

## Public sector internship program

# Advertising a public sector internship project

To advertise a project on the Public Sector Commission's Internships Board, an internship vacancy needs to be created in the Recruitment Advertising Management System (RAMS).

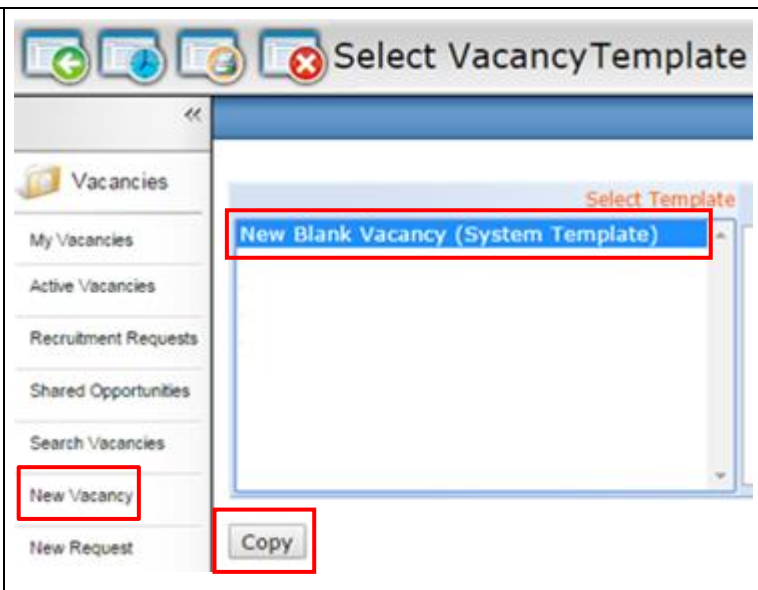
The Internships Board is located at: <https://internship-wagov.bigredsky.com>

### Steps to create a new internship vacancy

#### Step 1: Login to RAMS

#### Step 2: Create a New Vacancy

1. Open Menu and select 'Vacancies'
2. Select 'New Vacancy'
3. Select 'New Blank Vacancy'
4. Click 'Copy'



#### Step 3: Complete the Vacancy Details

1. Complete all mandatory fields
  - 1.1 Enter project title in 'Job Title'

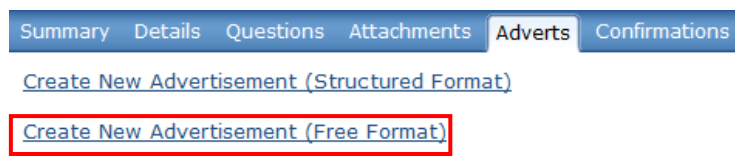
Agency	Public Sector Commission
Division	Centre for Public Sector Excellence
Branch	Workforce Capability
Job Title	Building human resource in the regions
Owner	-- Select from List --

<p>1.2 Select 'PSC Internship' as Vacancy Type</p> <p>1.3 Allow Online Applications</p> <p>1.4 Allow Online Attachments</p> <p>2. Click 'Store' once all fields are complete</p> <p>Note: The Job Description and Selection Criteria are contained within the completed Internship project form and can be entered in Step 6.</p>	<p><b>Categorisation</b></p> <p>Vacancy Category: General Non-Shared</p> <p>Suitability List Count: [input]</p> <p>Vacancy Type: PSC Internship e.g. 0.6 FTE, Full Time is 1.0 FTE: 0.2</p> <p><b>Online Applications</b></p> <p>Online Applications: Yes Online Registration: No Online Attachments: Yes Screen Applications: No</p> <p><b>Vacancy Description</b></p> <p>Classification: Internship Enter advertising Agency's standard</p> <p>Location: West Perth</p> <p>Job Description: See Intern Template</p> <p>Selection Criteria: See Intern Template</p> <p>Store</p>
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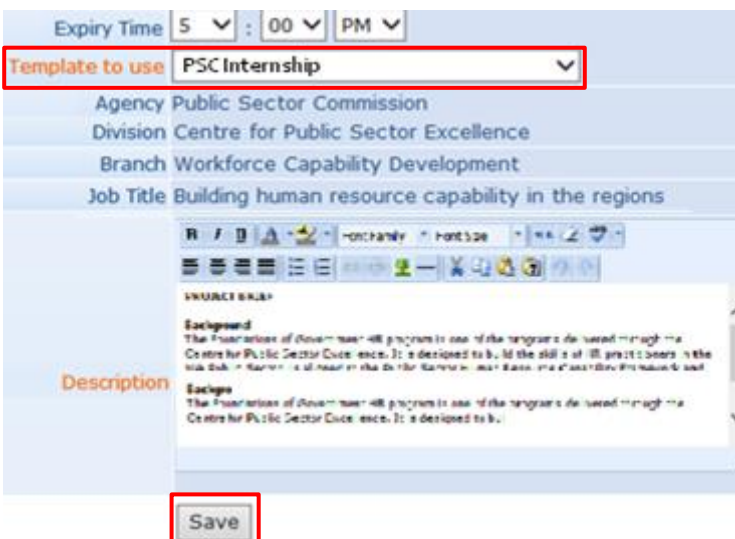
#### Step 4: Add the PSC Internship Application Questions

<p>1. Click the Questions Tab</p> <p>2. Scroll down to find 'Application'</p> <p>3. Select 'add new group'</p> <p>4. Select 'Add or Remove Questions'</p>	<p>Summary Details Questions Attachments Adverts Confirmations</p> <p><b>Application</b></p> <p>Page 1</p> <p>1 Internship Application Questions</p> <p>JobBoards: <input checked="" type="checkbox"/> PSC Internship <input checked="" type="checkbox"/> Viewable by panel</p> <p>no questions</p> <p>Add or Remove Questions</p> <p>+ add new group</p>
<p>5. Expand 'PSC Internship'</p> <p>6. Tick the 'PSC Internship Questions' box</p> <p>7. Click 'Update'</p> <p>Note: There should be 19 Internship application questions now added.</p>	<p>Question picker - Google Chrome</p> <ul style="list-style-type: none"> <li>Default Library</li> <li>PSC Internship <ul style="list-style-type: none"> <li>PSC Internship Questions <input checked="" type="checkbox"/></li> <li>Public Sector Commission</li> </ul> </li> </ul> <p>Update</p>


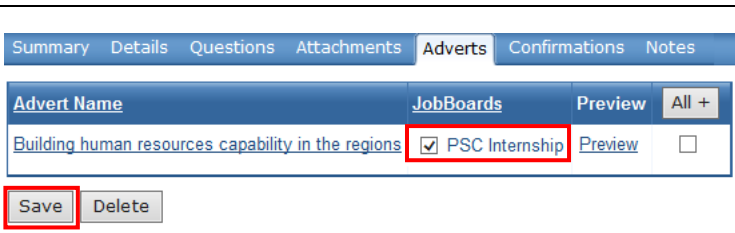
## Step 5: Create a New Advertisement

<ol style="list-style-type: none"> <li>1. Click the Adverts Tab</li> <li>2. Select 'Create New Advertisement (Free Format)'</li> </ol>	
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## Step 6: Complete New Advertisement Details

<ol style="list-style-type: none"> <li>1. Complete all mandatory fields             <ol style="list-style-type: none"> <li>1.1 Select 'PSC Internship' template</li> <li>1.2 Copy and paste completed Internship project form into the Description</li> </ol> </li> <li>2. Click 'Save' once all fields are complete</li> </ol>	
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## Step 7: Post Advertisement on the Internships Board

<ol style="list-style-type: none"> <li>1. Click the Details Tab</li> <li>2. Select 'Post' at the bottom of the page</li> </ol>	
<ol style="list-style-type: none"> <li>3. Click the Adverts Tab</li> <li>4. Tick the 'PSC Internship' box under JobBoards</li> <li>5. Click 'Save'</li> </ol>	

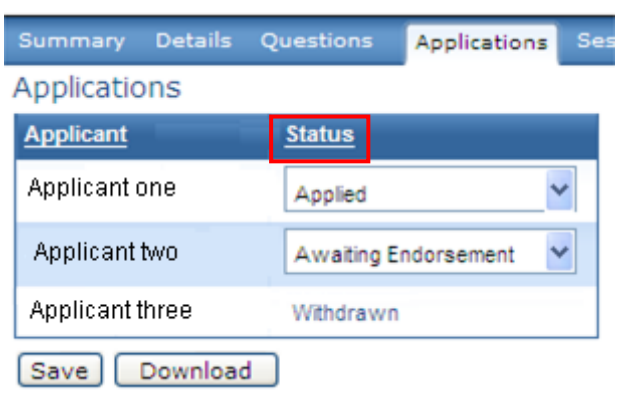
**Note:** Once all steps have been completed, the advertisement will instantly be posted to the Internships Board.

For assistance, please email: [RAMS@psc.wa.gov.au](mailto:RAMS@psc.wa.gov.au)

## Managing an internship vacancy

### Application status

Agencies should only consider an endorsed application, where the applicant's status is 'Applied'. Agencies can view the status of an application under the Applications Tab.

<p><b>Applied</b> – student has applied and unit coordinator has endorsed the application</p> <p><b>Awaiting Endorsement</b> – student has applied but unit coordinator has not provided a response</p> <p><b>Withdrawn</b> – student has applied and has either withdrawn their application, or the unit coordinator has chosen not to endorse the application.</p>	
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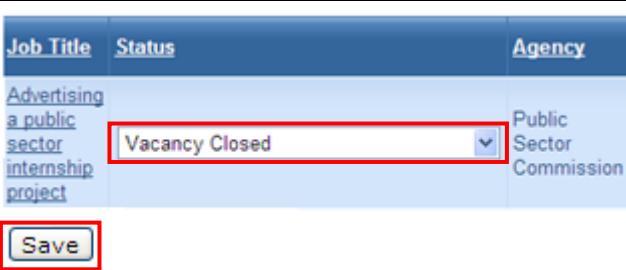
### Extending the closing date

If an intern has not been selected by the closing date, agencies can extend the date to allow the advertisement to remain on the Internships Board. To extend the closing date:

<ol style="list-style-type: none"> <li>1. Open Menu and select My Vacancies. Click on Project title</li> <li>2. Go to Adverts Tab and click on project title</li> <li>3. Change the Expiry Date to the new nominated closing date and click Save</li> <li>4. Click Save again</li> </ol>	
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### Closing an internship vacancy

An intern can be selected prior to the closing date of the project advertisement, but the agency will need to manually close the vacancy in RAMS. To close an internship vacancy:

<ol style="list-style-type: none"> <li>1. Open Menu and select My Vacancies</li> <li>2. Change the Status of the vacancy to 'Vacancy Closed' or 'Withdrawn'</li> <li>3. Click 'Save'</li> </ol>	
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