



The screenshot displays the 'Mentor Application Search' interface. At the top right, there is a link for 'Your Saved Searches'. Below this is a 'Report Criteria' section with the following fields:

- Year:** A dropdown menu set to '2012'.
- Program:** A dropdown menu with 'Science Undergraduate Laboratory Internships (SULI)' selected and a red 'X' icon to its right.
- Semester:** An empty dropdown menu.
- Major:** An empty dropdown menu.
- Research Choice:** An empty dropdown menu.
- Applicant Last Name:** A text input field with a grey background. Below it is the instruction: 'You may enter all or part of the applicant's last name in this search'.
- Offer Status:** An empty dropdown menu.

At the bottom of the form are four buttons: 'Search', 'Save Criteria...', 'Clear', and 'Close'.



# Reviewing Applications

- You will be able to search the offer status of a program. This category offers the options of
  - No Offers (no offers made to applicants)
  - Has Offers (offers made to applicants)
- In addition, you will be able to type in the “Applicant Last Name” row to search for a specific applicant.
- This will search for the specific applicant you want to find within the applicant pool for your laboratory.

Mentor Application Search + Your Saved Searches

Report Criteria

Year: 2012

Program: Science Undergraduate Laboratory Internships (SULI)

Semester:

Major:

Research Choice:

Applicant Last Name:   
You may enter all or part of the applicant's last name in this search

Offer Status:



# Reviewing Applications

- The application report will display a list of applicants by name.
- The columns for review include:
  - Applicant
    - you can select the name to view the entire application window seen by the applicant
  - Recommendations
    - The small images of people are linked to the recommendations for the applicant.
  - Export App
    - You can view a PDF view of the applicant responses.
  - Transcripts
    - Each transcript is listed for review as a pdf.
    - Please note, we have found that some students needed to load an additional file to have an application deemed complete due to the system. The education background of the student should reflect the number of transcripts loaded.
  - Program/Term
  - GPA
    - At times, some applicants entered a different GPA than what was listed on their Transcript.
  - Laboratory Choices
  - Offer Status
    - The make offer function is only available if the applicant has selected a lab as a first choice during the first choice period. The second choice applications will be released on the listed date.

[Revise Report](#) | [Save Criteria...](#)  
30 records found

Applicant	Export App	Transcripts	Program/Term	GPA	Lab Choices	Offer Status
<a href="#">Allen, Donald Lawrence</a>			CCI	3.360	First Choice: Pacific Northwest National Laboratory Second Choice: Brookhaven National Laboratory	Offers open Feb 23, 2012
<a href="#">Batley, Adam Marcus</a>			CCI	3.040	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	<a href="#">Make Offer</a>
<a href="#">Bethel, Thomas Quinn</a>			CCI	3.760	First Choice: National Renewable Energy Laboratory Second Choice: Brookhaven National Laboratory	Offers open Feb 23, 2012
<a href="#">Butt, Adeel Tahir</a>			CCI	3.800	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	<a href="#">Make Offer</a>
<a href="#">Casillas-Plazola, Juan Carlos</a>			CCI	3.930	First Choice: Brookhaven National Laboratory Second Choice: Thomas Jefferson National Accelerator Facility	<a href="#">Make Offer</a>
<a href="#">Dali, Lezou Jonathan</a>			CCI	3.650	First Choice: Brookhaven National Laboratory Second Choice: Argonne National Laboratory	<a href="#">Make Offer</a>
<a href="#">Erway, Kyle Bertrand</a>			CCI	3.910	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	<a href="#">Make Offer</a>
<a href="#">Garcia, Horacio</a>			CCI	3.850	First Choice: Brookhaven National Laboratory	<a href="#">Make Offer</a>



# Useful Tips

- **Saved Searches**

- Within the site, you are able to develop a search and save it for future use.
- Once a search is created, you will see a button titled: Save Criteria.
- When you select Save Criteria, a pop up window appears for you to provide a name and description of the search. Once saved it will be displayed in the top menu option “Your Saved Searches”. The option will look like the following:



# Useful Tips

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- **Best Optimal Search**

- To have a search you can pull the entire program list of applicants.
- If you want to have a more detailed search, select a major of choice or a research category of choice for each program search.
- If the search does not generate results, try another category.
- Ex. Lab A has a total number of applicants who selected the research category Astrophysics. To search this category, you can select astrophysics only and de-check all the programs. This will give you a report of all applicants that selected astrophysics from any program. Lab A can save this search for future use by selected “Save Criteria”.

- **Contact Applicant**

- We encourage Mentors to contact applicants for a phone or in person interview to ensure the potential intern is a good fit for your group and project.
  - **Please do not contact any applicants with a pending offer (hand with envelope icon in Offer Status field) or declined offer (X icon in Offer Status field).**

**Note: only CSEE can extend an official offer to an applicant**



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# Selecting Applicants for Offers

Note: only CSEE can extend an official offer for participation in CSEE programs

Please complete the [Project Description, Intern Selection and Offer Request Form for CSEE Interns](#) and submit to CSEE by the Intern Selection Deadline listed on the [CSEE Mentoring page](#) of the CSEE website.

You will be notified via email once the offer is made and the applicant has accepted the offer. Please visit the [Preparing for Your Intern page](#) as well as the [Mentor's Role](#) of the CSEE website to prepare for your intern.

*Please note the following placement policies and guidelines:*

- It is CSEE policy that interns of Lab relatives may not be placed in same division as Lab relative.*
- To preserve the national range of the program, no more than 10% of DOE provided education funds will be expended on students from any single institution.*
- To maintain the undergraduate focus of the program, only 5% of DOE provided education funds will be expended on participants drawn from among "graduating seniors."*
- UC Berkeley Students require full funding from division/group



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