

>> Hey, Cory, what's going on?

>> There's just so much work to get done here.

I don't know how we're going to get it all done.

>> Well, have you thought about maybe getting a student hire?

>> That is the last thing I want to do.

I heard how difficult it is to get one and then you end up having to give them a job when they graduate.

I don't want to get stuck with a dud.

>> Come on, now, it's not that bad.

There are different programs, and if they don't work out, then they're not stuck with them.

It's just another tool to use to get things accomplished.

Why don't you call HR and see if they can help you out with your problem.

>> Well, I don't suppose would it hurt to check into it.

[ phone ringing ]

>> Hi this is Pat in human resources office.

How can I help you?

>> Pat, this is Cory at the Poe Dunk NWR.

I'm feeling swamped and someone mentioned I should consider a student hire for some help.

Is that really a good option?

>> It's a great option if you have enough work to keep them busy.

What are you looking for?

>> Well, I would love to bring on someone who has a biology background to help with some of the field work we're backlogged with and a bunch of other things we're doing.

Seems likely there's a whole lot more work than there are people to do it.

How does this work?

>> Basically you do some research and see if you can find someone who has the skills you need and would be interested in the position.

Then you decide what type of appointment you want to hire them under.

>> What do you mean what type of appointment?

>> The student educational employment program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree-seeking students taking at least half-time academic, technical or vocational course load in an accredited high school, technical, vocational, two or four-year college graduate or university graduate or professional school.

>> So, in order to be enrolled in SCEP or STEP they have to be enrolled as a student also?

>> That's right.

There are two primary components, the Student Temporary Employment Program, or what we typically call STEP, and the Student Career Experience Program, which is known as SCEP.

The STEP provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals.

The SCEP, however, provides work experience which is directly related to the student's academic programs and career goals.

Students in the SCEP may be not competitively converted to term, career or career conditional appointments following completion of their academic and work experience requirements.

>> See, now I knew I heard something about having to give them a job after they finish high school.

>> Actually, that's not true.

With a SCEP student you can convert them and actually many managers do decide to convert them.

Since they know what the student can be do and they are a fit with the organization.

If they aren't, you shouldn't necessarily be keeping them on.

A STEP is a different ball of wax.

There's no obligation or promise of a job after school and actually the appointment is only for a year.

But you cannot convert a STEP to a permanent position.

If you like your STEP and do want to keep them on, you can convert a STEP to a SCEP.

The STEP is really just a short-term appointment to get a student in to help get your work done while also providing them with job experience and both are great tools to get young diverse candidates exposure to the Service.

>> So, what you're telling me is I can either find someone here or advertise for this and I'm under no obligation to permanently hire them.

Do they get benefits while working?

And what do I pay them?

>> All student appointments get annual and sick leave and federal holidays off and SCEPs are even entitled to health benefits.

You pay them at the appropriate grade level for the specific position.

If you do decide you want to do this, I can help you through all of this.

So, what do you think?

>> It's definitely less scary than I thought and something I want to consider.

How do these differ from an intern program like the SCA?

>> Interns are not considered Federal employees.

They are recruited through nonprofit organization have that partnership agreements with the Department.

One huge benefit of a STEP or a SCEP is that they work for you and they are a fed.

You are their supervisor so you have much more authority over their assignments.

And, honestly, you have much more flexibility with a STEP or a SCEP.

>> Ok, all right.

I got it.

So how do I decide whether to get a STEP or a SCEP?

>> It really depends on the amount and type of work.

Do you have short-term projects you just need extra help with that will end or is this a job you see a long-term need for and want to grow and develop someone into that permanently?

Now, some managers also like to use the STEP as a way to try out the student first.

If it works then they can convert them into a SCEP as long as the job and their education match.

>> So if I do want to bring on a SCEP, What is the next step?

>> First, I'd ask if you have a person in mind.

If you do, I need their resume.

I need a copy of their official transcript.

And I would need a letter from their school.

The letter needs to verify that the student is at least half-time status and should include their anticipated graduation date.

The other thing I would need is a position description for the job that you want the student to fill.

Then we take it from there.

We do have to complete a background check.

So you can't just call me up, send in everything and have them start the next day.

It takes a little bit of time for that to happen.

>> So, what if I don't know anyone to hire?

>> Oh, well, if you don't have someone in mind, we need to come up with a recruitment flyer and plan.

The flyer is typically posted on a local university

job website and we see what comes in.

It's almost like recruiting for a regular job but less formal.

Then we go through the same process beginning with the resume and transcript.

If you do decide you definitely want to make an offer, I will need the letter from the school because the letter verifies their eligibility for the job and appointment.

Why don't I go ahead and e-mail you a job aid on the process so you have all the steps.

>> I appreciate your time, Pat, and I will probably be contacting you real soon about using this authority and getting someone.

Thanks so much.

>> You are so welcome.

Give me a call and we will chat some more to see what I can do for you.

There are lots of offices and field stations out there who have successfully use the STEP and SCEP programs to get some great employees.

And if you want to go through the human capital website there is a fact sheet there on STEP and SCEP that you can take with you if you want to work a job fair or just something at a local college.

It's at [WWW.FWS.gov/](http://WWW.FWS.gov/) --

>> Wait, wait, hold on. Let me get a piece of paper.

>> All right.

It's at [WWW.FWS.gov/humancapital](http://WWW.FWS.gov/humancapital) and just click on the fact sheets link.

It was good talking to you and I look forward to your call.

>> This could be a great way to get caught up.

I'm going to have to thank Chris for telling me about this.

>> The human capital website which was referred to is the located at [www.fws.gov/humancapital](http://www.fws.gov/humancapital) and when you get there, just go ahead and click on the fact sheets link.

There are fact sheets for SCEP, STEP and one for YCC.