Post Slate and Excel How-To Guide for Posts

This document explains how to access the ***Post Slate*** Excel spreadsheet and organize the spreadsheet in Microsoft Excel. Posts will receive access to the ***Post Slate*** Excel spreadsheet on September 19, 2022.

Post slates are due to IREX on February 1, 2023. Posts are encouraged to submit slates prior to this date if their interviews are complete.

Note: Data displayed in the screenshots throughout this guide is sample data only and not intended for post use.

Accessing the *Post Slate* Excel Spreadsheet

The ***Post Slate*** Excel spreadsheet needs to be downloaded from the Mandela Washington Fellowship Online Application System (OAS). After logging into OAS, click the drop-down arrow next to your OAS username at the top right-hand corner of OAS. Select "Report," and click on the country name to download the ***Post Slate*** Excel spreadsheet to your computer.

mwfellowshiptest ▼

Dashboard

View Applications

Report

Sign out
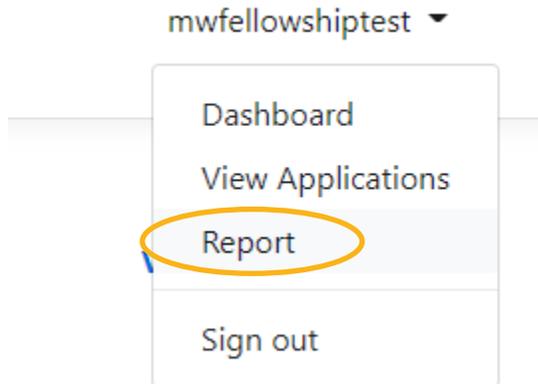
For more information on how to navigate OAS, please see the [OAS How-To Guide for Posts](#) *appendix of the Post Selection Handbook.*

Post Slate Excel Spreadsheet Content

The *Post Slate* Excel spreadsheet will allow you to sort and filter your applicant pool. The fields below noted as "**blank**" and in *italicized blue text* will not have any data. They will appear in the *Post Slate* Excel spreadsheet with these column headers and **will be blank for you to enter data from the interviews**.

See Section 5 of the Post Selection Handbook for more information on how to enter this data.

These fields are specifically for the post application review and interview process and will be included in the reports for your convenience. This is designed to make the selection process at post as easy as possible.

The *Post Slate* Excel spreadsheet will include the following fields (listed in the order by which they appear in the spreadsheet):

- Application ID
- Short Application ID
    - o This is the simplified application ID (e.g., ET008408) that is included on at the top of the application PDF (including bulk-downloaded PDFs). It is recommended that post use this simplified application ID to match applicants with their PDFs and information on the *Post Slate* Excel spreadsheet.
- First Name
- Middle Name
- Last Name
- *Candidate Rank (**blank**)*
    - o Enter the numerical rank for each candidate from 1 (the highest-ranked candidate) to the lowest-ranked candidate (number will depend on the number of slots your post has been allotted).
    - o Please **do not** give the same rank to more than one candidate.
- *English Score (**blank**)*
    - o Using the English Language Proficiency Scale linked as an appendix in the post Selection Handbook as a reference, enter a score of up to 5 for each candidate's English ability, with 5 being highly proficient in English.
- *National Capital (**blank**)*
    - o Enter "Yes" if the candidate currently works in the national capital and "No" if the candidate does not currently work in the national capital.
        - ▪ A national capital city is the seat of your federal or national government (e.g., Abuja, Nigeria or Dakar, Senegal).
- *Current Work Location (**blank**)*
    - o Enter one of the following options: Major city, Other city or town, Rural area.
        - ▪ Only use one of the specified options above and **do not list specific cities or towns** in this column.
   - o This should correspond to applicant's primary work location.

- A major city is defined an urban area with a large population of about 100,000+ people (e.g., Cape Town, South Africa).
- Other city or town is roughly defined as a semi-urban area with a population between 2,500 – 100,000 people (e.g., Lamu, Kenya).
- A rural area is defined as any area with fewer than 2,500 inhabitants and is distinctively not in an urban area (e.g., Chachani, Tanzania).

- *Post Recommends for Mandela Washington Fellowship? (Highly Recommend, Recommend, Do Not Recommend) (**blank**)*
  - Enter either "Highly Recommend" or "Recommend" for each candidate.
  - Posts are discouraged from including candidates with a "Do Not Recommend" rating on their slates.
- *Recommended Institute Track (**blank**)*
  - Enter the track (Leadership in Business, Leadership in Civic Engagement, or Leadership in Public Management) that would be most appropriate for each applicant. The recommended sector track does not have to be the applicant's first choice, but should be the track that post believes is most appropriate.
- *Post Recommends for PDE? (Highly Recommend, Recommend, Do Not Recommend) (**blank**)*
  - Enter either "Highly Recommend" or "Recommend" for each candidate. If the applicant has not applied for the PDE, is no longer interested in the PDE, or you are not nominating the applicant for the PDE, enter "N/A".
  - If you enter a recommendation for a candidate that did not apply for the PDE, they **will not** be considered.
- *PDE Rank (1 indicating the candidate that is your top choice) (**blank**)*
  - Similar to the interview rank, but only for those who are applying for the PDE, 1 is the candidate who you would most like to see obtain a PDE.
  - Please do not give the same rank to more than one candidate.
  - Any applicants who did not apply for the PDE, are no longer interested in the PDE, or are not nominated for the PDE should have "N/A" written in this column.
  - If you enter a rank for a candidate that did not apply for the PDE, they **will not** be considered.
- *Post Comments (**blank**)*
  - Your comments are vital for ECA, AFPD, and IREX to make informed decisions about Mandela Washington Fellowship Finalists and Alternates, **and they are the most important component of your slate**.
  - Address any potential concerns about the applicant and include thorough justification for post's ranking and recommendation.
  - Include any relevant comments here about a candidate's gender. Gender is how the candidate identifies: female, male, or non-binary. This can be different from a person's biological sex or their identity documents. If a candidate identifies as non-binary, please note any preferences on how they wish to be addressed.
  - It is important that your post provide correct comments for the correct applicant, especially as some applicants may have the same first and/or last names.
- *U.S. Experience (**blank**)*
  - Please expand upon and explain applicant's prior U.S. experience and comment on what more they could gain from participating in the Fellowship.

- First-Choice Sector Track
- Second-Choice Sector Track
- Third-Choice Sector Track
- Applying for a Professional Development Experience (PDE)
- Country of Citizenship
- Country of Residence
- Country of Citizenship Differs from Residence
- City of Residence
- Region/Province of Residence
- National Capital
- Current Location Type
- Phone Number
- Email Address
- Biological Sex
- Gender
- Birthday (*Posts must verify birthdate information with their government-issued identification during the interviews.*)
- Disability
- Disability Comments
- Employer Name (*if applicable*)
- Job Title (*if applicable*)
- Traveled to the U.S.?
- Studied in the U.S.?
- Participated in USG Program?
- Raw Reader Score
- Adjusted Reader Score
- Reader Recommendation
- Reader Comments
- Essay #1 (*"Provide an overview of your major professional accomplishments from the past year, as well as your long-term goals and aspirations. What motivates you to work in the field that you do?"*)
- Sector Interest 1
- Sector Interest 2
- Sector Interest 3
- Sector Interest 4
- Sector Interest 5
- PDF (*Links to the application PDF in OAS.*)

Please remember that the **Post Slate** Excel spreadsheet contains applicant personally identifiable information (PII); ***these documents and their contents should be kept confidential***.

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Navigating the *Post Slate* Excel Spreadsheet

When you download the ***Post Slate*** Excel spreadsheet, it will look something like the screenshot below. Real names and emails have been changed for privacy reasons, and not all columns are viewable in the picture below, as they would extend off the page. Also note that your version of Microsoft Excel may appear different from the screenshots below.
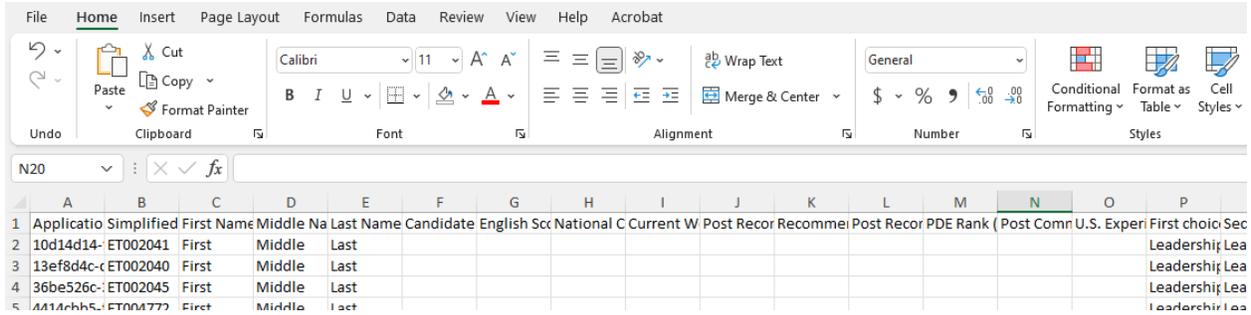
Sorting the **Post Slate** *Excel Spreadsheet*

You can sort the data using the "Sort" function in Excel. For example, if you would like to sort the applicants by city of residence in alphabetical order, select all the data, click on the "Data" tab in Excel and select "Sort," then choose "City of Residence" to sort by:
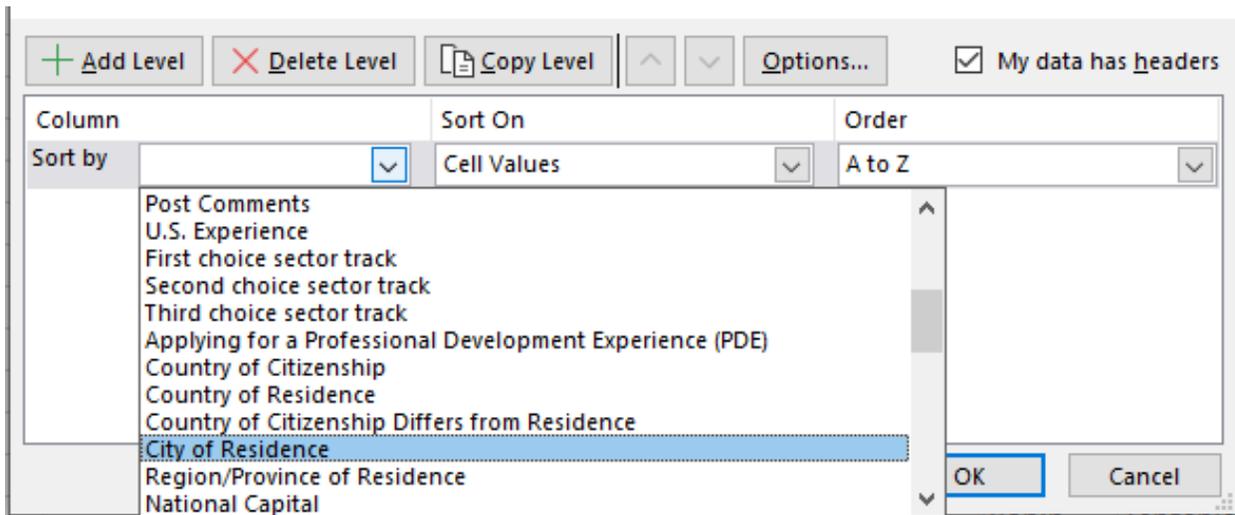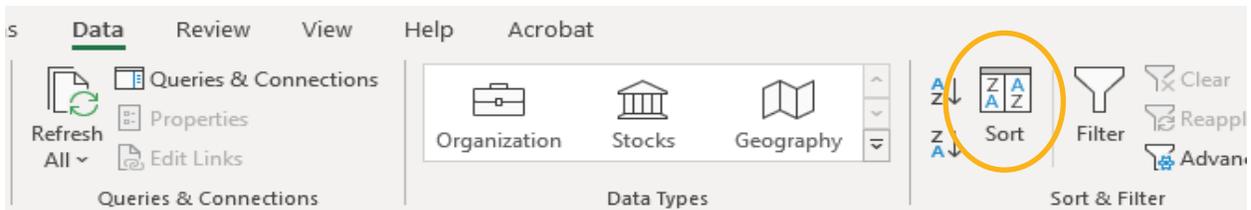
Filtering the **Post Slate** *Excel Spreadsheet*

You can also use the "Filter" function to only view certain types of applicants at one time. For example, if you only wish to view females whose first-choice sector is Leadership in Business, you can filter for both of those categories.

First, select all the data, go to the "Data" tab, and click "Filter:"
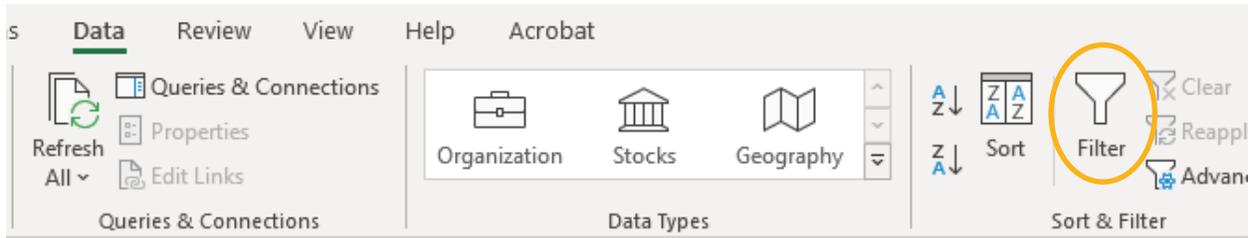
Then, click on the down arrow in the "Biological Sex" column and unselect all categories except "Female." Click "OK."

Then, click on the down arrow in the "First-choice sector track" column and unselect all tracks except for "Leadership in Business." Click "OK."


In this example, your spreadsheet is now only showing you female applicants who selected Leadership in Business as their first-choice track.

To clear your filters, simply click on the "Clear" button in the "Data" tab to see all applicants.
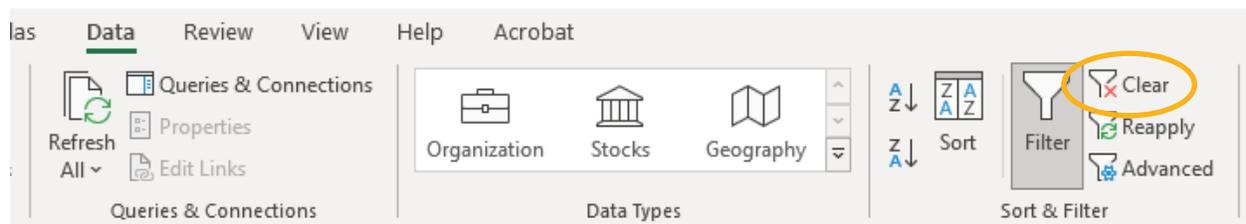
Searching in the **Post Slate** *Excel Spreadsheet*

If you would like to find a certain applicant in your spreadsheet, the easiest way to search is by their last name or email address. Type "CTRL + F" and the "Find" window will pop up:
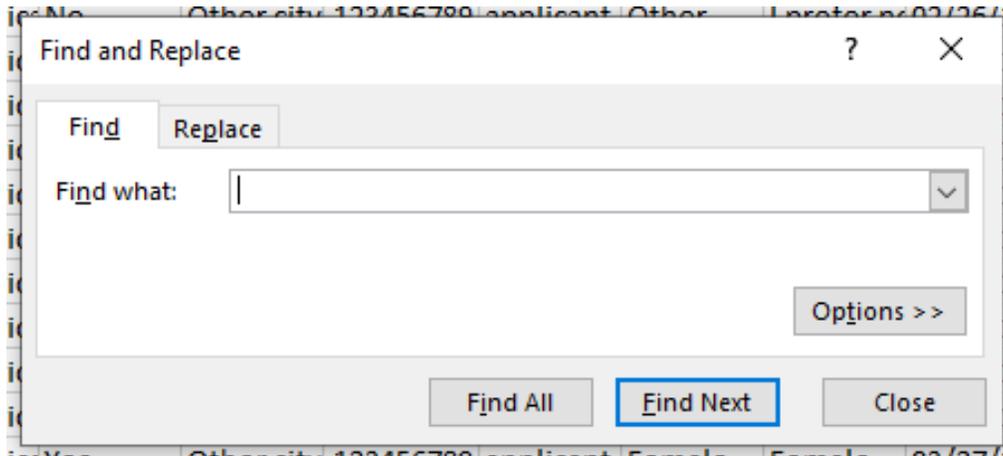
Type in the applicant's last name or email address exactly as it is entered in their application and click "Find Next." You will then be directed to the corresponding row with that applicant's information.

See Section 5 of the Post Selection Handbook for more details on how to enter scores and comments into the **Post Slate** *Excel spreadsheet in preparation for sending your candidates to IREX.*