



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
- Reviewing Applications
- Useful Tips
- Selecting Applicants and Offer Request



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Application Site Overview

- 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

- Send an email to 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

Application Tasks	
Title	Description
Mentor Application	Mentor Application
Search	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



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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

The mission of the Office of Workforce Development for Teachers and Scientists is to help ensure that DOE and the nation have a workforce of highly skilled science, technology, engineering, and mathematics (STEM) professionals.

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

- 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 top portion of a web application. At the top right, it says "Workforce Development for Teachers and Scientists ApplicationLink Production" and "(Mentor) [email icon] [Log Out] [Print]". On the left is the U.S. Department of Energy logo. Below the logo is a navigation menu with "Home" and "Manage Applications". The main content area is titled "U.S. Department of Energy Workforce Development for Teachers and Scientists". A box titled "Application Tasks" contains a table with two columns: "Title" and "Description".

Title	Description
Mentor Application Search	Mentor Application Search



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.

Mentor Application Search

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:

Search Save Criteria... Clear Close

****Note: The only records within the system are for the 2012 Summer Programs**



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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

Program

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
Allen, Donald Lawrence			CCI	3.360	First Choice: Pacific Northwest National Laboratory Second Choice: Brookhaven National Laboratory	Offers open Feb 23, 2012
Batley, Adam Marcus			CCI	3.040	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	Make Offer
Bethel, Thomas Quinn			CCI	3.760	First Choice: National Renewable Energy Laboratory Second Choice: Brookhaven National Laboratory	Offers open Feb 23, 2012
Butt, Adeel Tahir			CCI	3.800	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	Make Offer
Casillas-Plazola, Juan Carlos			CCI	3.930	First Choice: Brookhaven National Laboratory Second Choice: Thomas Jefferson National Accelerator Facility	Make Offer
Dali, Lezou Jonathan			CCI	3.650	First Choice: Brookhaven National Laboratory Second Choice: Argonne National Laboratory	Make Offer
Erway, Kyle Bertrand			CCI	3.910	First Choice: Brookhaven National Laboratory Second Choice: Lawrence Berkeley National Laboratory	Make Offer
Garcia, Horacio			CCI	3.850	First Choice: Brookhaven National Laboratory	Make Offer



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

- **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.
- With the provided laboratory count spreadsheet sent previously by Jim Glownia, you can develop a search based on the total applicants provided in the spreadsheet.
- 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.



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Selecting Applicants for Offers

Determine your first, second and third choice for intern(s)

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

- Send an email to Colette Flood, CSEE Internship Program Manager, at clflood@lbl.gov with Request for Offer <Program> <Term> <Year i.e., Offer Request for SULI Summer 2012 in the email subject line as well as the following information no later than **5PM PST 12 March 2012**:
 - Name of applicant(s) in ranked order
 - What your group is working on
 - A project title
 - A project description
 - What the intern's role will be
 - What the intern can expect to learn
 - Specific academic majors/interests
 - Any other pertinent background & skills
 - Dollar amount of the intern's support that your group can provide [an undergraduate student costs approximately \$5,500 for the summer, \$8,000 for fall/spring]
 - Funding Source for research of Principal Investigator/Mentor:
 - Office of Science – Advanced Scientific Computing Research
 - Office of Science – Basic Energy Science
 - Office of Science – Biological and Environmental Research
 - Office of Science – Fusion Energy Sciences
 - Office of Science – High Energy Physics
 - Office of Science – Nuclear Physics
 - DOE – Office of Electricity Delivery & Energy Reliability
 - DOE – Office of Energy Efficiency & Renewable Energy
 - DOE – Office of Environmental Management
 - DOE – Office of Fossil Energy
 - DOE – Office of Legacy Management
 - DOE – Office of Nuclear Energy
 - DOE – National Nuclear Security Agency (NNSA)
 - Laboratory Directed Research and Development (LDRD)
 - Other
 - Project ID to charge for intern support (all intern stipend support is unburdened)
 - Confirmation that you have a designated work space for the intern including a computer and a desk
 - Mentor's name, phone, and email address (Researcher who can authorize funds to support intern); Associate Mentor(s) (Lab Guest/Staff who can not authorize funds but may serve as day-to-day supervisor) name, phone and email address.

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.



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