

1. What are the Pathways Programs?

The Pathways Programs for students and recent graduates include the following 3 components:

- The **Internship Program** is for students (replaces the Student Career Experience Program (SCEP) and the Student Temporary Employment Program (STEP)). It allows students to be exposed to the work of the Government through Federal internships while pursuing their degree. To learn more, please visit: <http://www.opm.gov/HiringReform/Pathways/program/interns/>.
- The **Recent Graduates Program** is for individuals who have completed a qualifying educational program within the preceding 2 years (with exceptions for certain veterans and individuals graduating after December 27, 2010). It provides developmental opportunities for recent graduates. To learn more, please visit: <http://www.opm.gov/HiringReform/Pathways/program/graduates/>.
- Established in 1977, the **Presidential Management Fellows (PMF) Program** is a flagship leadership development program at the entry level for individuals who are currently completing an advanced degree program (e.g., graduate or professional degree), or who completed the educational requirements for an advanced degree within the preceding 2 years. To learn more, please visit: www.pmf.gov.

2. Am I eligible for Pathways Programs jobs?

- **Internship Program** positions are open to current students enrolled at least half-time in high school/GED, vocational, technical, undergraduate, graduate or professional programs.
- **Recent Graduates Program** positions are open to individuals who completed a qualifying educational program within the preceding 2 years. There are 2 exceptions:
 - Certain veterans precluded from applying within the timeframe due to a military service obligation have up to 6 years from completing their education to apply; and
 - Applicants who completed their educational program requirements after December 27, 2010 will have a full 2 years of eligibility beginning on the date the final regulations are effective, July 10, 2012.
- **Presidential Management Fellows Program** opportunities are announced annually through USAJOBS in late-summer/early-fall. PMF opportunities are currently available only to the Class of 2012 PMF Finalists. For eligibility information and application instructions, please visit www.pmf.gov. PMF positions are open to individuals who either:
 - Obtained an advanced degree (e.g., graduate or professional degree) within the preceding 2 years; or
 - Are attending a qualifying educational institution and expect to complete a qualifying advanced degree by August 31 of the academic year in which the competition is held.

3. What is a qualifying educational institution/program?

- Qualifying educational institutions/programs include: a high school/GED whose curriculum has been approved by a state or local governing body, or a home-school curriculum; and any accredited technical or vocational school, 2- or 4-year college or university, a graduate or professional school, or a post-secondary home-school curriculum.
 - Applicants may refer to the U.S. Department of Education's Institutional Accreditation System to determine whether their school/program is accredited: <http://ope.ed.gov/accreditation/Search.aspx>.
- A post-secondary certificate program must have been completed at a qualifying educational institution equivalent to at least 1 academic year of full-time study that is part of an accredited college-level, technical, trade, vocational, or business school curriculum.
- Education completed outside of the United States must be deemed equivalent to that gained in conventional/accredited U.S. education programs to be acceptable for Federal employment. If you received a degree abroad, contact the agency to which you are applying for guidance regarding having your degree reviewed by a U.S.-based credential evaluation service.

4. Which Federal jobs or careers match my major?

- If you are unsure of which Federal jobs you might be eligible for, refer to this listing of Federal jobs by college major: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/JobsByCollegeMajor#icc>.

5. Where can I find Pathways Programs jobs?

- You may search for Internship and Recent Graduates job opportunity announcements at www.usajobs.gov/studentsandgrads. Agencies are responsible for posting their Pathways job opportunity announcements. Whether agencies use the Pathways Programs to recruit, or to the extent to which they have positions available at any given time, is at the discretion of the agency.
- Internship and Recent Graduates job opportunities may not be immediately available, as agencies are in the process of establishing their Pathways Programs.
- The application period for the Class of 2012 Presidential Management Fellows is closed. The annual PMF job opportunity announcement is typically available in late-summer/early-fall at www.pmf.gov.

6. Why can't I find Pathways Programs job opportunities on USAJOBS?

- It may take some time before you begin to see Pathways job information on USAJOBS. There are several reasons for this. The Pathways regulation does not become effective until July 10, 2012. Additionally, Pathways are new Federal Programs and agencies must establish policy regarding their specific use of these Programs before they can begin to

recruit Pathways candidates. We encourage you to continue to visit www.usajobs.gov/studentsandgrads periodically to search for Pathways Programs job opportunities.

- The annual Presidential Management Fellows job opportunity announcement is only available on USAJOBS in the late-summer/early-fall. For eligibility information and application instructions, please visit www.pmf.gov.

7. How do I apply to Pathways Programs jobs?

- You may search for Internship and Recent Graduates Job Opportunity Announcements (JOA) at www.usajobs.gov/studentsandgrads.
- Agencies allowing submission of applications through USAJOBS may choose to accept uploaded resumes (.gif, .jpg, .jpeg, .png, .rtf, .doc, .docx or .pdf format; 3 megabytes or less) or resumes created using the USAJOBS Resume Builder.
 - Follow the application instructions provided within the “How to Apply” section of the JOA, because some agencies only accept resumes created using the USAJOBS Resume Builder.
- Any required documents (e.g., transcript(s), DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, SF 15, Application for 10-Point Veterans’ Preference: http://www.opm.gov/Forms/pdf_fill/SF15.pdf) that are uploaded should be less than or equal to 3 megabytes per file in .gif, .jpg, .jpeg, .png, .rtf, .doc, .docx, or .pdf format.
 - Refer to the “How to Apply” instructions to determine whether you must submit unofficial/web-based transcript(s), or if the agency requires official transcript(s).
- The OF 612, Optional Application for Federal Employment, is obsolete; therefore, if you do not have a resume, you will need to write or build one in order to apply for Pathways opportunities.
 - Here are helpful resume tips: <http://www.usajobs.gov/ResourceCenter/Index/Interactive/ResumeAndApplicationTips#icc>;
 - And a Federal resume video tutorial: http://www.youtube.com/watch?v=XF7j03wGV6A&list=PL6BF697487F79A52F&index=2&feature=plpp_video.
- The application period for the Class of 2012 Presidential Management Fellows is closed. The annual PMF job opportunity announcement is typically available on USAJOBS in the late-summer/early-fall. For eligibility information and application instructions, please visit www.pmf.gov.

8. Why can't I apply for Pathways Programs job opportunities through USAJOBS?

- Agencies have the discretion in choosing how they want Pathways candidates to apply. Pathways Programs job opportunities must be posted on USAJOBS to promote awareness of these Programs, but agencies are not required to use USAJOBS in the

application process. Some agencies' Pathways job opportunity announcements may not contain an "Apply Online" button that allows applicants to apply directly through USAJOBS or the "Apply Online" button may be disabled. When agencies choose not to use USAJOBS for the application process, the job opportunity announcement will contain application instructions.

- If you have questions regarding the application procedures for a particular job opportunity, call or email the point of contact identified within the job opportunity announcement.

9. What types of training are available to Pathways Participants?

- Interns, Recent Graduates and Presidential Management Fellows (PMFs) receive on-the-job training.
- Recent Graduates receive at least 40 hours of formal, interactive training per year.
- PMFs receive at least 80 hours of formal, interactive training per year.
- PMFs complete at least 1 rotational or developmental assignment for 4 to 6-months, or participate in an agency-wide or Presidential initiative.
- PMFs and Recent Graduates are assigned a mentor.
- Some agencies may offer other developmental activities for their Pathways participants.

10. How do I check the status of my application(s)?

- If you submitted your application(s) online using USAJOBS, you may check the status of your application(s) from the www.usajobs.gov "My Account" menu.
- Otherwise, you may call or email the agency point of contact listed within the job opportunity announcement to check the status of your application.

11. Does veterans' preference apply to the Pathways Programs jobs?

- Yes, veterans' preference applies to all Pathways Programs job opportunities.
- If you qualify for veterans' preference, be sure to upload your DD-214, Certificate of Release or Discharge from Active Duty and, if applicable, SF 15, Application for 10-Point Veterans' Preference: http://www.opm.gov/Forms/pdf_fill/SF15.pdf; or attach your DD-214 and, if applicable, SF 15 to any resume you distribute at a Pathways hiring event.
 - Uploaded DD-214 and, if applicable, SF 15 should be less than or equal to 3 megabytes in .gif, .jpg, .jpeg, .png, .rtf, .doc, .docx or .pdf format.
- Veterans may visit www.fedshirevets.gov, email fedshirevets@opm.gov or call (202) 606-5090 for Federal hiring assistance.

12. Do Pathways Programs jobs lead to permanent employment?

- Employment in a Pathways Program may lead to conversion to a permanent, competitive service position contingent upon meeting program requirements and the needs of the agency.

13. Are Pathways Programs jobs paid?

- Yes, the salary is listed within the job opportunity announcement. All compensation decisions are made by the hiring agency.

14. When will current STEPs/SCEPs and PMFs be transitioned under Pathways?

- Agencies have 6-months to transition current Student Temporary Employment Program (STEP), Student Career Experience Program (SCEP) and Presidential Management Fellows appointees into the Pathways Programs.
- Contact your Human Resource Office/Department for further guidance.

15. What employee benefits may be available to Pathways Participants?

- Recent Graduates and Presidential Management Fellows are generally eligible for retirement benefits; flexible spending accounts; health, life, dental, vision, and long-term care insurance.
- Interns hired on a short-term basis (e.g., summer hire) may not be eligible for the aforementioned benefits.
- Pathways participants that will work at least 90-days accrue vacation and sick-leave once they begin their Program.

16. If my relative is employed at an agency, may I still apply for a Pathways Programs job there?

- Yes, as long as you would not be reporting directly to your relative; and your relative does not advocate on your behalf regarding your employment, promotion, or advancement.

17. Are letters of recommendation required to obtain a Pathways Programs job?

- Refer to the "How to Apply" instructions within the Internship or Recent Graduates job opportunity announcement to determine whether letters of recommendation are required.
- The Presidential Management Fellows Program does not require or accept any letters of recommendation.