Pathways Programs

Posting Jobs for Students and Recent Graduates on USAJOBS

U.S. Office of Personnel Management

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Pathways for Students and Recent Graduates

President Obama signed Executive Order 13562, entitled "Recruiting and Hiring Students and Recent Graduates," on December 27, 2010. This executive order establishes the Pathways Programs, consisting of three excepted-service programs (Internship Program; Recent Graduates Program; Presidential Management Fellows Program). The Pathways Programs replace the Student Temporary Employment Program (STEP) and the Student Career Experience Program (SCEP) with the Internship Program and creates a program for recent graduates, the Recent Graduates Program. Specific information regarding the Pathways Programs can be found on the U.S. Office of Personnel Management's (OPM) website: http://www.opm.gov/hiringreform/pathways/

Purpose of This Guidance

This guidance is designed to help human resources specialists and assistants post Internship and Recent Graduate positions on USAJOBS. What you need to know:

- Each agency's Talent Acquisition System (TAS) must include "Internship" and "Recent Graduate" as selection options so users can assign the correct Position Offering Type.

- Posting Pathways jobs as an Internship or a Recent Graduate type of position ensures the job postings are indexed properly in the search results.

All student employment will fall under "Internship." Non-student program related summer employment will be indexed as "Summer."

Posting Jobs for Students and Recent Graduates on USAJOBS

You can advertise an Internship or Recent Graduate position using a Job Opportunity Announcement (JOA) or by posting a USAJOBS ad. If your TAS does not allow an ad to be used or your agency's policy requires a JOA, you can post a JOA and have applicants apply online.
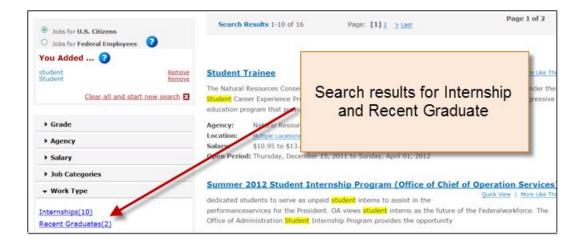
Posting an ad for an Internship or Recent Graduate position is different from using a JOA to post a position because the "Apply Online" button is not a part of the ad functionality. This means applicants cannot submit their applications to your agency's TAS directly through USAJOBS. Therefore, you must include "how to apply" instructions within the body of the ad.

All TAS processes are different so you need to determine where applicants will be directed to submit their applications (e.g., your agency's careers website). To post an ad from your TAS, you must select the option that does *not* allow applicants to submit résumés and supporting documents.

Your agency will have met the requirement for public notice by posting on USAJOBS.
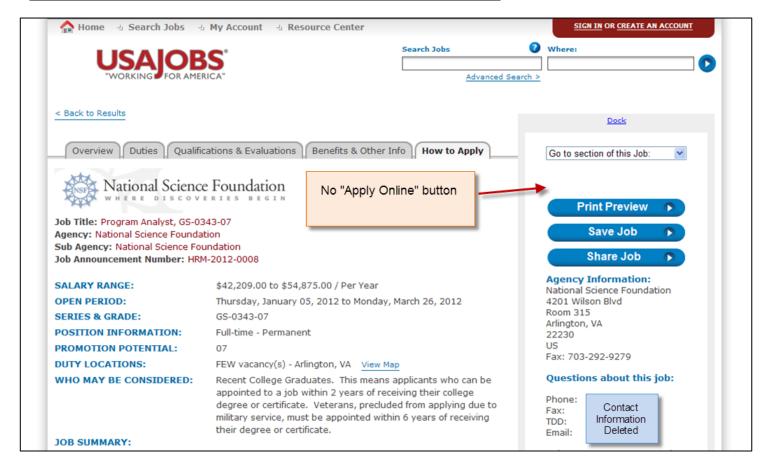
Below are some screen shots to show you what the selections may look like in your JOA Builder and on USAJOBS.

Placing keywords like "Internship" and "Recent Graduate" in the job title will ensure job seekers can find your jobs.

Example of a Pathways Ad (Without an Apply Online Button)

You can explain your process in the ad as you have in the past

Summary of Existing USAJOBS Functionality
Following are the USAJOBS system functions that currently support Pathways.

Position Offering Type
When building JOA or USAJOBS ad in the TAS to post on USAJOBS, the human resources specialist is prompted to identify the position type. If one of the following selections is made, the JOA is indexed in the search engine as a student opportunity.
- Internships
- Recent Graduates
- Presidential Management Fellows

Who May Apply
In order to designate who is eligible to apply for a position, the human resources specialist must select "Student Program Eligibles" for "Who May Apply." Your Pathways posting will show up in student job search results.

Supporting Document Types
There are no changes to the supporting document types when accepting Pathways applications through USAJOBS. Supporting documentation examples include:
- Cover Letter
- Other (e.g., DD 214)
- Transcripts

Required Fields
Agencies can use the existing JOA functionality for their Pathways postings with no changes to their TAS.

Required fields must contain at least one (1) character in order for the JOA to successfully post to USAJOBS. Some of the fields listed also have a character limit, as noted below. The required fields for posting a JOA are listed below.

Appendix A: Required Fields in USAJOBS

Name	Description	Type	Repeating?	Requirement
Job Announcement Type	Designates type of JOA.	TEXT_V(25)	N	Case File, Continuous/Ongoing, or Standing Register
Job Announcement Number	Identification number assigned to the job announcement by the TAS	TEXT_V(27)	N	
Job Title	Name of the position being posted to USAJOBS.	TEXT_V(100)	N	
Location	Using the code for the location most closely associated with the position(s)	TEXT_V(9)	Y	Location
Hiring Organization	Agency and sub-agency derived from a code	TEXT_F(4)	N	Agency/Sub-element
Occupation Code	The occupational series	NUMBER_F(4)	Y	Occupational Series
Pay Plan	Federal pay plan	TEXT_F(2)	N	Pay Plan
Appointment Duration	Each option provides its own canned statement that appears in the announcement.	TEXT_F(5)	N	Summer, PMF, Recent Grads, Internships
Opening Date	The date the announcement will appear on USAJOBS.	DATE	N	
Closing Date	The date the announcement will be removed from USAJOBS.	DATE	N	
Job Status	Each option provides its own canned statement that appears in the announcement.	NUMBER_F(1)	N	Full-time, Part-time, Shift work, Intermittent, Job Sharing, Multiple Schedule
Salary Min	Minimum salary	NUMBER_V(10)	N	
Salary Max	Maximum salary	NUMBER_V(10)	N	
Salary Basis	Only Annual, Hourly, Intermittent	TEXT_F(2)	N	Annual, Hourly
Total Number of Openings	Actual number of openings associated with the position being posted to USAJOBS.	TEXT_V(5)	N	Numeric value, few or many
Pay Grade Low	Lowest pay grade of the position(s)	TEXT_V(5)	N	

Name	Description	Type	Repeating?	Requirement
Who May Apply	Each option provides its own canned statement that appears in the announcement.	TEXT_V(5)	N	Student Program Eligibles, All Groups of Qualified Individuals
Job Summary	Overall description of the job being posted to USAJOBS.	TEXT_V(10000)	N	
Major Duties	Expected activities associated with the position being posted to USAJOBS.	TEXT_V(Unlimited)	N	
Requirements	Describes Job Requirements that are expected.	TEXT_V(Unlimited)	N	
How You Will Be Evaluated (Evaluations)	Describes the Candidate Evaluation Criteria for the JOA	TEXT_V(Unlimited)	N	
Qualifications	Description of the items used to qualify and evaluate applicants applying to the position being published to USAJOBS.	TEXT_V(Unlimited)	N	
How to Apply	Text explaining steps prospective applicants can take to apply for the position .	TEXT_V(Unlimited)	N	
Required Documents	Explanation of the documents the agency requires of applicants when applying to this position.	TEXT_V(Unlimited)	N	
What To Expect Next	Explanation of the activities that take place after the closing date of the announcement. Should include when applicants can expect to hear the outcome.	TEXT_V(Unlimited)	N	
Benefits	Description of employee benefits provided with the position.	TEXT_V(Unlimited)	N	