



Internship: 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.



Internship: Checklist

Prior to EOD – Ensure that all items are checked and accounted for when on-boarding Interns.

- Resume
- Completed OF-306
- Clearance from security showing that candidate is cleared to EOD.
- Submit a SF-52 request in the Federal Personnel Payroll System (FPPS)
- Sign service agreement to include the following: 1) General description of duties; 2) evaluation procedures that will be used for the Participant; 3) requirements for continuation and successful completion of the Program; 4) work schedules; 5) minimum eligibility requirements for noncompetitive conversion to term or permanent competitive service employment according the requirements of the Pathways Intern Program; and 6) the length of the appointment and termination date.
- Official Transcript or Proof of enrollment from qualified institution.

After EOD Checklist

- New Hire Package with necessary paperwork (i.e. taxes, time and attendance, payroll, benefits-if applicable)
- Create an Individual Development Plan if applicable
- Develop an Employee Performance Appraisal Plan and evaluation
- Request completion of Federal Information Systems Security Awareness+ Privacy and Records Management (FISSA+) Training
- Submit necessary paperwork to IT to request Network Access/Email address

I fully understand the obligations outlined in this supervisor's checklist and will commit to fulfilling each of these obligations as a requirement of my participation with the Recent Graduates Program.

Supervisor Name

Supervisor's Signature

Date



Department of the Interior
National Park Service
Internship Program Participant Agreement

Form with sections: Appointee's Full Name, Appointing Agency/Sub-Agency, Appointment Date (s), Work Schedule, Position Title, Series and Grade, Pay, Intern's Responsibilities, Hiring Official's/Supervisor's Responsibilities, Work Assignments, Program Requirements, Training Requirements.

Mentoring (If your agency has a mentor requirement for Interns, enter those requirements)

Evaluation Procedures. (Summarize elements on which the Intern's performance appraisal will be based)

Minimum Eligibility Requirements for Noncompetitive Conversion (if any). (Include any agency specific requirements)

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the Intern may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

SIGNATURES:

Intern:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date



Recent Graduates: 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 Recent Graduates' 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.



(Attachment 2-B)

(Not available for use until DOI MOU is signed)



Recent Graduates: Checklist

Prior to EOD – Ensure that all items are checked and accounted for when on-boarding Recent Graduates.

- Resume
- Completed OF-306
- Clearance from security showing that candidate is cleared to EOD.
- Submit a SF-52 request in the Federal Personnel Payroll System (FPPS)
- Sign service agreement to include the following: 1) General description of duties; 2) evaluation procedures that will be used for the Participant; 3) requirements for continuation and successful completion of the Program; 4) work schedules; 5) minimum eligibility requirements for noncompetitive conversion to term or permanent competitive service employment according the requirements of the Pathways Recent Graduates Program; and 6) the length of the appointment and termination date.
- Official Transcript (if qualifying based on education)
- Documentation to show when degree requirements were completed.

After EOD Checklist

- New Hire Package with Benefits and other pertinent information.
- Within 45 days develop Individual Development Plan that addresses the target position, developmental requirements (including 90-day training requirement), and recommended activities including at least 40 hours of formal interactive training per year.
- Within 60 days Establish an Employee Performance Appraisal Plan and evaluation for each recent grad, with performance elements and standards for the competencies expected and for duties assigned.
- Within 90 days assign a mentor outside his/her chain of command.
- Request completion of Federal Information Systems Security Awareness+ Privacy and Records Management (FISSA+) Training.
- Submit necessary paperwork to IT to request Network Access/Email address

I fully understand the obligations outlined in this supervisor's checklist and will commit to fulfilling each of these obligations as a requirement of my participation with the Recent Graduates Program.

Supervisor Name

Supervisor's Signature

Date



Department of the Interior National Park Service

Recent Graduates Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	
Position Title, Series and Grade	Pay
Recent Graduate's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> • Adhere to the Recent Graduate Program requirements • Adhere to an established work schedule • Perform, successfully, the assigned duties listed in your position description • Participate in agency training classes or programs • Create an Individual Development Plan (IDP) with assistance from your manager. <ul style="list-style-type: none"> ○ IDP must include at least 40 hours of formal interactive training ○ IDP must be completed within 45 days of your date of hire ○ IDPs must be created each year • Select a mentor within 90 days of your date of hire. Your manager will assist you • Attend regularly scheduled meetings with mentor 	<ul style="list-style-type: none"> • Complete Participant Agreement with each Recent Graduate • Provide information on the Recent Graduate Program requirements • Establish a mutually agreeable work schedule • Identify performance goals and evaluation criteria • Help Recent Graduate create an IDP which must be completed 45 days from date of hire • Assist Recent Graduate with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> ○ Mentor must be at an appropriate level outside of the Recent Graduate's chain of command • Provide information on any special training requirements <ul style="list-style-type: none"> ○ Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year • Supervise daily work activities • Identify performance goals and evaluation criteria
<ul style="list-style-type: none"> • If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program. 	
Work Assignments (Enter brief description of duties or attach a position description)	
Recent Graduates Program Requirements (Enter requirements for continuation and successful completion of Program)	

Recent Graduates Training Requirements (Identify any special training requirements)

40 hours of formal interactive training each year.

Mentoring (Enter instructions on process to select Mentor)

Evaluation Procedures (Summarize elements on which the Recent Graduate's performance appraisal will be based)

Minimum Eligibility Requirements for Noncompetitive Conversion. (If this position offers noncompetitive conversion, enter any agency specific requirements)

To be eligible for conversion to the competitive service, the Recent Graduate must:

- Be a U.S. citizen.
- Successfully complete all Recent Graduate Program requirements.
- Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

SIGNATURES:

Recent Graduate:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date



Presidential Management Fellows: Fact Sheet

Introduction

The Presidential Management Fellows (PMF) Program is a flagship leadership development program at the entry-level for advanced degree candidates. Created more than three decades ago, the Program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. Here are some key provisions of the PMF Program.

Eligibility

- Individuals who have completed within the past two years, a qualifying advanced degree (e.g., masters or professional degree).
- 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 his or her status as a Finalist.

Program Administration

- The PMF Program is centrally administered by the PMF Program Office within OPM.
- OPM announces the opportunity to apply for the PMF Program (usually in the late summer or early fall).
- Applicants go through a rigorous assessment process to determine Finalists.
- OPM selects Finalists based on an evaluation of each candidate's experience and accomplishments according to his or her application and results of the assessments.
- OPM publishes and provides agencies with the list of Finalists.
- Agencies provide OPM with information about their PMF opportunities and can post PMF appointment opportunities for those who are Finalists on the PMF website year-round. In addition, 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.

Training and Development

- The PMF Program Office provides newly hired PMFs an opportunity to participate in its Orientation and Training Program.
- Senior-level mentorship throughout the program.
- Individual Development Plan to create and track a PMF's career planning, professional development, and training activities.
- Developmental opportunities in the occupation or functional discipline 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.
- PMFs are placed on a performance plan and 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.



Presidential Management Fellows: Checklist

Prior to EOD – Ensure that all items are checked and accounted for when on-boarding Presidential Management Fellows.

- Resume
- Completed OF-306 (see attached)
- Clearance from security showing that candidate is cleared to EOD.
- Submit a SF-52 request in the Federal Personnel Payroll System (FPPS)
- Sign service agreement to include the following: 1) General description of duties; 2) evaluation procedures that will be used for the Participant; 3) requirements for continuation and successful completion of the Program; 4) work schedules; 5) minimum eligibility requirements for noncompetitive conversion to term or permanent competitive service employment according the requirements of the Pathways PMF Program; and 6) the length of the appointment and termination date.

After EOD Checklist

- New Hire Package with Benefits and other pertinent information.
- Within 45 days, develop an Individual Development Plan (IDP) with the Fellow that addresses the target position, developmental requirements (including 90-day training requirement), and recommended activities. This should include at least 80 hours of formal classroom training during each year of the fellowship. Tuition for the OPM sponsored PMF Orientation and Training Program and PMF Program Office sponsored forums are included in the reimbursement fee and may be counted towards the 80 hours of annual training. Agencies bear the costs of travel and per diem for these programs, as well as tuition and costs for additional outside training as appropriate, such as PMF Forums and/or rotational opportunities of 1 to 6 months in other occupations or functional areas.
- Discuss required [developmental assignment](#) of 4 to 6 consecutive months, outside the Fellow's immediate office (place of employment).
- Within 90 days assign a mentor outside his/her chain of command.
- Come to an understanding as to a reasonable amount of time during work hours for other PMF activities.
- Within 60 days establish an employee performance appraisal plan and annual evaluation for each PMF with performance elements and standards for the competencies expected and for duties assigned.
- Request completion of FISSA Federal Information Systems Security Awareness+ Privacy and Records Management (FISSA+) Training.
- Submit necessary paperwork to IT to request Network Access/Email address.

I fully understand the obligations outlined in this supervisor's checklist and will commit to fulfilling each of these obligations as a requirement of my participation with the Recent Graduates Program.

Supervisor Name

Supervisor's Signature

Date



Department of the Interior National Park Service

Presidential Management Fellows Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	
Position Title, Series and Grade	Pay
Fellow's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> Adhere to the Presidential Management Fellows Program requirements Adhere to an established work schedule Perform, successfully, the assigned duties listed in your position description Observe all workplace rules Create an Individual Development Plan (IDP) with assistance from your manager. <ul style="list-style-type: none"> IDP must include at least 80 hours of formal interactive training IDP must be completed within 45 days of your date of hire IDP must be completed each year Select a Mentor within 90 days of your date of hire. Your manager will assist you. Participate in agency training classes or programs Attend regularly scheduled meetings with mentor 	<ul style="list-style-type: none"> Complete Participant Agreement with each Fellow Provide information on the Presidential Management Fellows Program requirements Establish a mutually agreeable work schedule Identify performance goals and evaluation criteria Help Fellow create an IDP which must be completed 45 days from date of hire Assist Fellow with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> Mentor must be at the managerial level outside of the Fellow's chain of command Provide information on any special training requirements <ul style="list-style-type: none"> Ensure Fellow participates in at least 80 hours of formal interactive training per year Supervise daily work activities Identify performance goals and evaluation criteria
Work Assignments (Enter brief description of duties or attach a position description)	
PMF Program Requirements (Enter requirements for continuation and successful completion of Program)	

PMF Training Requirements (Identify any special training requirements)

80 hours of formal interactive training each year.

Mentoring (Enter instructions on process to select Mentor)

Evaluation Procedures (Summarize elements on which the Fellow's performance appraisal will be based)

Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion? (Include any agency specific requirements)

To be eligible for conversion to the competitive service, the Fellow must:

- Be a U.S. citizen.
- Successfully complete all PMF Program requirements.
- Meet the OPM Qualification Standard for the position to which the Fellow may be converted.
- Maintain acceptable performance under the agency's approved performance management system.
- Obtain ERB certification prior to conversion.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

SIGNATURES:

Presidential Management Fellow:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date