Browsing candidates in the J-PAL/IPA Common Application pool

Applicants can apply to specific and/or generic positions

Applicants submit a "common application" to the J-PAL/IPA pool when they apply to either specific and/or generic position(s). Jobs are tagged to a job type (research, training, administration, or policy) and you can browse candidates by the type of jobs they've applied for.

Anyone hiring within the J-PAL network can browse and search all applicants.

Most candidates include their statement of purpose, resume, transcripts, work authorizations, languages, a summary of economics coursework and grades, and letters of recommendation on their common application. Required information and documentation varies per job.

Where can I browse, search, and filter these applications?

J-PAL staff, affiliates, and their hiring staff may request an account by signing up at http://apply.povertyactionlab.org/admin. We will approve your account as soon as possible.

How can I make browsing the applications in the common application more manageable?

You can narrow down the entire applicant pool by using as many filters as you find suitable on the 'Search' page (note the advanced search filters). For example, you can weed out applications that don't fit into your job type, lack needed work authorizations and language skills. You can also 'Bookmark' applications that stand out by selecting the 'Bookmark' button, which automatically saves the application under the tab 'Applicants' → 'Bookmarked'. You can export your bookmarked candidates into an excel file by selecting the 'Export' button.

Posting specific positions

How can I get people to apply to my specific position?

You can post a job description to J-PAL's jobs page and direct applicants to apply through the common application if you wish. To post your job, fill out the Job Posting Request Form. For guidance on your job description, you may review posted jobs on the J-PAL career pages and/or reach out to Marcie (dsaroniero@povertyactionlab.org) for additional JDs.

For positions based at MIT, applicants must also apply through MIT job site in addition to J-PAL's common application.

Timeline

You can post a job any time of the year, and we get applications year round. However, the bulk of the postings and applications happen during our annual recruitment drive

Mid-November: Jobs posted for the coming summer and fall. (Even if the descriptions are generic)
Early January: Applicants apply by the early January recruitment deadline
Mid-January: Ratings are added to all applications who applied by the recruitment drive deadline
Early February: PIs and staff browse rated applicants and recruit

How are applicants rated?

During the annual recruitment drive, J-PAL staff rate each applicant for each job type (or subtype) they've applied for, using a two point system: either the application warrants further review, or not. The aim of this system is to weed out the low quality applications from the moderate to strong ones.

We see this task as a public good for our network to quickly find the top applicants. If you find good (or terrible) candidates, please leave comments and/or ratings about candidates on their applications.

What do I do after I hire someone?

When the position is filled, email Marcie to note the position has been filled and by whom and she will remove the posting from the J-PAL jobs website and common application. The selected candidate's application will be marked as "hired" in the application database.

Questions? Contact Desiree Saroniero (dsaroniero@povertyactionlab.org).