

Student Employment Programs (SEPs)

Frequently Asked Questions

WHO CAN APPLY TO THE STUDENT EMPLOYMENT PROGRAMS?

Students 16 years or older who attend high school, community college, 4 year college/university, trade schools, graduate school, and other qualifying educational institutions as approved by the Office of Personnel Management (OPM) may apply.

WHAT TYPES OF INTERNSHIP PROGRAMS CAN STUDENTS APPLY FOR?

The U.S. Department of Agriculture (USDA) offers 17 internship opportunities to work in the agricultural, science, technology, math, environmental, management, business and many other fields. Student Internship Programs provide paid and unpaid work experience to students who are in high school or pursuing an undergraduate or graduate degree in an accredited college or university (including Community College). Internships can be seasonal (summer, fall, spring) or year round. For specific information on each program and how to apply go to: www.usda.gov/wps/portal/usda/usdahome?contentid=internship_programs.xml&contentidonly=true

WHO CAN I CONTACT FOR SPECIFIC QUESTIONS ABOUT THE STUDENT INTERNSHIP PROGRAMS?

If you have questions about the various internship programs available through USDA or Third Party Programs go to www.dm.usda.gov/employ/student/internship.htm to find the contact for a specific program. For more assistance, please direct your questions via email at: USDA.Internships@dm.usda.gov and in the subject area write "Internship Program Inquiry."

ARE THERE SCHOLARSHIP PROGRAMS AVAILABLE?

Yes, there are various scholarship programs available to undergraduate and graduate students who need financial support such as tuition assistance, internships, career development, leadership development, mentoring, and/or grants to support research studies. For information on each scholarship and how to apply go to: www.usda.gov/wps/portal/usda/usdahome?contentid=scholarship_programs.xml&contentidonly=true

If you have questions about the various scholarship programs available go to www.dm.usda.gov/employ/student/scholarship.htm to find the contact for a specific program.

WHEN IS THE DEADLINE TO APPLY FOR AN INTERNSHIP AND WHEN SHOULD I EXPECT TO HEAR THE RESULTS?

Applications are accepted beginning the last week of January through the last week of April of each year. Notification of placements is made between mid-April and mid-May of each year. Orientation day starts in mid-June for headquarters interns and for field interns on their first day of work.

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IS THERE A PROGRAM FOR RECENT GRADUATES?

Yes, the Recent Graduates Program provides individuals who have recently graduated from qualifying educational institutions or programs and are looking for developmental experiences in the Federal Government which are to promote possible careers in the civil service. The Recent Graduates Program is new to USDA and is still under development please check back at the end of the summer for an update.

WHAT IS THE DIFFERENCE BETWEEN THE RECENT GRADUATE PROGRAM AND THE FELLOWSHIP PROGRAMS?

The Fellowship Programs are competitive programs for leadership development. This is a prestigious program for recent graduates who have been pre-qualified or recommended by a network of graduate schools. When in this program, graduates are given a 2 year appointment at USDA that leads to a permanent position. The Recent Graduates Program is an opportunity for developmental experience at USDA intended to promote a career in civil service. For more information and how to apply go to www.usda.gov/wps/portal/usda/usdahome?contentid=fellowship_programs.xml&contentidonly=true

HOW I KNOW WHAT JOBS ARE AVAILABLE?

Vacancy announcements are posted at <http://www.studentapplication.usda.gov/> under Vacancy Announcements and you can apply directly through the announcement. You can also find vacancies available once you are logged into the student portal.

HOW DO I KNOW IF MY TRANSCRIPT(S) OR LETTER OF ACCEPTANCE UPLOADED SUCCESSFULLY?

After selecting your document, click “**Upload All,**” your document will appear automatically as it appears on the **screen below**. Ensure your file is legible on the screen and when printed.

School Name	Address	City	State	Zip	Country	Attendance	Transcripts	Delete
InterAmerican Florida University			9			April 2011 To April 2011		X
InterAmerican Florida University			9			January 2004 To May 2008		X

However, in the box “under transcripts” is **empty**, this means that your transcript was not filled or properly uploaded.

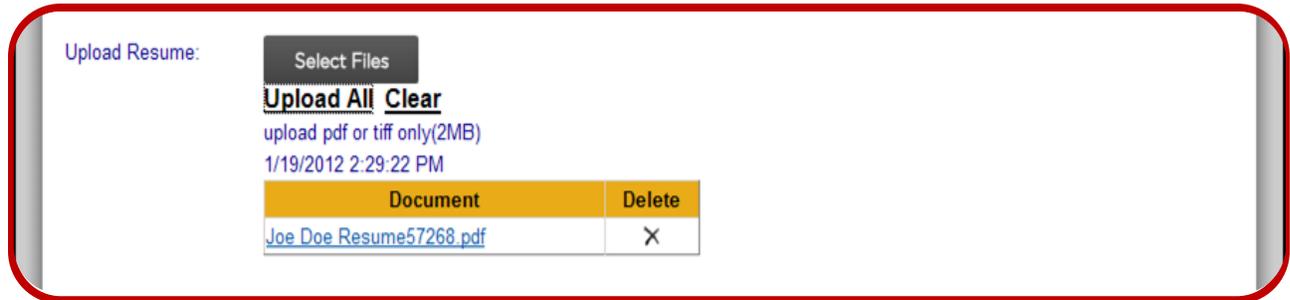
If you wish to add additional transcripts, click on “**select files**” and choose the document you wish to upload and then click “**Upload All.**”

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However, if you wish to change a document, just click “delete” and follow the instructions described above.

HOW DO I KNOW IF MY RESUME UPLOADED SUCCESSFULLY?

After selecting your document, click “**Upload All**,” your document will appear automatically as it appears on the **screen below**. Ensure your file is legible on the screen and when you print it out.



To learn more about uploading transcripts/resumes, click on the “uploading transcripts/resumes,” located on the heading.

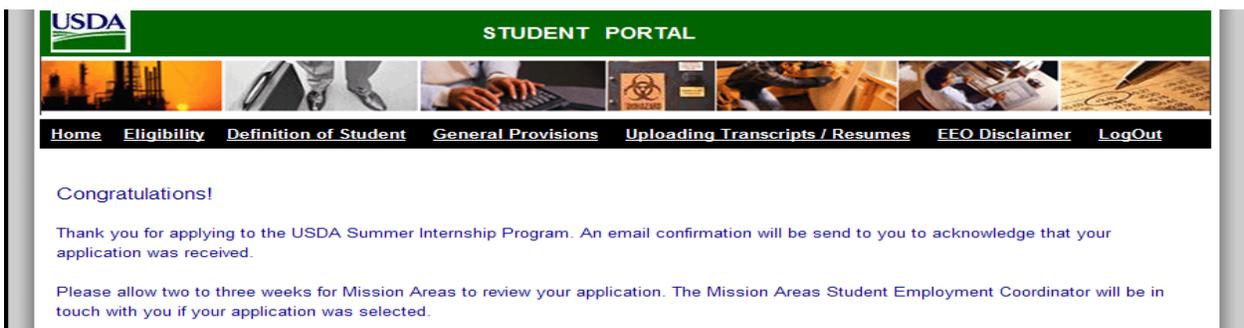


WHAT TYPES OF DOCUMENTS ARE PERMITTED FOR DOWNLOAD ON THE STUDENT PORTAL?

Only documents that are PDF, TFF and word documents are accepted. Make sure the file is less than 24MB in size. Larger files will not be accepted. Ensure your file is legible on the screen and when printed. To learn more about uploading transcripts/resumes, click on the “uploading transcripts/resumes,” located on the heading.

HOW DO I KNOW MY APPLICATION WAS SUCCESSFULLY SUBMITTED?

After submitting your application, you will prompt the “**Congratulations Page**.” This page will serve as a confirmation that your application was successfully submitted into the student portal.



WHO DO I CONTACT IF I AM HAVING PROBLEMS WITH THE STUDENT PORTAL?

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Please direct **ONLY** technical questions regarding the “Student Portal” site to: Dmappservices@ocio.usda.gov. If you send non-technical questions to technical assistance they will not be answered.

HOW DO I CHECK THE STATUS OF MY APPLICATION?

Mission Areas Student Employment Coordinators and hiring managers will not correspond to general applicant status inquiries. Applicants will receive automated responses to acknowledge their receipt of their completed application submission. If your application was selected, a Mission Area Student Employment Coordinator or a hiring manager will be in touch with you.

HOW DO I KNOW IF I HAVE BEEN SELECTED?

Once your application is in the student portal system, USDA recruiters, hiring managers and internship coordinators will have the ability to search the data base using the following criteria: Area of Interest, Location, Academic Level, Application Status, Affinity Groups, Academic Major and Internship Session.

The student employment coordinator then verifies whether an available position exists within the agency, and at the requested field office, for a student with your characteristics and qualifications (college major, work experience background, skill-set, etc.). The student employment coordinator will forward the application to a hiring manager based on your characteristics.

The hiring manager interviews and selects the student. Once the hiring manager selects the student and makes the offer, the Agency student employment coordinator makes the arrangements for placement at the agency, providing selectee with informational materials for placement and orientation schedule.

If you apply directly to the posted vacancy announcement, the Agency student employment coordinator who posted the announcement will only review those applications. If your application is selected, you will be contacted.

ARE THERE PROGRAMS FOR STUDENTS WHO ARE YOUNGER THAN 16 YEARS?

Yes, there is a Volunteer Program for students 14 years and older who are interested in conserving natural resources working part-time, evenings, weekends, outdoors, or in a local NRCS office.

The NRCS Earth Team is the volunteer component of the USDA Natural Resources Conservation Service (NRCS). Earth Team volunteers play an important role in helping protect and conserve our Nation’s natural resources. Earth Team offers outstanding and exciting opportunities for students who need professional work experience or academic credit. For more information go to www.dm.usda.gov/employ/student/volunteer.htm