Finding and Applying for Federal Jobs and Internships

Pathways Programs for Students and Recent Graduates
Agenda

• Pathways Programs
  – Internship Program
  – Recent Graduates Program
  – Presidential Management Fellows (PMF) Program
• Finding and Applying for Pathways Positions
• Resources
Pathways Programs

Streamlined programs for students and recent graduates to get started in the Federal workforce and for Federal agencies to recruit, hire, develop, and retain these individuals, as a supplement to competitive hiring.
Internship Program

• For current students enrolled or accepted for enrollment in qualifying educational institutions
  – High School to Professional Level
• Paid opportunities to explore Federal careers while still in school
Internship Program

• Eligibility
  – Students enrolled or accepted for enrollment at least half-time
  – Qualifying educational institution pursuing any of the following:
    • High-school/GED
    • Vocational/Technical/Certificate
    • Undergraduate
    • Graduate
    • Professional
Internship Program

• Administered at the individual agency level and the intern:
  – May be hired on a temporary basis for up to one year, or an indefinite period
  – May work part or full-time
  – May have an Individual Development Plan
  – May be non-competitively converted to a permanent or term (1-4 years) position if program requirements are met
Recent Graduates Program

• For individuals who recently graduated from qualifying educational institutions
  – Undergraduate to professional

• Dynamic, 1-year career development program
  – Agencies can identify 2-year program for specific occupations
Recent Graduates Program

• Eligibility
  – Individuals who completed a qualifying educational program within the preceding 2 years:
    • Vocational/Technical/Certificate
    • Undergraduate
    • Graduate
    • Professional
Recent Graduates Program

• Exception to the 2-year time limit:
  – Up to six years for certain preference eligible veterans
  – Veterans’ preference is applied for all Pathways Programs applicants
Recent Graduates Program

• Administered at the individual agency level and the recent graduate:
  – Receives mentorship, career development (Individual Development Plan) and at least 40 hours of interactive training per year
  – Has opportunity for career advancement
  – May be non-competitively converted to a permanent or term (1-4 years) position if program requirements are met
How to Find and Apply

- Searching for Pathways positions
- Reviewing Pathways job opportunity announcements and ads
- Submitting applications for Pathways positions
- Creating a USAJOBS account and profile (including resume)
How to Find and Apply

• For the Internship and Recent Graduates Programs:
  – Agencies post information publicly on www.usajobs.gov about how to apply for specific positions
  – Applicants apply to positions announced via the programs; they may be submitting multiple applications for various positions at different agencies (i.e., not a centralized application process)
Searching for Pathways Positions

Explore Hiring Paths

The Federal Government offers unique hiring paths (also known as a hiring authority) to help hire individuals that represent our diverse society. If you fall under one of these groups of people you may be eligible to receive preference when applying for jobs.

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<tr>
<th>Open to the Public</th>
<th>Federal Employees</th>
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<td>Never worked for the Federal Government, U.S. citizens or nationals</td>
<td>Current or former</td>
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<th>Veterans</th>
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<td>Current or prospective members</td>
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<th>Individuals with a disability</th>
<th>Native Americans</th>
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<td>American Indian or Alaskan Native</td>
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<th>Military Spouses</th>
<th>Students &amp; Recent Graduates</th>
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<th>Senior Executives</th>
<th>Peace Corps/VISTA Alumni</th>
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<th>Former Overseas Employees</th>
<th>Family members</th>
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The Pathways Program offers federal internship and employment opportunities for current students, recent graduates and those with an advanced degree. There are three different paths available:

- Internship Program
- Recent Graduates Program
- Presidential Management Fellows (PMF) Program
Perfect Fit: Identifying a Federal Career


- Identify opportunities by agency mission: https://www.usa.gov/federal-agencies/a
Federal occupations by college major

To help narrow your Federal job search, below is a list of academic majors and some Federal occupations directly related to those majors. Occupations with an asterisk (*) require an academic degree or coursework in a particular area of study for entry into the occupation. For other occupations, experience or a combination of related coursework and experience may be substituted for a degree. The academic majors and occupations listed are not all-inclusive.

You may begin your federal job search on USAJOBS by searching using the four-digit series number of the federal occupation listed after the major. When you find a job announcement that interests you, pay close attention to all sections of the announcement, especially: Who May Be Considered, Qualifications and Evaluations, and How to Apply.

A - Ast

Accounting

- Labor Management Relations Examining Series 0244
- Accounting Series 0510*
- Auditing Series 0511*
- Internal Revenue Agent Series 0512*
- Financial Institution Examining Series 0570
- Pension Law Specialist Series 0958
- Contracting Series 1102
- Industrial Property Management Series 1103
- Financial Analysis Series 1160
Searching for Pathways Positions

• Agencies can advertise an Internship or Recent Graduate position using a Job Opportunity Announcement (JOA) or ad
  – JOA has an “apply online” button
  – Ad has separate instructions on how to apply, e.g., link to agency website, etc.

• Read the application instructions on each JOA or ad carefully, as instructions will differ by agency
Sample Pathways JOA
Sample Pathways Ad

Pathways Internship - Student Trainee (Public Notice Flyer)

Overview

Open & closing dates
10/16/2017 to 10/15/2018

Salary
$14.53 to $46.62 per hour

Pay scale & grade
CN 00

Work schedule
Full-Time

Appointment type
Permanent - Excepted Service NTE

Locations

San Francisco, CA
Few vacancies

Washington DC, DC
 Few vacancies

Chicago, IL
 Few vacancies

New York, NY
 Few vacancies

Relocation expenses reimbursed
No

This job is open to

Students
Current students enrolled in accredited educational institutions from high school to graduate level. Includes internships, pathways and other student programs.

Recent graduates
Individuals who have graduated from an accredited educational institute or certificate program within the last 2 years or 6 years for Veterans.

Announcement number
DE-10039929-17-CB

Control number
478382300
Submitting Your Application

• Follow the application instructions on each Pathways announcement carefully
• If the position requires you to apply through USAJOBS, you will need an account with a profile and resume(s)
• It is helpful to create a USAJOBS account in advance so you will be ready to apply for positions of interest
Creating Your USAJOBS Account

USAJOBS is using login.gov to allow you to sign in to your account safely and securely.

First time here from USAJOBS?
Your old USAJOBS username and password won’t work.
Please create a login.gov account using the same email address you use for USAJOBS.
Learn more.

Create an account

Sign in

Back to USAJOBS
Creating Your Resume

Allows users 5 Resumes
  • Upload
  • Build
  • Combination

Do not include in Resume
  • Classified or government sensitive information
  • Social Security Number (SSN)
  • Photos of yourself
  • Personal information, such as age, gender, religious affiliation, etc.
After You Land a Pathways Position

• Agency must execute a written participant agreement with each program participant
  – Agreement spells out expectations for the position/program and any:
    • Advancement potential
    • Training/development
    • Mentoring
    • Eligibility for conversion to a permanent or term position
A Note About Security Clearances

• Most individuals selected for Federal positions will be required to undergo a basic background investigation.

• Jobs that require access to classified information or are otherwise national security sensitive require a national security investigation which can be more extensive than a background investigation for non-sensitive positions.
Summary Tips for Applying

• Plan ahead – allow plenty of time to thoroughly complete your application(s) and develop a strategy for applying

• Select carefully – find Pathways jobs that match your interests and abilities and for which you are qualified

• Tailor – use a tailored application/resume for each announcement to which you apply (quality over quantity)
Resources

• For the job seeker:
  – www.usajobs.gov/studentsandgrads
  – www.pmf.gov
Contact Us

Recruitment Policy and Outreach

U.S. Office of Personnel Management

pathways@opm.gov