



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

USAJOBS

Sign In

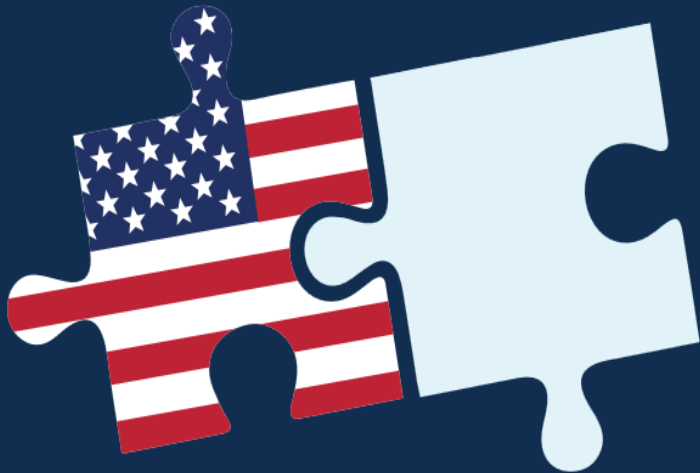
Help

Search

Keywords

Location

Search



SHAPE AMERICA'S FUTURE

Find your fit in the Federal Government

Create Profile

Create a USAJOBS Profile

Federal Application Process

Explore Opportunities



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.



Open to the Public

Never worked for the Federal Government, U.S. citizens or nationals



Federal Employees

Current or former



Veterans



National Guard & Reserves

Current or prospective members



Individuals with a disability



Native Americans

American Indian or Alaskan Native



Military Spouses



Students & Recent Graduates



Senior Executives



Peace Corps/VISTA Alumni



Former Overseas Employees

Family members




Students and Grads Page of USAJOBS.gov



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:

Eligibility

Internship Program	+
Recent Graduates Program	+
Presidential Management Fellows (PMF) Program	+

Begin your search 

Search Internship Jobs

Search Recent Graduates Jobs

Contact information

Please contact pathways@opm.gov with any issues or questions related to the Pathways Programs for students and recent graduates.



Perfect Fit: Identifying a Federal Career

- Identify positions by college major:
<https://www.usajobs.gov/Help/working-in-government/unique-hiring-paths/students/federal-occupations-by-college-major/>
- Identify opportunities by agency mission:
<https://www.usa.gov/federal-agencies/a>



Perfect Fit: Identifying a Federal Career

[FAQS](#)[HOW TO...](#)[WORKING IN GOVERNMENT](#)[Help / Working in Government / Unique Hiring Paths / Students & Recent Graduates / Federal occupations by college major](#)

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

Contents

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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

Pathways Internship Student Trainee (Legal)

DEPARTMENT OF DEFENSE
[Defense Finance and Accounting Service](#)

- Overview**
- Locations
- Duties
- Requirements
- Required Documents
- Benefits
- How to apply

Overview

Open & closing dates

🕒 09/11/2017 to 10/19/2017

Pay scale & grade

GS 7

Appointment type

Internships - Internships - NTE 29-Sep-2018

Salary

\$19.63 to \$25.52 per hour

Work schedule

Full-Time

[Help](#)

This job is open to

🎓 [Students & recent graduates](#)

[Help](#)

Apply

🖨️ Print

↩️ Share

★ Save

Announcement number

IN-10041974-17

Control number

478006900

Location

2 vacancies in the following location:

📍 Indianapolis, IN

Relocation expenses reimbursed

No

[Help](#)





Sample Pathways Ad

An official website of the United States government



A new way to sign in. Create a [login.gov account](#) to sign into USAJOBS. [Learn more](#)

➔ Sign In

🔗 Help

🔍 Search

Pathways Internship - Student Trainee (Public Notice Flyer)

[Consumer Financial Protection Bureau](#)

- Overview**
- Locations
- Duties
- Requirements
- Required Documents
- Benefits
- How to apply

Overview

🔗 Help

Open & closing dates

🕒 10/16/2017 to 10/15/2018

Pay scale & grade

CN 00

Appointment type

Permanent - Excepted Service NTE

Salary

\$14.53 to \$46.62 per hour

Work schedule

Full-Time

This job is open to

🔗 Help

📄 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.

🖨️ Print

🔗 Share

⭐ Save

Announcement number

DE-10039929-17-CB

Control number

478382300

Locations

🔗 Help

📍 San Francisco, CA

Few vacancies

📍 Washington DC, DC

Few vacancies

📍 Chicago, IL

Few vacancies

📍 New York, NY

Few vacancies

Relocation expenses reimbursed

No



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

An official website of the United States government

LOGIN.GOV USAJOBS



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

USAJOBS

Todd Help Search

Profile Complete

RESUMES

OTHER DOCUMENTS

HOME

PROFILE

DOCUMENTS

USERNAME & PASSWORD

Documents - Resumes

Get noticed by recruiters—make your resume searchable

If you make your resume searchable, your profile and resume will be visible to recruiters searching our resume bank. Only one resume can be searchable at a time.

Allows users 5 Resumes

- Upload
- Build
- Combination

Resumes (3/5)

View	View	View
<p>Human Resources Built 04/04/11</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Recruiting Built 04/04/11</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>	<p>Security Analyst Built 04/04/11</p> <p>Edit</p> <p>Duplicate</p> <p>Delete</p> <p><input type="checkbox"/> Searchable</p>

[+](#)
Upload or build resume

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