



# Finding and Applying for Federal Jobs and Internships

## *Pathways Programs for Students and Recent Graduates*



# Agenda

- Why Federal Employment? (Overview)
- Pathways Programs
  - Internship Program
  - Recent Graduates Program
  - Presidential Management Fellows (PMF) Program
- Finding and Applying for Pathways Positions
- Resources



# Benefits of Federal Service

- Public service/opportunity to make a difference
- Diverse career field opportunities
- Wide spectrum of Federal missions
- Excellent advancement opportunities
- Training and professional development
- Work-life balance
- Competitive compensation package



# Federal Pay and Advancement

- Federal pay is generally competitive across a wide range of occupations
- General Schedule (GS) is the primary pay scale for many Federal jobs from Grades 1-15; other pay systems exist
- Varies by geographic location
- Many jobs include potential for progression through several grades



# Selected 2016 Starting Salaries

City*	GS-5	GS-7	GS-9	GS-11
Atlanta	\$33,796	\$41,864	\$51,208	\$61,956
Detroit	\$35,158	\$43,551	\$53,272	\$64,453
Dallas	\$34,208	\$42,375	\$51,833	\$62,712
Miami	\$34,211	\$42,378	\$51,837	\$62,717
New York City	\$36,515	\$45,232	\$55,327	\$66,940
San Francisco	\$38,366	\$47,525	\$58,132	\$70,333
Washington, DC	\$35,265	\$43,684	\$53,435	\$64,650
Rest of U.S.	\$32,318	\$40,033	\$48,968	\$59,246

\*There are a total of 47 locality pay areas nationwide.



# 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





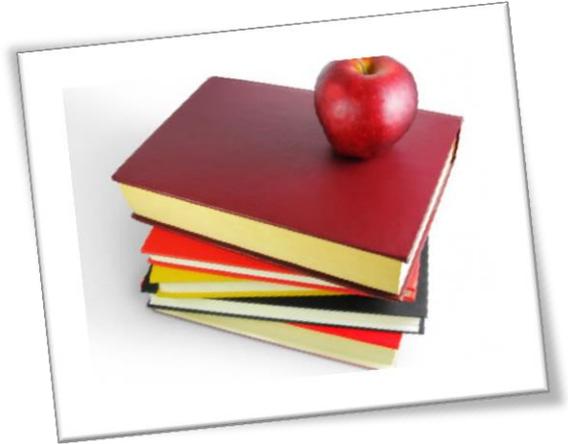
# Pathways Programs

- Executive Order 13562
  - Establishes a Pathways framework with three clear program paths:
    1. Internship Program
    2. Recent Graduates Program
    3. Presidential Management Fellows (PMF) Program



# 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



# PMF Program

- Federal Government's premier leadership development program for advanced degree candidates
- Created nearly four decades ago
- Revamped under Pathways to develop the best cadre of Federal leaders



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



# PMF Program

- For individuals who
  - Recently graduated from qualifying educational institutions; or
  - Individuals who expect to complete requirements by August 31 of the following year
- Advanced degrees only
- 2-year leadership development program



# PMF Program

- Those individuals selected as Finalists have the opportunity to obtain a 2-year appointment as a PMF Fellow:
  - Fellows get senior-level mentorship, development and at least 80 hours of interactive training per year
  - After successful completion of all program requirements, Fellows may be non-competitively converted to a permanent or term (1-4 years) position



# 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

- **PMF Program**
  - Opportunity announced annually through USAJOBS, typically in the early fall
  - Applicants submit a single application during the yearly cycle
  - See [www.pmf.gov](http://www.pmf.gov) for more information and application deadlines



# How to Find and Apply

- **For the Internship and Recent Graduates Programs:**
  - Agencies post information publicly on [www.usajobs.gov](http://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

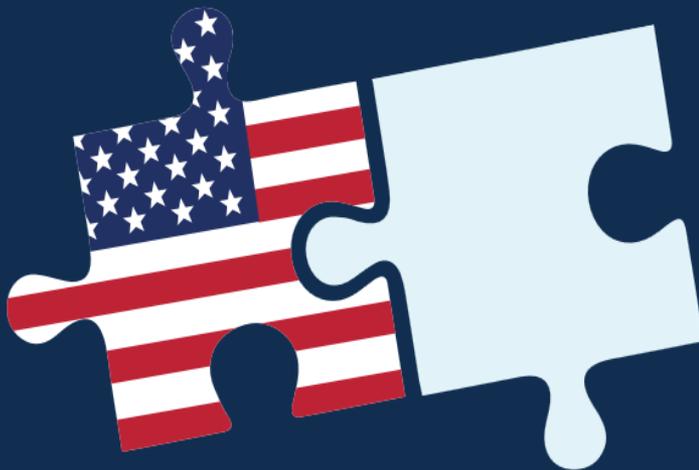
 Help

 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 Unique Hiring Paths

Hiring authorities are a way for the Federal Government to hire individuals who may fall under one of the following groups of people, including:



**I'm a current/former Federal employee**  
You may be eligible for a merit promotion.



**I'm a Veteran**  
You may be eligible for Veterans' Preference, as well as other veteran specific hiring options.



**I'm a Student/recent graduate**  
The Pathways Program offers federal internship and employment opportunities.



**I'm a Senior executive**  
You may be eligible for a SES position if you meet the five Executive Core Qualifications (ECQs).



**I'm a Former overseas employee**  
You may be eligible to be hired directly for jobs in the competitive service.



**I'm an Individual with a Disability**  
You may be eligible to apply for jobs and get hired without going through the full application process.



**I'm a Military spouse**  
You may be eligible to apply for jobs open to merit promotion candidates.



**I'm a Peace Corps or AmeriCorps VISTA alumni**  
You may qualify for non-competitive eligibility.



# 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](mailto: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](#)

[Home](#) / [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\*

### Contents

- [A - Ast](#)
- [Atm - Civ](#)
- [Com - Eat](#)
- [Eco - Epi](#)
- [Fi - Il](#)
- [Ind - Lan](#)
- [Le - Me](#)
- [Nu - Psychod](#)
- [Psychol - Tel](#)
- [Tex - Zoo](#)



# 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

## Student Trainee (Biological Sciences)

INTERIOR, US FISH AND WILDLIFE SERVICE

[Agency Contact Information](#)

1 vacancy in the following location:

Hadley, MA

Work Schedule is Part Time 8 hours - Internships  
NTE 1 year

Opened Monday 9/12/2016  
(1 day(s) ago)

Closes Friday 9/23/2016  
(10 day(s) away)

**Salary Range**

\$17.09 to \$17.09 / Per Hour

**Series & Grade**

GS-0499-05/05

**Supervisory Status**

No

**Who May Apply**

Students currently enrolled or accepted for enrollment in educational institutions who live or attend school in the local commuting area (50-mile radius) of Hadley, MA

**Control Number**

450099000

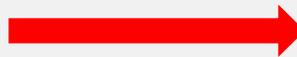
**Job Announcement Number**

R5-16-1793576-JLS (P)

Print

Share

Save



Apply

### Job Overview

#### Summary

*Student Trainee (Biological Sciences) GS-0499-05*

How to Apply



Required Documents





# Sample Pathways JOA

## Job Overview

### Summary

*Student Trainee (Biological Sciences) GS-0499-05*

The Job Overview provides a summary of the job and duty expectations

*Working for the U.S. Fish and Wildlife Service is more than a career. It is a commitment shared by more than 9,000 men and women representing a diverse range of professions, backgrounds, and specialties who are dedicated to conserving, protecting, and enhancing fish, wildlife, and plants and their habitats. From the Arctic Ocean to the South Pacific, the Atlantic to the Caribbean, Service personnel are working hard to ensure future generations will be able to enjoy nature's beauty and bounty.*

### Who may be considered?

**Eligibility for the Pathways Program:** This position is being filled under the Pathways Student Internship Program which is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with paid opportunities in agencies to explore Federal careers while still in school. You are eligible for the program if you are currently enrolled or accepted for enrollment on at least a half-time basis in an accredited high school or college, (including 4-year colleges/universities, community college, and junior colleges); professional, technical, vocational, and trade school; advanced degree programs, or other qualifying educational institution pursuing a qualifying degree or certificate program. (Go to: [www.ope.ed.gov/accreditation/](http://www.ope.ed.gov/accreditation/) to verify accreditation status). You must submit a copy of your transcript and/or proof of enrollment with your application.

This is a Temporary Pathways Student Intern position in the division of Science Applications located in the USFWS Region 5 Regional Office in Hadley, MA. This position is Not to Exceed 1 year. This appointment may be extended based on continued needs/funds for the position and the students continued eligibility for the Pathways Program.

## How to Apply

### How to Apply

To apply for this position, you must complete the occupational questionnaire and submit the documentation specified in the Required Documents section below.

**The complete application package must be submitted by 11:59 PM(EST) on Friday, September 23, 2016 to receive consideration.**

- \* To begin, click Apply Online to create a USAJOBS account or log in to your existing account. Follow the prompts to select your USAJOBS resume and/or other supporting documents and complete the occupational questionnaire.
- \* Click the Submit My Answers button to submit your application package.
- \* It is your responsibility to ensure your responses and appropriate documentation is submitted prior to the closing date.
- \*To verify your application is complete, log into your USAJOBS account, <https://my.usajobs.gov/Account/Login>



# Sample Pathways Ad

## Student Trainee (Passport): Pathways Internship Program (IEP) Hiring Fair Notice

DEPARTMENT OF STATE - AGENCY WIDE

[Agency Contact Information](#)

MANY vacancies in the following location:

Tucson, AZ

Work Schedule is Full-Time - This is a non-temporary excepted appointment expected to last more than 1 year.

Opened Monday 9/5/2016  
(9 day(s) ago)

Closes Tuesday 9/20/2016  
(6 day(s) away)

**Salary Range**

\$28,926.00 to \$52,116.00 / Per Year

**Series & Grade**

GS-0999-04/07

**Promotion Potential**

11

**Supervisory Status**

No

**Who May Apply**

Students who are U.S. Citizens accepted for enrollment during the current or next upcoming semester in a degree-seeking program (diploma, certificate, etc.) in an accredited/qualifying educational institution, on a full or half-time basis with a projected graduation date on or after **Fall 2017**.

**Control Number**

449234900

**Job Announcement Number**

HRSC/PATH-2016-0016

Print

Share

Save

Job Overview



How to Apply





# Sample Pathways Ad

## Job Overview

### Summary

[About the Agency](#)

The Pathways Internship Program targets students accepted for enrollment or currently enrolled in a qualifying educational program in an accredited institution, on a full or part-time basis with paid opportunities to work in agencies and explore Federal careers while still in school. Applicants must meet the definition of "student" in order to be considered for this opportunity. Internship appointments under the Internship Experience Program (IEP) are nontemporary and can last the duration of the student's academic program. This will be determined at the time of selection. At the successful conclusion of the program, interns may be eligible for noncompetitive conversion to a Federal career or career-conditional position in the competitive service. Interns must work full-time (FT) schedules. Pathways candidates must meet the DOS qualification standards applicable to the position being filled.

**Telework Ineligible** – This position is not eligible for telework.

**Second Shift Work- These positions will require full-time employment and all applicants must be able to work 4:15 pm-1:00 am (MST) Monday-Friday.**

The following instructions outline our application process for this announcement. You must complete the entire application process and submit a copy of all required documents in-person by 8 pm Mountain Standard Time (MST) on Tuesday, September 20, 2016. Applying in-person is required.

Step 1: Complete the application package as listed in the required document section of this notice. Incomplete applications will not be considered. Please ensure all required documents (listed below) are included.

Step 2: Drop off application package in-person. The Pathways Hiring Fair will take place at **University of Arizona, Student Union Memorial Center, Office of Student Engagement (Room 248), 1303 E. University Blvd., Tucson, AZ 85719**. Applications will be accepted on **Tuesday, September 20, 2016 between the hours of 10 am and 8 pm (MST)**. These are the only times that applications will be accepted. LATE APPLICATIONS will not be considered.

Step 3: If deemed eligible and qualified interviews may take place in-person or via telephone on Thursday, September 22, 2016 or Friday, September 23, 2016

Instructions on how to apply to the position

How to Apply

## How to Apply

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# 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

## Welcome to USAJOBS!

USAJOBS is the official job site of the U.S. Federal Government. It's your one-stop source for Federal jobs and employment information.

With your new account you'll be able to:

- Build and store up to five distinct resumes
- Save and automate job searches
- Save and apply for jobs
- Search by Agency, Occupation, Location...
- Apply to Federal Agencies
- Learn how to use USAJOBS
- Learn about the Federal hiring process
- Discover special hiring programs
- See which jobs are in demand

**Be advised that only one account can be created for each email address.**

**Be sure the email account you use is only accessible by you and the email account is properly secured.**

*All fields are required unless otherwise noted*

Primary Email

Confirm Primary Email

Username

Username must be between **8** and **20** alphanumeric characters, must contain at least one letter (i.e. can't be all numbers), and may only contain the following special characters: underscore(\_), ampersand(&), and period(.).

What is your email format preference?

- Text  HTML

Some email providers block HTML messages. Select "Text" to ensure your emails go through. 

**Terms and Conditions**



# Creating Your Resume

An official website of the United States Government

## USAJOBS

Kamille

Help

Search

- Profile Incomplete**
- RESUMES
- OTHER DOCUMENTS
- HOME
- PROFILE
- DOCUMENTS
- USERNAME & PASSWORD

## Documents - Resumes

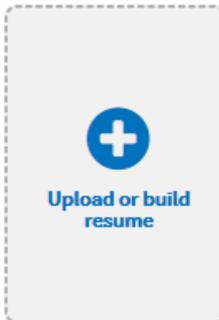


### Get noticed by recruiters—make your resume searchable

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.

### Resumes (0/5)

Help



Uploaded documents must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG,

### 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.
- Encrypted and digitally signed documents

### Additional Help

[What should I include in my resume?](#)



# 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 sensitive information require a security clearance which is more extensive than a background investigation
- For more information, visit:  
[www.opm.gov/investigate](http://www.opm.gov/investigate)



# 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](http://www.usajobs.gov/studentsandgrads)
- For all stakeholders:
  - [www.opm.gov/hiringreform/pathways](http://www.opm.gov/hiringreform/pathways)
  - [www.pmf.gov](http://www.pmf.gov)
- Social Media: PMF Facebook
  - <https://www.facebook.com/pmfprogram>



# Contact Us

Recruitment Policy and  
Outreach

U.S. Office of Personnel  
Management

[pathways@opm.gov](mailto:pathways@opm.gov)

(202) 606-1040

