



Pathways for Students and Recent Graduates

Internship Program: Fact Sheet

Introduction

The Internship Program replaces the Student Career Experience Program (SCEP) and Student Temporary Employment Program (STEP). This Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and while getting paid for the work performed. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service. Additional information about the Internship Program can be found at www.usajobs.gov/studentsandgrads/. Here are some key provisions of the Internship Program:

Eligibility

- Current students in an accredited high school, college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs; or other qualifying educational institution pursuing a qualifying degree or certificate.

Program Administration

- The Internship Program is primarily administered by each hiring agency.
- Agencies may hire Interns on a temporary basis for up to one year for an initial period, or for an indefinite period, to complete the educational requirement.
- Interns may work part- or full-time.
- Each agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship.
- Intern's job will be related to the Intern's academic career goals or field of study.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their internship opportunities and post information publicly on www.usajobs.gov/studentsandgrads/ about how to apply for specific positions.

Program Completion and Conversion

- Interns may be converted to a permanent position (or, in some limited circumstances, to a term position lasting 1-4 years) within 120 days of successful completion of the program.
- To be eligible for conversion, Interns must:
 - Complete at least 640 hours of work experience acquired through the Internship Program
 - Complete their degree or certificate requirements
 - Meet the qualification standards for the position to which the Intern will be converted
 - Meet agency-specific requirements as specified in the Participant's Agreement, and
 - Perform their job successfully.
- Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
- In addition, students working in agencies through third-party intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
- Time spent under previous Internship Program appointments may count towards required work experience hours.

USAJOBS Fact Sheet



What is USAJOBS?

USAJOBS.gov is a **free web-based job board** enabling federal job seekers access to thousands of job opportunities across hundreds of federal agencies and organizations.

As the Federal Government's official source for federal job listings, job applications, and employment opportunity information, USAJOBS.gov provides a variety of opportunities. To date, USAJOBS has attracted over 17 million job seekers.

Who can use USAJOBS?

USAJOBS.gov is **available to everyone!** Setting up a USAJOBS account simply requires an email to sign up. Registered users can build a resume or upload a resume in a compatible format for submission across all federal agencies.

To search for potential job matches, seekers can look for positions through a variety of methods including agency, job type, location or salary range.

How do I get started?

1. Visit www.USAJOBS.gov
2. Click on "Create an Account" in the upper right-hand corner
3. Provide your email (*required*), create a username and agree to the USAJOBS terms and conditions
4. Post a resume
5. **Search, apply and find your next federal job...starting today!**

How can it help me?


Improve your federal job search today by taking advantage of USAJOBS resources.


- **Mobile app:** find jobs while you're on-the go through our mobile apps (Apple and Android) named one of the 10 best federal mobile apps by Government Computer News
- **Resume and document repository:** store up to five resumes and ten candidate documents to keep your documents in one place and ready for submission
- **Advanced search:** search through thousands of jobs by using filters such as keywords, location, job category and agency to find the right opportunities for you
- **Customized job alerts and regular email notifications:** run job searches automatically based on your saved job searches and get emails on results either daily, weekly or monthly
- **Application status:** view the progress of your application based on real-time data provided by Agencies
- **Really Simple Syndication (RSS) feeds:** sign up for updates and receive new content based on your searches
- **Resource Center:** review tutorials, Frequently Asked Questions and job search tips to learn the best ways to use USAJOBS
- **Social media:** join the conversation across the USAJOBS community by participating on our Facebook page and following us on

Want to learn more?

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Pathways for Students and Recent Graduates

Recent Graduates Program: Fact Sheet

Introduction

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. To be eligible, applicants must apply within two years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to six years after degree completion to apply). Successful applicants are placed in a dynamic, developmental program with the potential to lead to a civil service career in the Federal Government. The program lasts for 1 year (unless the training requirements of the position warrant a longer and more structured training program). Here are some key provisions of the Recent Graduates Program:

Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

Program Administration

- The Recent Graduates Program is administered primarily by each hiring agency.
- Each agency must sign a Participant Agreement with the Recent Graduate that sets forth the expectations for the Program.
- When the final Pathways rule takes effect this July, agencies will have to provide OPM with information regarding their opportunities and post information publicly on www.usajobs.gov/studentsandgrads about how to apply for specific positions.

Training and Development

- Orientation program for Recent Graduates hired for the Program.
Mentorship throughout the Program.

- Individual Development Plan to create and track the Recent Graduate's career planning, professional development, and training activities.
- At least 40 hours of formal, interactive training each year of the Program.
- Positions offer opportunity for career advancement.

After Program Completion

- Recent Graduates may be converted to a permanent position (or, in some limited circumstances a term appointment lasting 1-4 years).
- To be eligible for conversion, Recent Graduates must have:
 - Successfully completed at least 1-year of continuous service in addition to all requirements of the Program.
 - Demonstrated successful job performance.
 - Met the qualifications for the position to which the Recent Graduate will be converted.