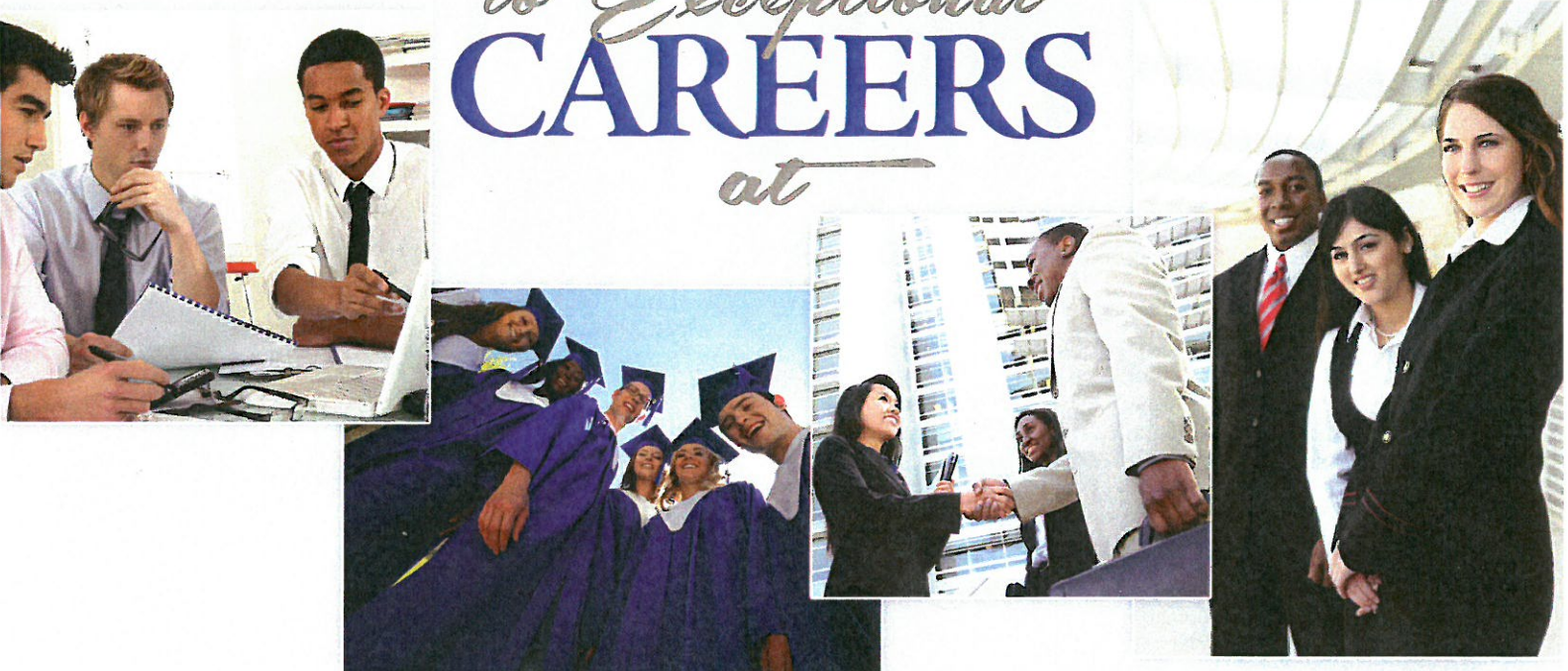


PATHWAYS

to Exceptional

CAREERS

at



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES

Food and Drug Administration (FDA)

Center for Drug Evaluation and Research (CDER)



THE PATHWAYS PROGRAM

Can you envision a career in which your fresh perspective, innovative ideas, and daily contributions are appreciated? What about working for an organization where your desire to make a positive impact is highly valued? At the **U.S. Department of Health and Human Services (HHS)**, all this and more is possible! HHS, in partnership with the Office of Personnel Management (OPM), offers you the opportunity to find professional fulfillment while receiving a competitive salary.

Executive Order 13562, "Recruiting and Hiring Students and Recent Graduates," authorized and established two new student programs and modified another. These programs, collectively called Pathways, are streamlined developmental programs that offer: clear paths to federal internships for students from high school through postgraduate school; clear paths to careers for recent graduates; and meaningful training and career development opportunities for individuals who are at the beginning of their federal service.

Through its three components — Internship Program, Recent Graduates Program, and the Presidential Management Fellows (PMF) Program — you can affect change on a global scale.

INTERNSHIP PROGRAM

The Internship Program is designed to provide students currently enrolled in a wide variety of education institutions (e.g., home school, high school through graduate school, and technical and vocational schools) with paid opportunities to work in agencies and explore federal careers while still in school. Students who successfully complete the program may be eligible for conversion to a permanent job in the civil service.

ELIGIBILITY

Current students enrolled in an accredited high school or college (including 4-year colleges/universities, community colleges, and junior colleges); professional, technical, vocational or trade school; advanced degree program; or other qualifying education institutions on a full – or part-time basis 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 either part or full-time. Each agency must sign a Participant Agreement with the intern, which sets forth the expectations for the internship. The intern's job will be related to the intern's academic career goals or field of study.

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 his or her 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. Additionally, students working in agencies through third-party intern providers may count up to 320 of hours worked toward the 640 hour requirement. Further, time spent under previous Internship Program appointments may count toward required work experience hours.

RECENT GRADUATES PROGRAM

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 education institutions or programs. The program lasts for one year, unless the training requirements of the position warrant a longer and more structured training program.

ELIGIBILITY

Recent graduates who have completed, within the previous two years, a qualifying associate's, bachelor's, master's, professional, doctorate, vocational or technical degree or certificate from a qualifying (accredited) educational institution are eligible for the program. Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as many 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, which sets forth the expectations of the program.

TRAINING AND DEVELOPMENT

There is an in-depth orientation program for recent graduates hired and mentorship is provided throughout the program.

Part of the training and development program includes an Individual Development Plan to foster and track recent graduates' professional development and training activities. At least 40 hours of formal, interactive training during each year of the program is required. 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:

- Successfully complete at least one year of continuous service in addition to all program requirements;
- Demonstrate successful job performance; and
- Meet qualifications for the position to which the recent graduate will be converted.

PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM

HHS has recently emerged as the largest federal agency to hire Presidential Management Fellows (PMFs) following completion of their program. In fact, HHS has employed nearly 2,000 PMFs, many of whom are now senior leaders within the Department.

The Presidential Management Fellows (PMF) program is a flagship, two-year leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the PMF program attracts and selects from among the best candidates nationwide and is designed to develop a cadre of potential federal government leaders.

ELIGIBILITY

Individuals who have completed, within the past two years, a qualifying advanced degree (e.g., master's or professional degree) are eligible. An individual may apply for the PMF program more than once as long as he or she meets the eligibility criteria. However, if an individual becomes a finalist and subsequently applies for the PMF program during the next open announcement, the individual will forfeit status as a finalist.

PROGRAM ADMINISTRATION

The PMF Program is centrally administered by the PMF Program Office within OPM. The process is as follows:

- OPM announces the opportunity to apply for the PMF Program, usually during late summer or early fall of each year.
- Applicants go through a rigorous assessment process to determine semi-finalists.
- OPM selects finalists after evaluation of each candidate's experience, application, and results of in-person assessments.
- OPM publishes and provides agencies with the list of finalists.

Agencies provide OPM with information about their respective PMF opportunities and can post PMF appointment opportunities for those who are finalists on the PMF website year-round. Additionally, a job fair is typically held for finalists each year. Finalists who obtain an appointment as a PMF serve in a two-year excepted service position with starting salaries of \$42,299 (GS-9) – \$61,486 (GS-12).

TRAINING AND DEVELOPMENT

The PMF program office provides newly hired PMFs an opportunity to participate in its orientation and training program, which offers:

- Senior-level mentorship throughout the program;
- Individual Development Plan to create and track a PMF's professional development and training activities;
- Developmental opportunities in the occupation or functional discipline for which the PMF would most likely be placed;
- At least 80 hours of formal, interactive training each year of the program for a total of 160 hours; and
- Performance plan placement whereby PMFs must obtain a successful rating each year.

AFTER PROGRAM COMPLETION

After successful program completion and job performance, the PMF may be converted to a permanent position (or, in some limited circumstances, a term appointment lasting 1-4 years) in the competitive service.





FDA/CDER CAREERS

QUESTIONS? CONTACT US.

CDERRecruitment-Outreach@FDA.HHS.GOV

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