



Schedule D

Schedule D is the Pathways program. It is a streamlined developmental program tailored to promote employment opportunities in the Federal workforce for students and recent graduates.

Pathways consist of three programs:

1. Internship Program (Replaces SCEP and STEP)

This program is designed to provide students 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.

Eligibility

Current students in an accredited school pursuing a qualifying degree or certificate are eligible for the Internship Program.

Program Administration

The agency may hire Interns on a temporary basis for up to 1 year for an initial period, or for an indefinite period, to complete the educational requirement. Interns may work either part- or full-time.

The agency must sign a Participant Agreement with the Intern that sets forth the expectations for the internship. The job will be related to the Intern's academic career goals or field of study.

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 Agreement.
- 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.

2. Recent Graduates Program

This program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from schools or programs.

Applicants must apply within 2 years of degree or certificate completion (except for veterans precluded from doing so due to their military service obligation, who will have up to 6 years after degree completion to apply). The Recent Graduates Program lasts for 1 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 2 years, a qualifying associate's, bachelor's, master's, professional, doctorate, vocational, or technical degree, or certificate from a qualifying educational institution are eligible for the Recent Graduates Program. Veterans unable to apply within 2 years of receiving their degree, due to military service obligation, have as much as 6 years after degree completion to apply.

Program Administration

The agency must sign a Participant Agreement with the Recent Graduate that sets forth the expectations for the Program.

Agencies must provide OPM with information regarding their opportunities and post information publicly on www.usajobs.gov/studentsandgrads/ about how to apply.



Human Resources Solutions

Staffing and Placement Overview Training

Training and Development

The Recent Graduates Program includes the following training components:

- 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.

3. Presidential Management Fellows

This program attracts and selects from among the best candidates and is designed to develop a cadre of potential Federal Government leaders. Presidential Management Fellows receive 2-year appointments that include:

- 160 hours of classroom training (on leadership, management, policy, and other topics)
- Challenging work assignments
- Feedback on work
- At least one 4- to 6-month developmental assignment
- Potential for promotions and career ladders
- Potential immediate conversion to a permanent or term position