



## Internship Program

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.

### 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 either 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.

## 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 at either a fulltime or part-time basis
- 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.

**To apply for Pathways Internship/Recent Graduate positions and to learn more, please go to:**

<https://www.usajobs.gov/>





## **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 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 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).

### **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 up to 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.

## 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 including completion of all necessary trainings

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