U.S. Department of Agriculture

Pathway Opportunities

Join the USDA Team Now!

On-Line Application

Applicant Guide

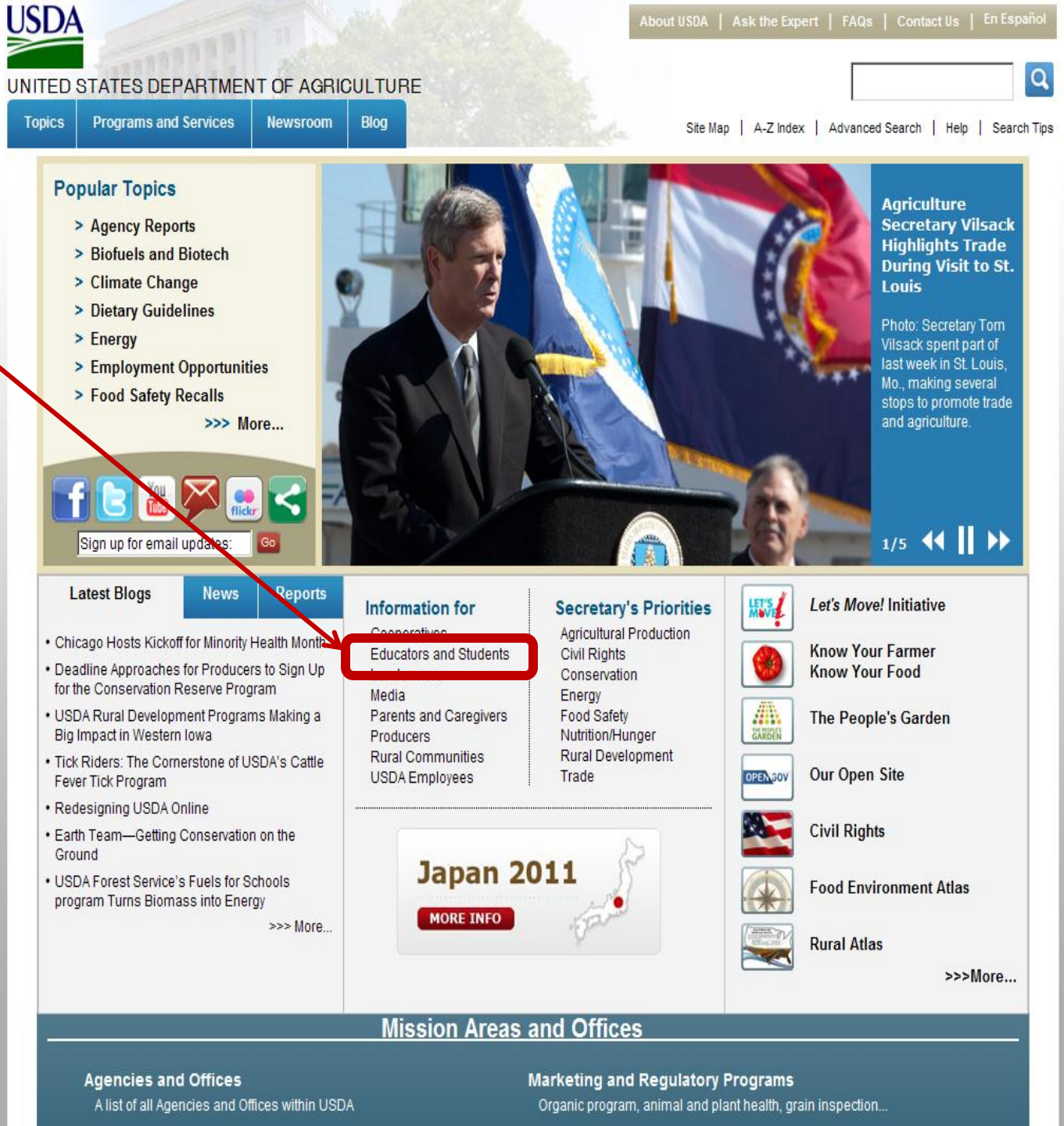
Revised on 6/17/2011

USDA MISSION STATEMENT

To provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

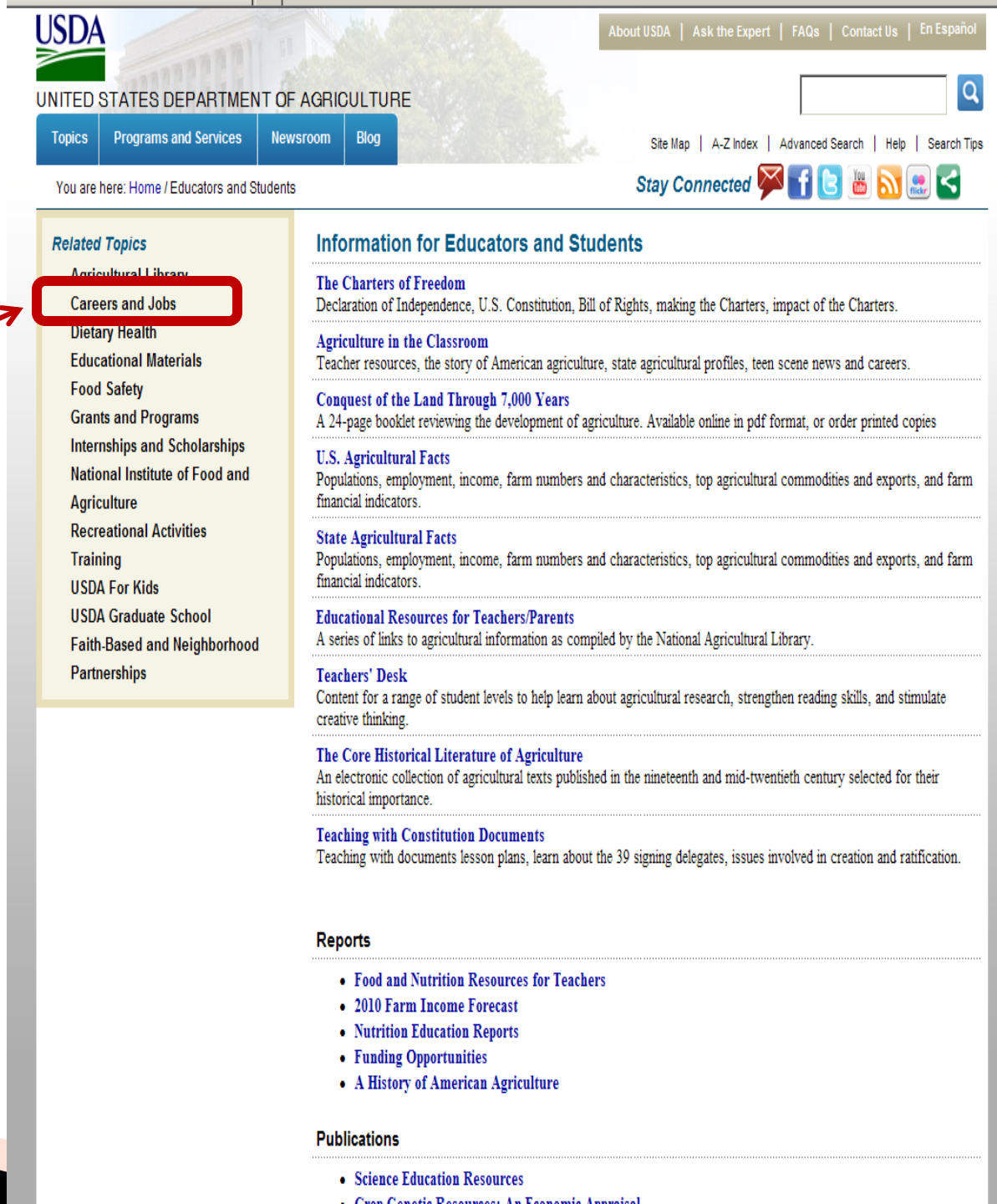
Step 1

Click on **Educators and Students** under "Information for"



Step 2

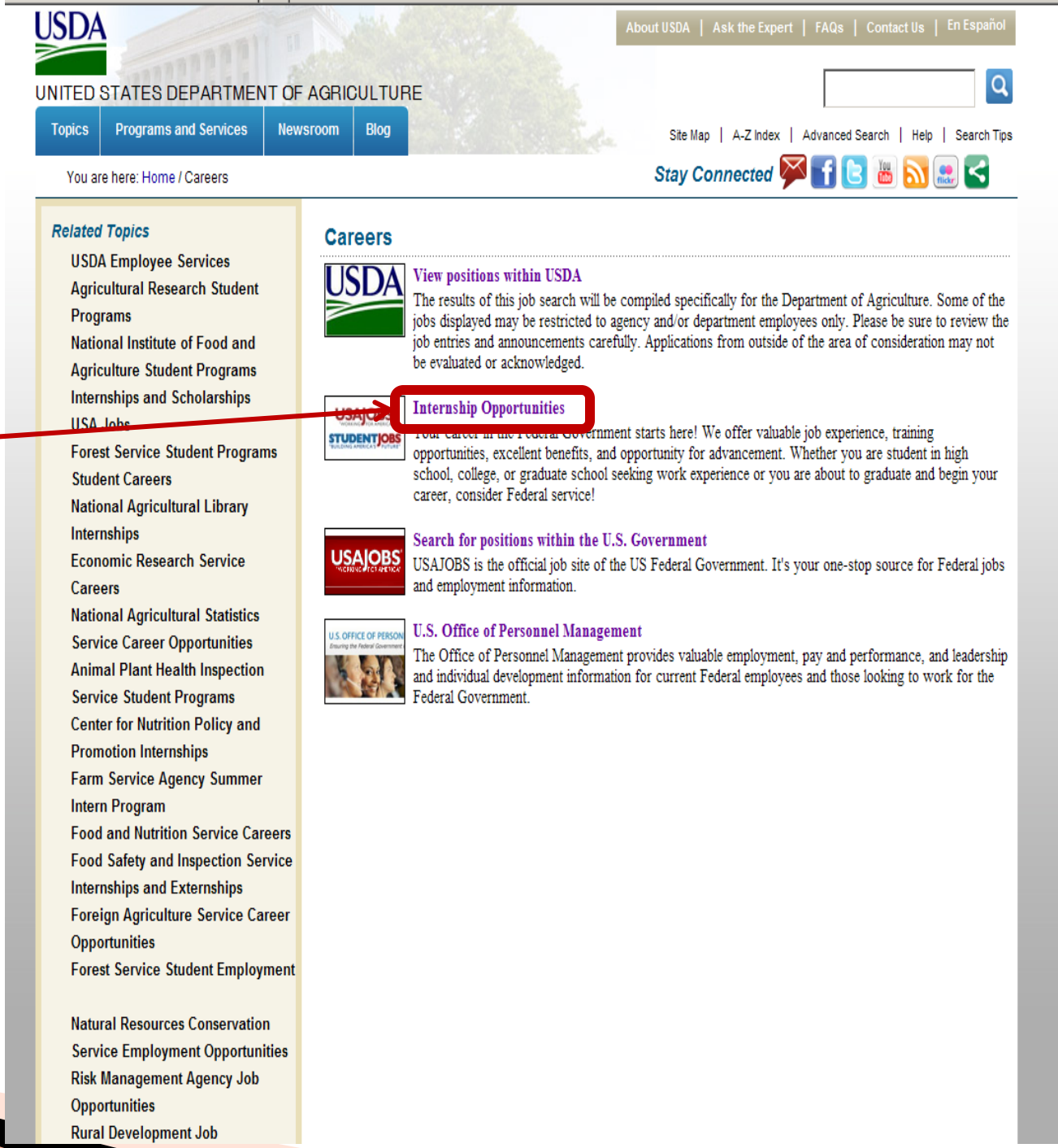
Next, click on **Careers and Jobs** under "**Related Topics**"



Step 3

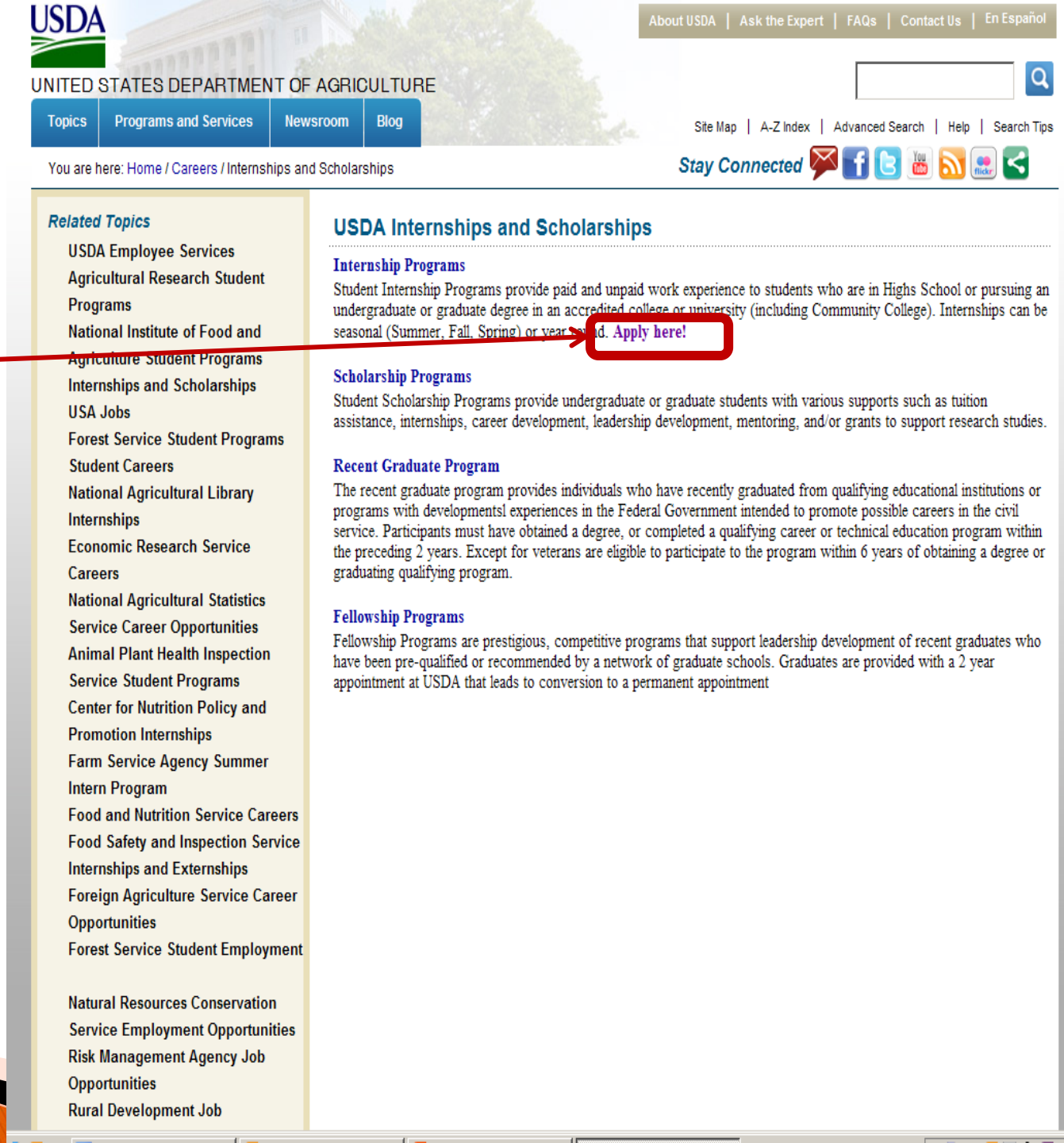
This page allows search through individual agency and through links.

To Apply for positions click on "**Internship Opportunities**" on the right side of page.



Step 4

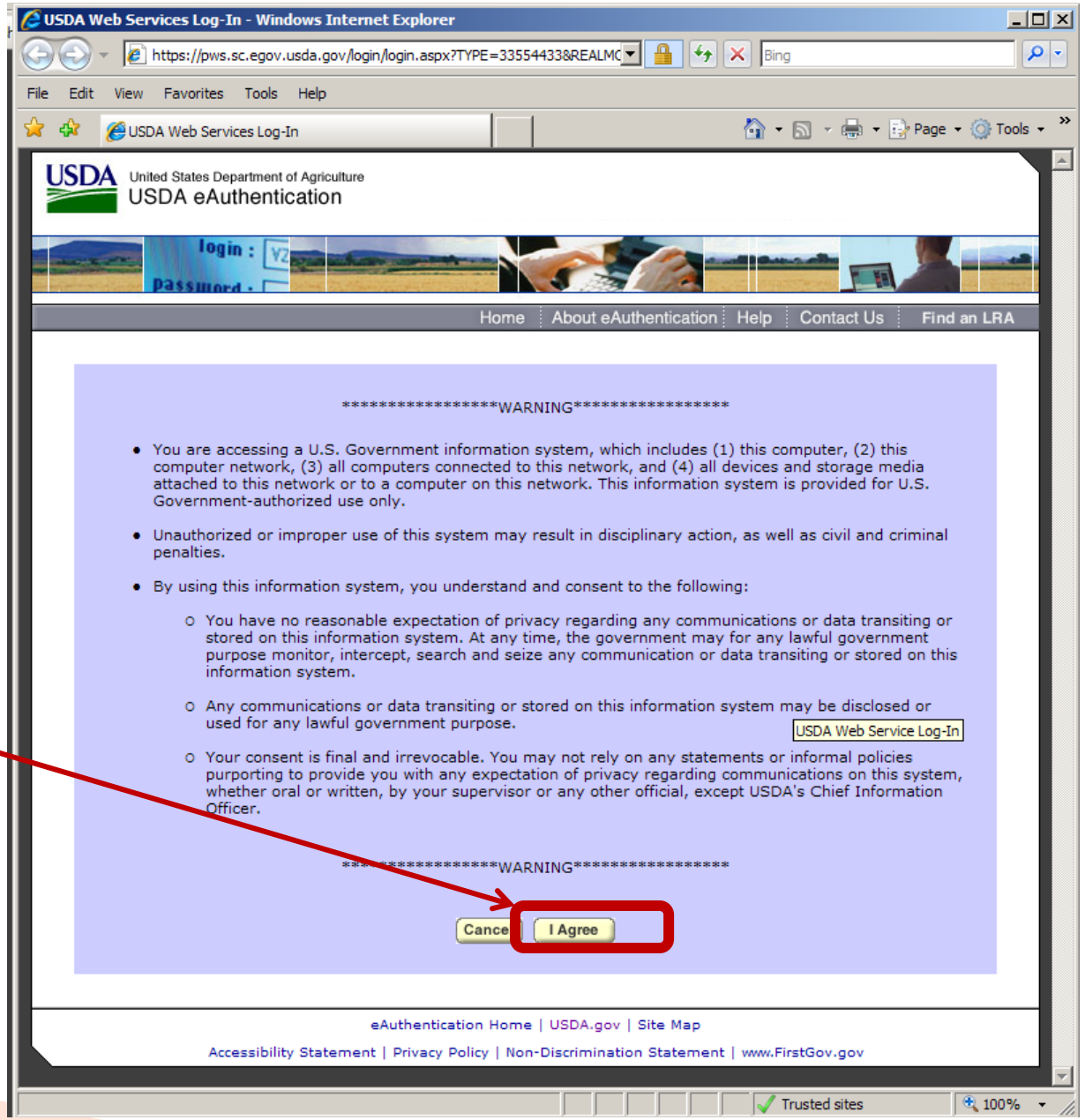
Click: Apply here!



Step 5

You will be prompted to the **"accessing a U.S. Government Information System"** message page.

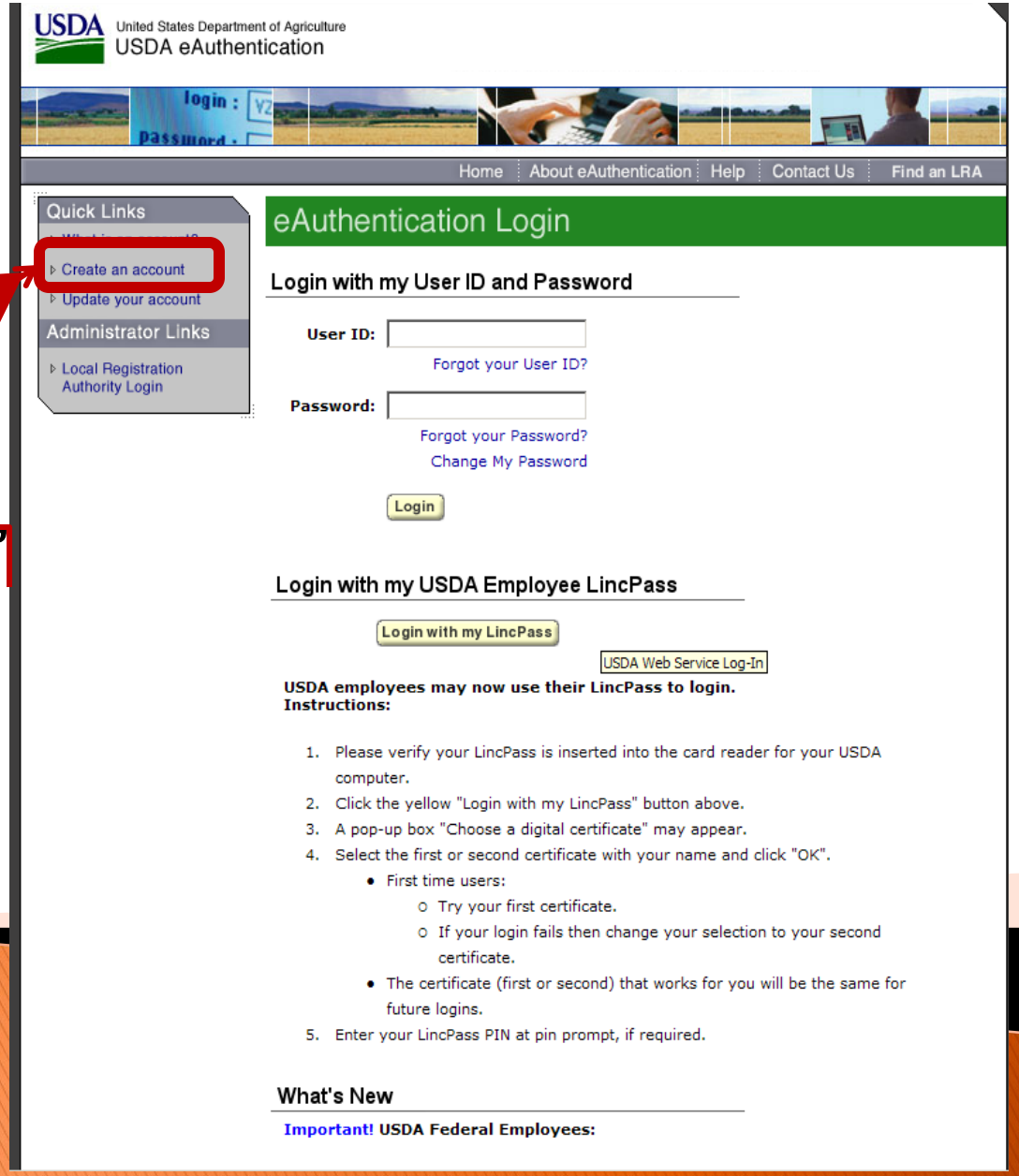
Please read information and click I Agree.



Step 6

You will be prompted to the **"e-Authentication Login"** page.

Click "Create an account"



Step 7

You will be prompted to the **"e-Authentication Login"** page.

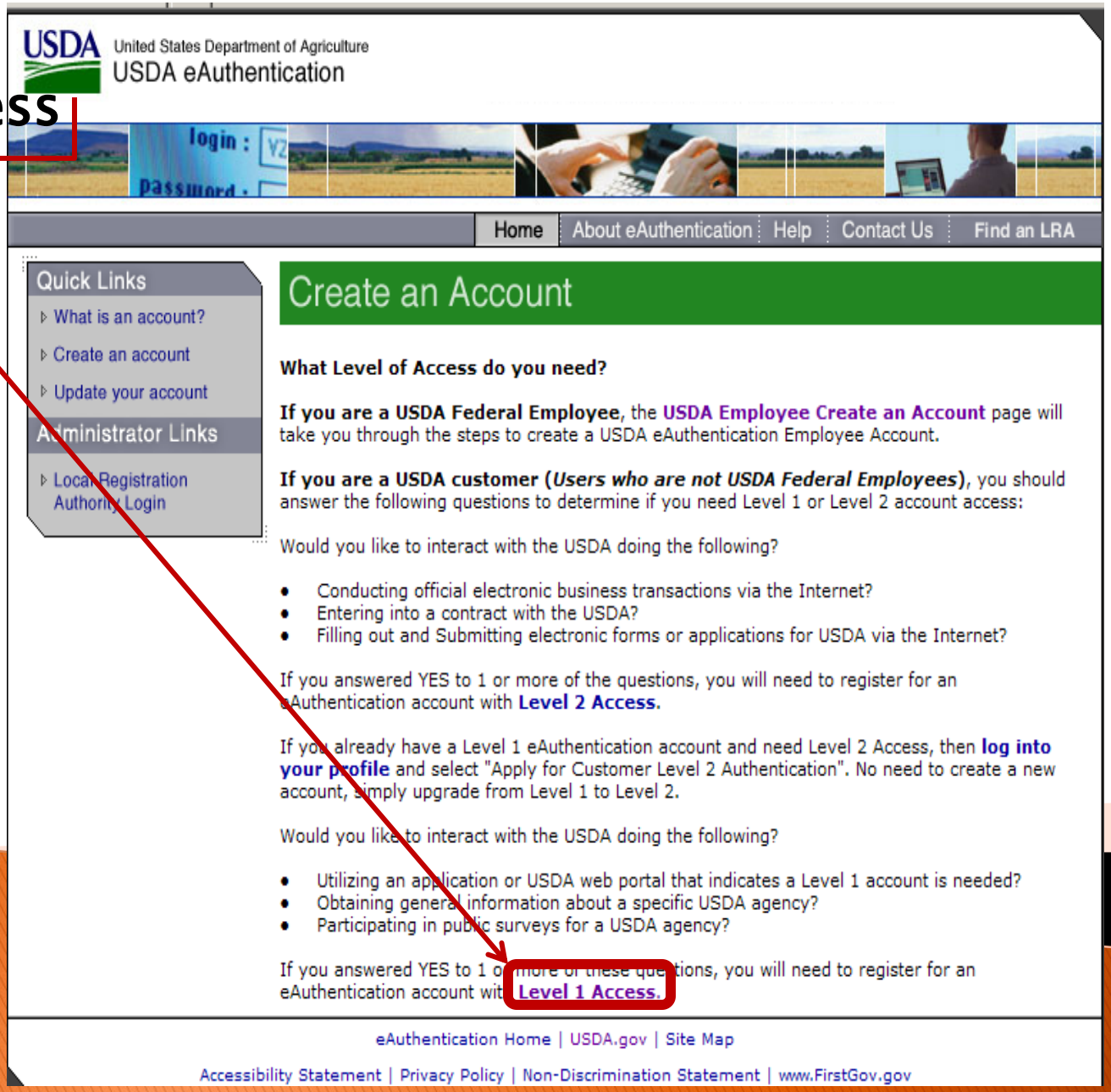
Click "Create an account"

Step 8

Click Level 1 Access

Why we use E-authentication (E-Auth) in the One-Stop Common Application?

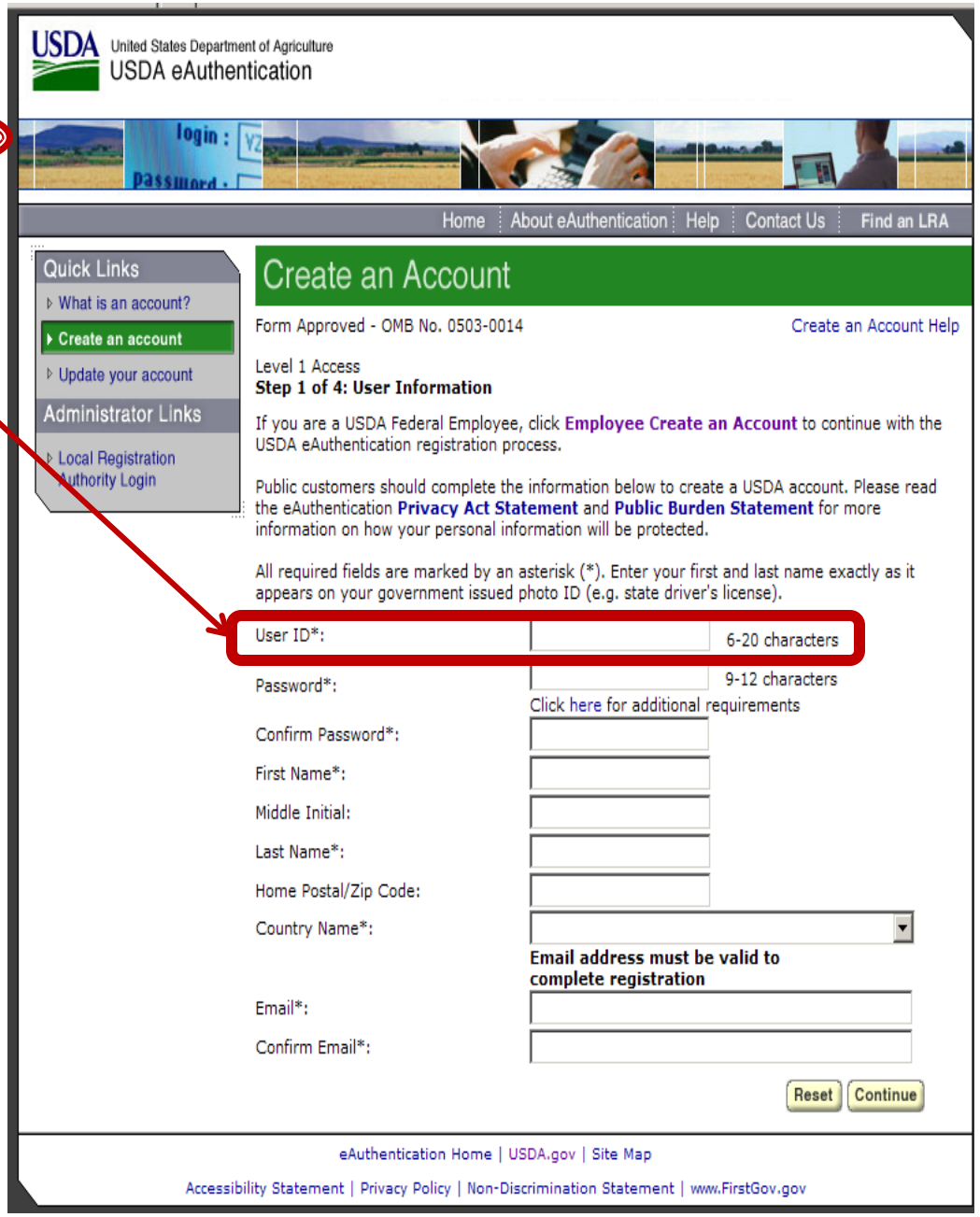
E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.



Step 9

Create an Identification (ID)

(6-20 characters)



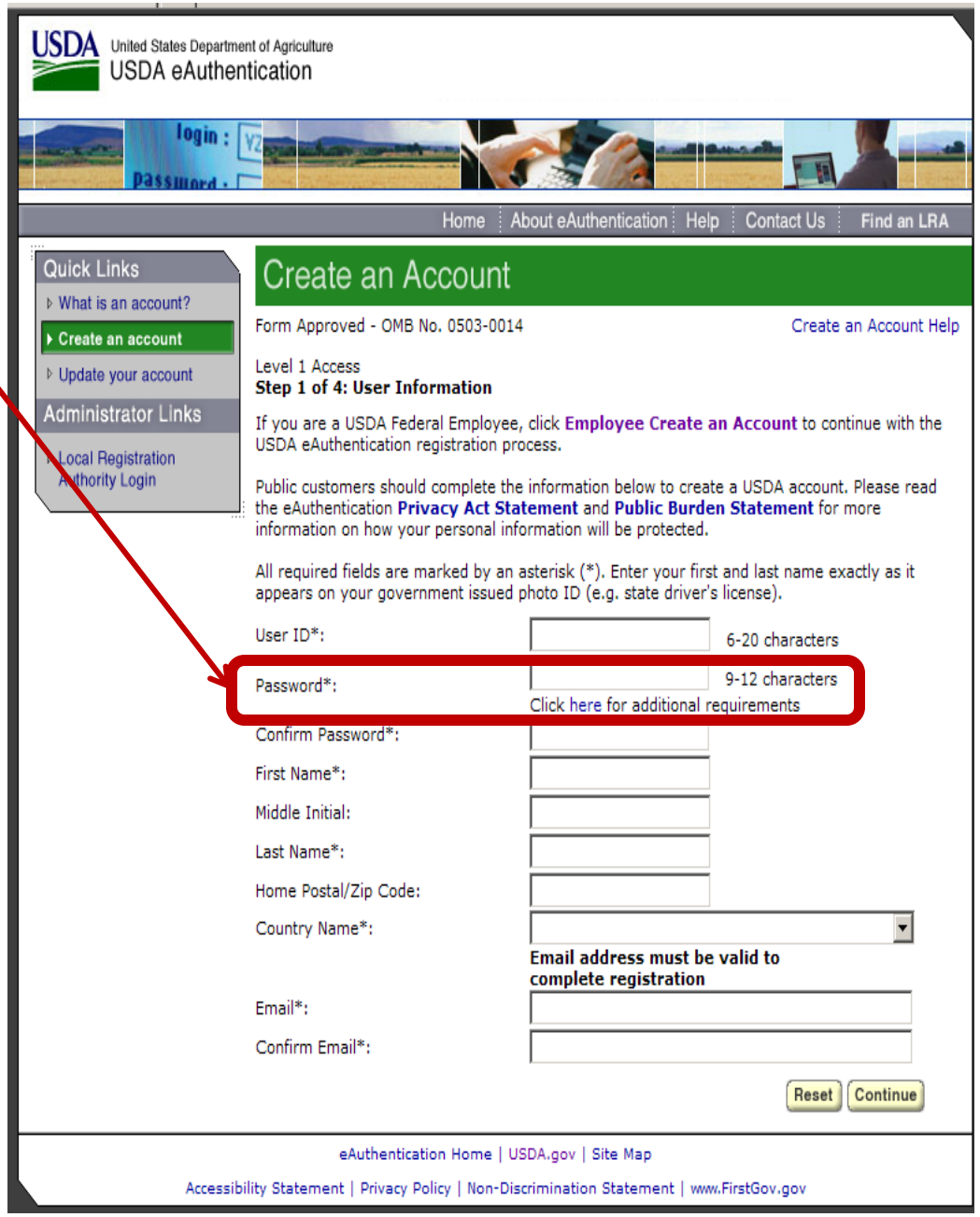
Step 10

Create a password

(9-12 characters)

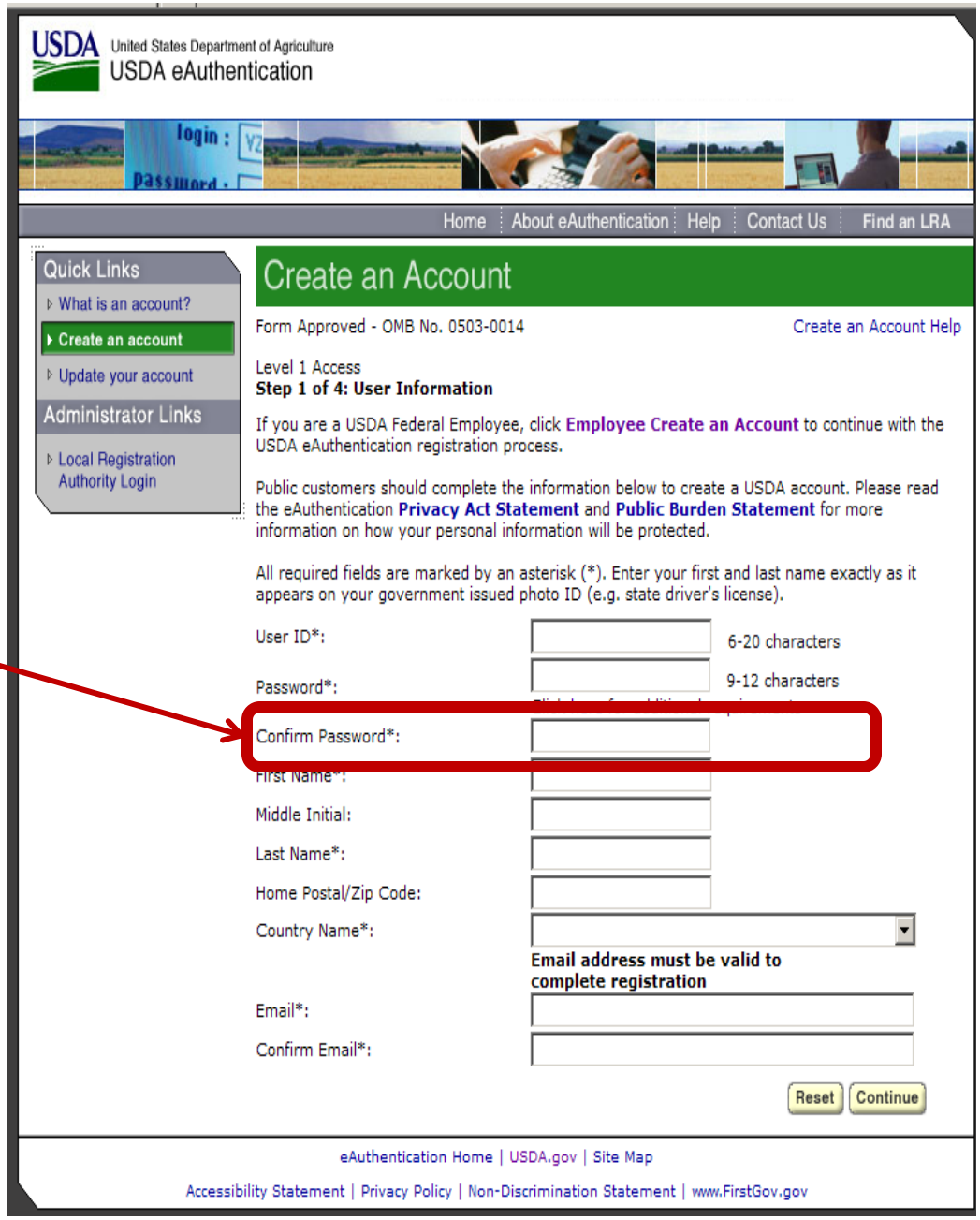
When choosing a password only **use characters and words that are not found in the dictionary**. At least one word has to be capitalized and another one lower case. You also have to choose either of the following **characters: #, *, %,** & as part of your password.

Sample password:
7#Bt257qu*



Step 11

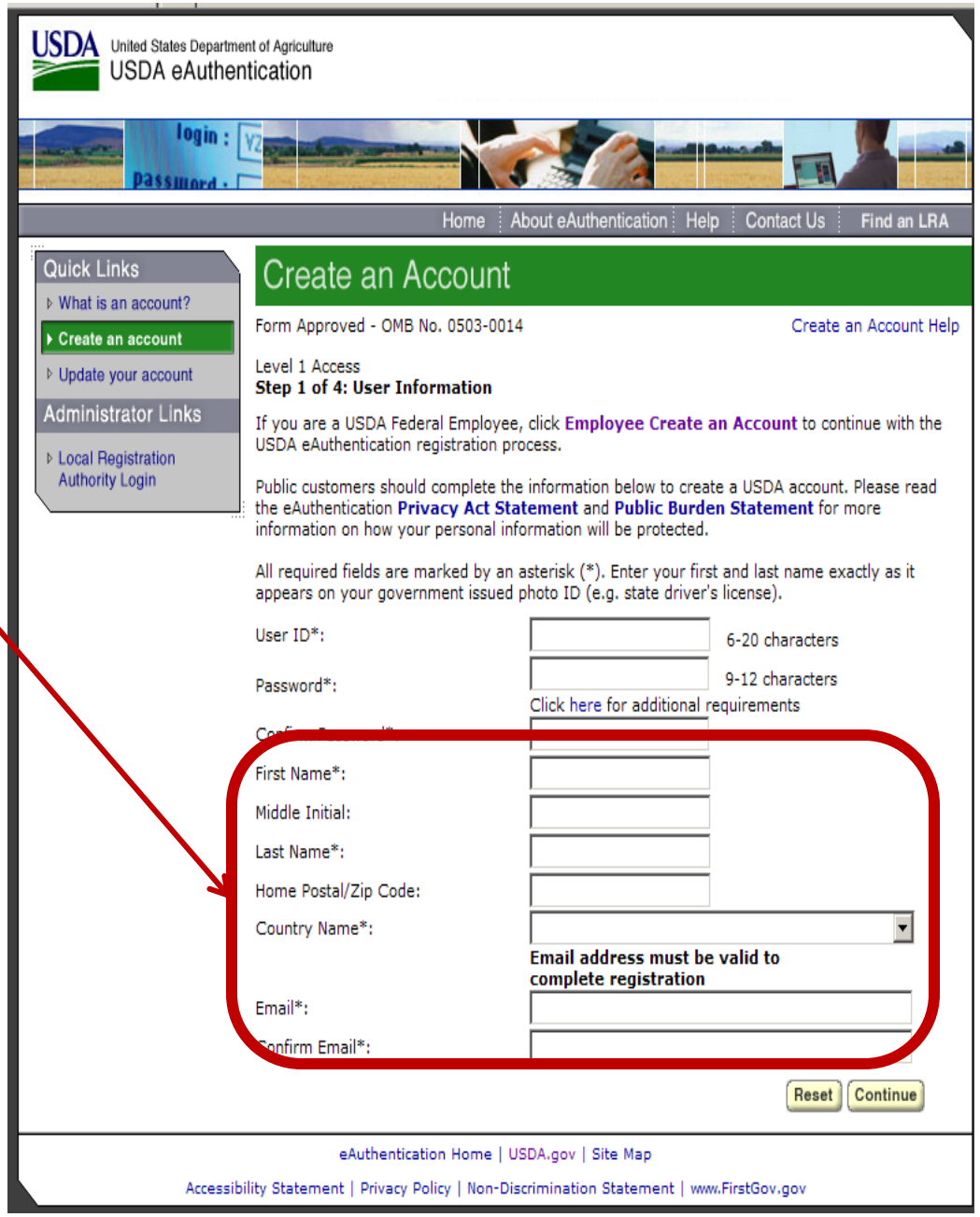
Confirm your password



Step 12

Provide:

1. First Name
2. Middle Initial
3. Last Name
4. Zip-code
5. Country Name



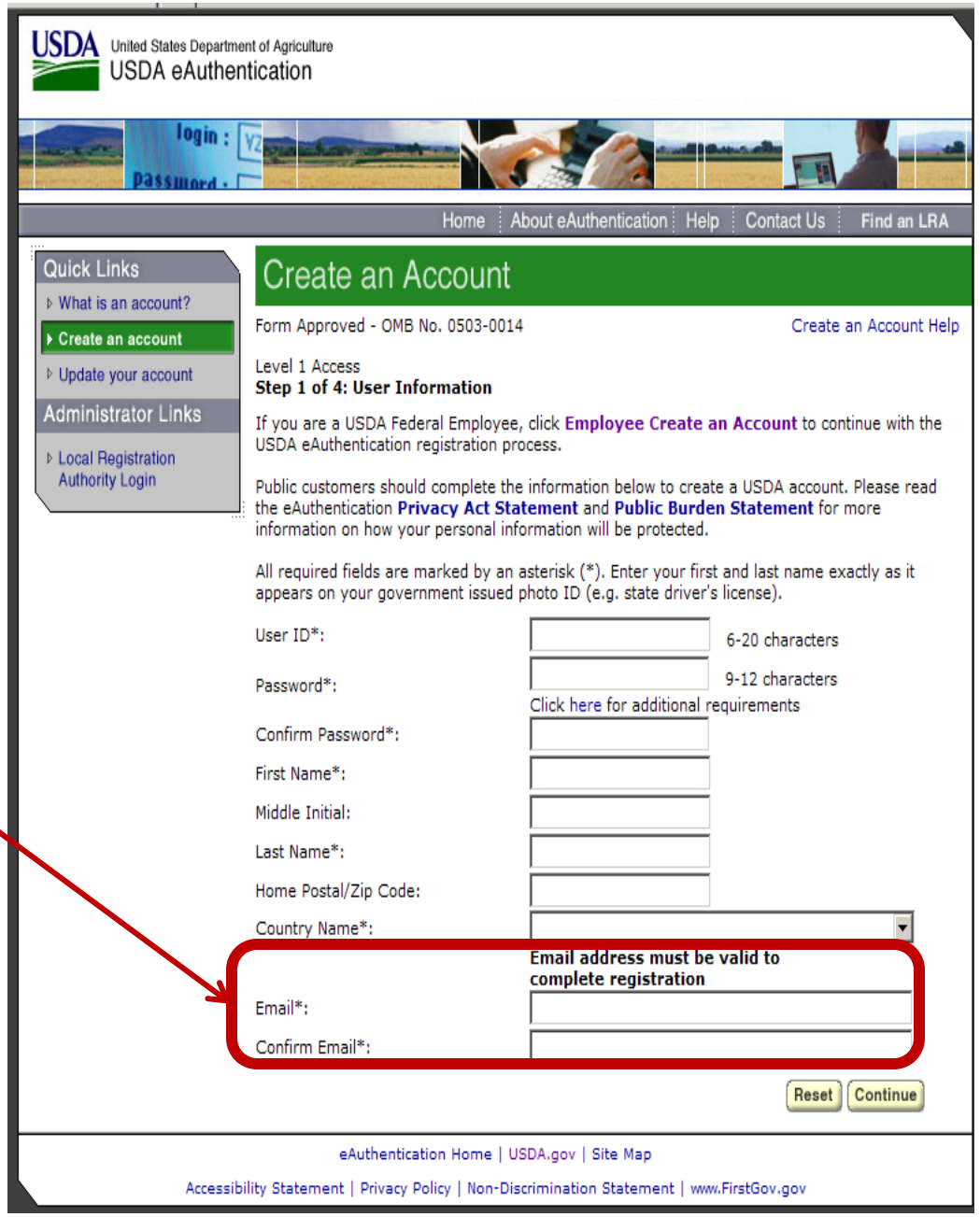
Step 13

Provide:

Email address

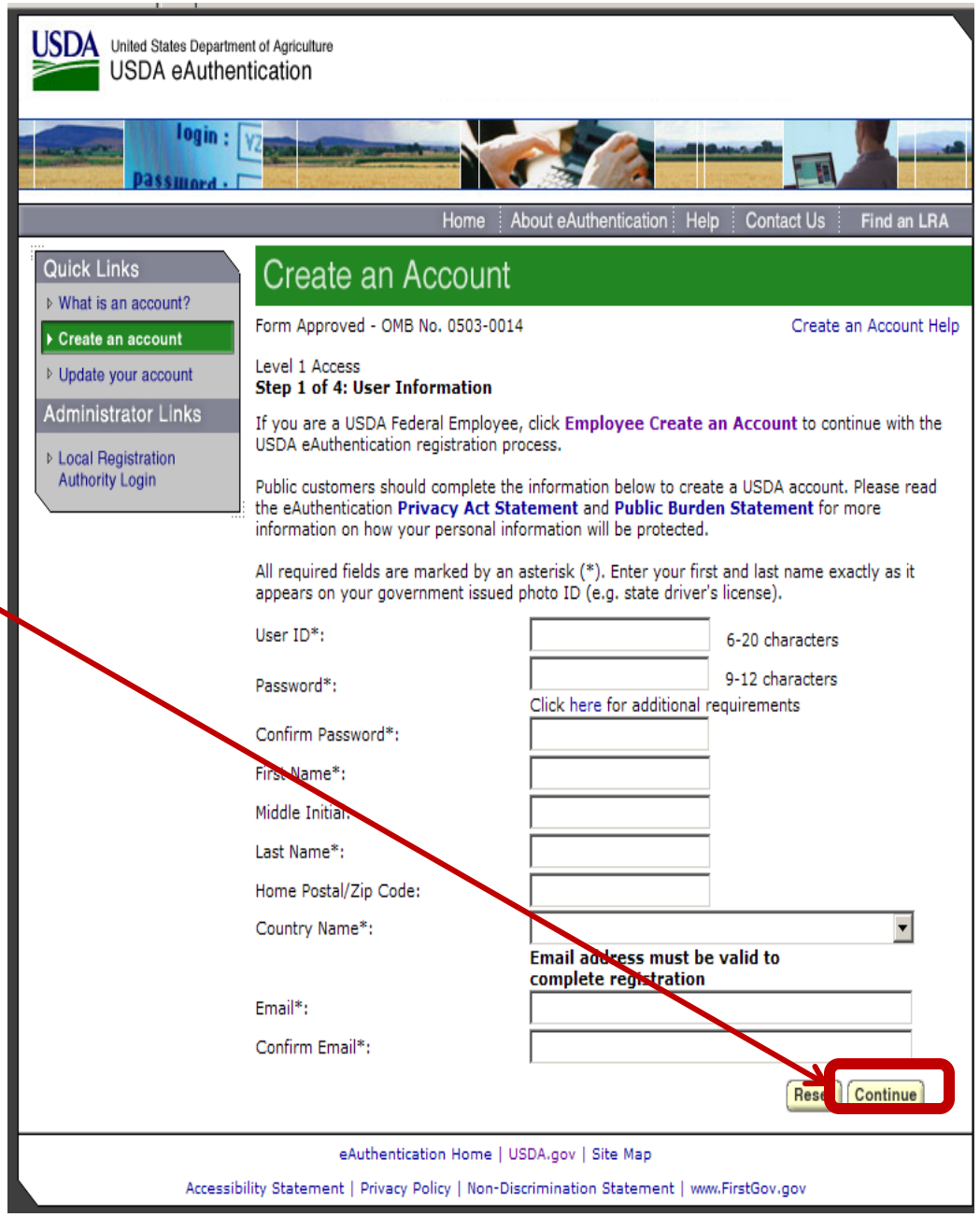
Note:

Your email must be valid to complete your registration.



Step 14

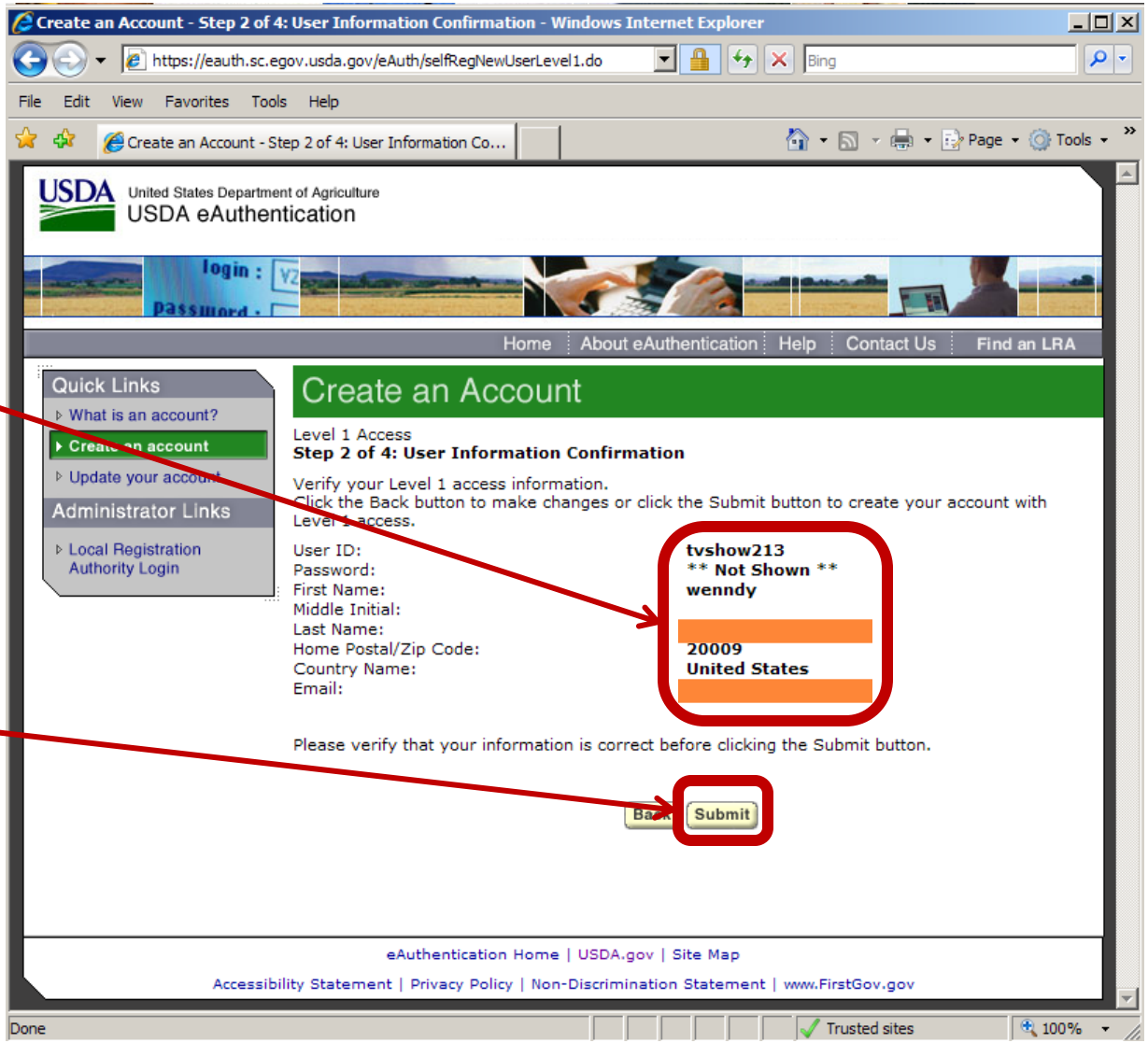
Click continue to create your account access.



Step 15

After you have created your **account, a verification** confirmation message will appear as follows:

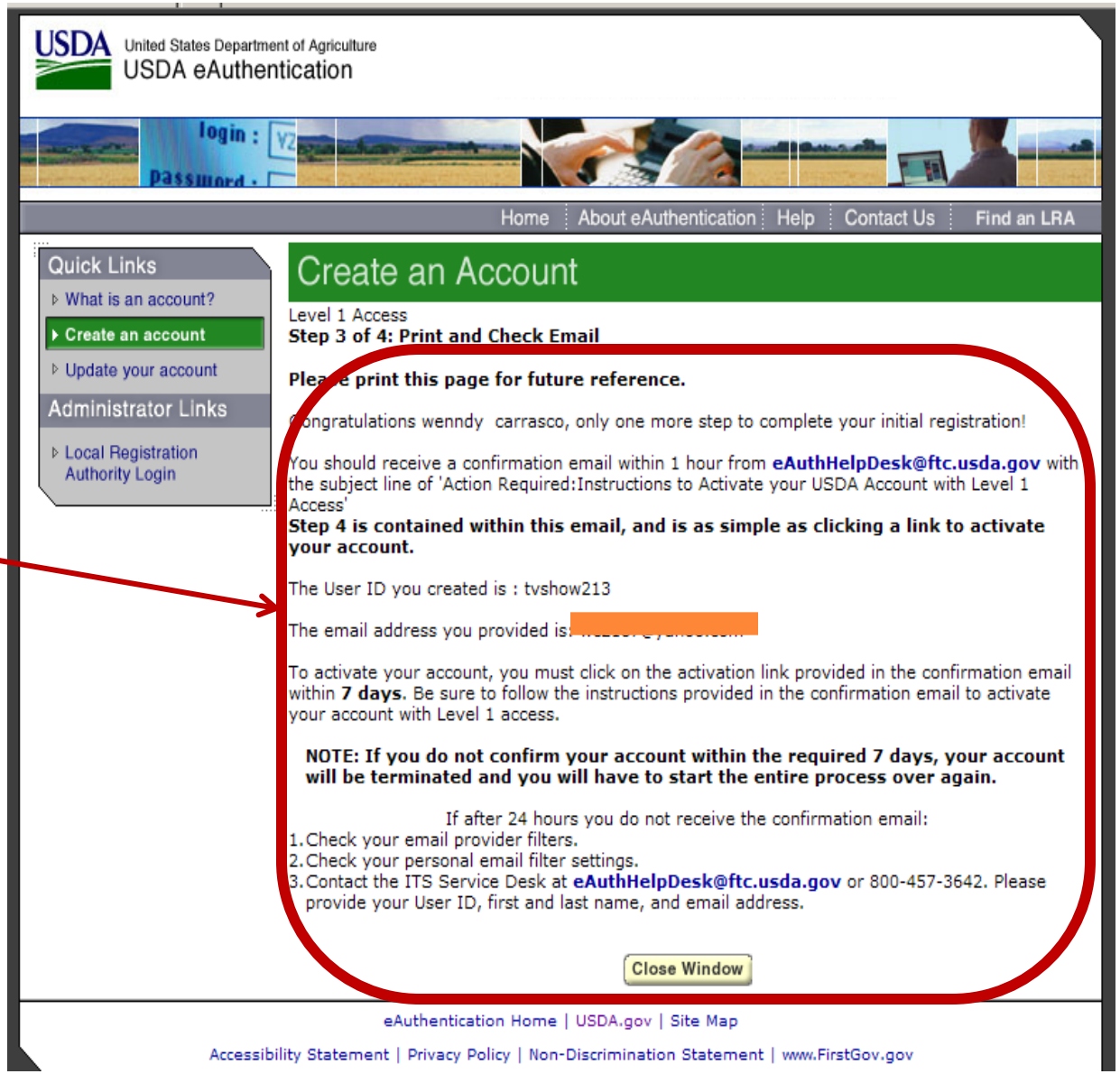
Please double check that your information is correct before clicking the submit option.



Step 16

After clicking the **submit option**, a final verification confirmation message will appear as follows:

Please print this page or save it in your browser for future reference.

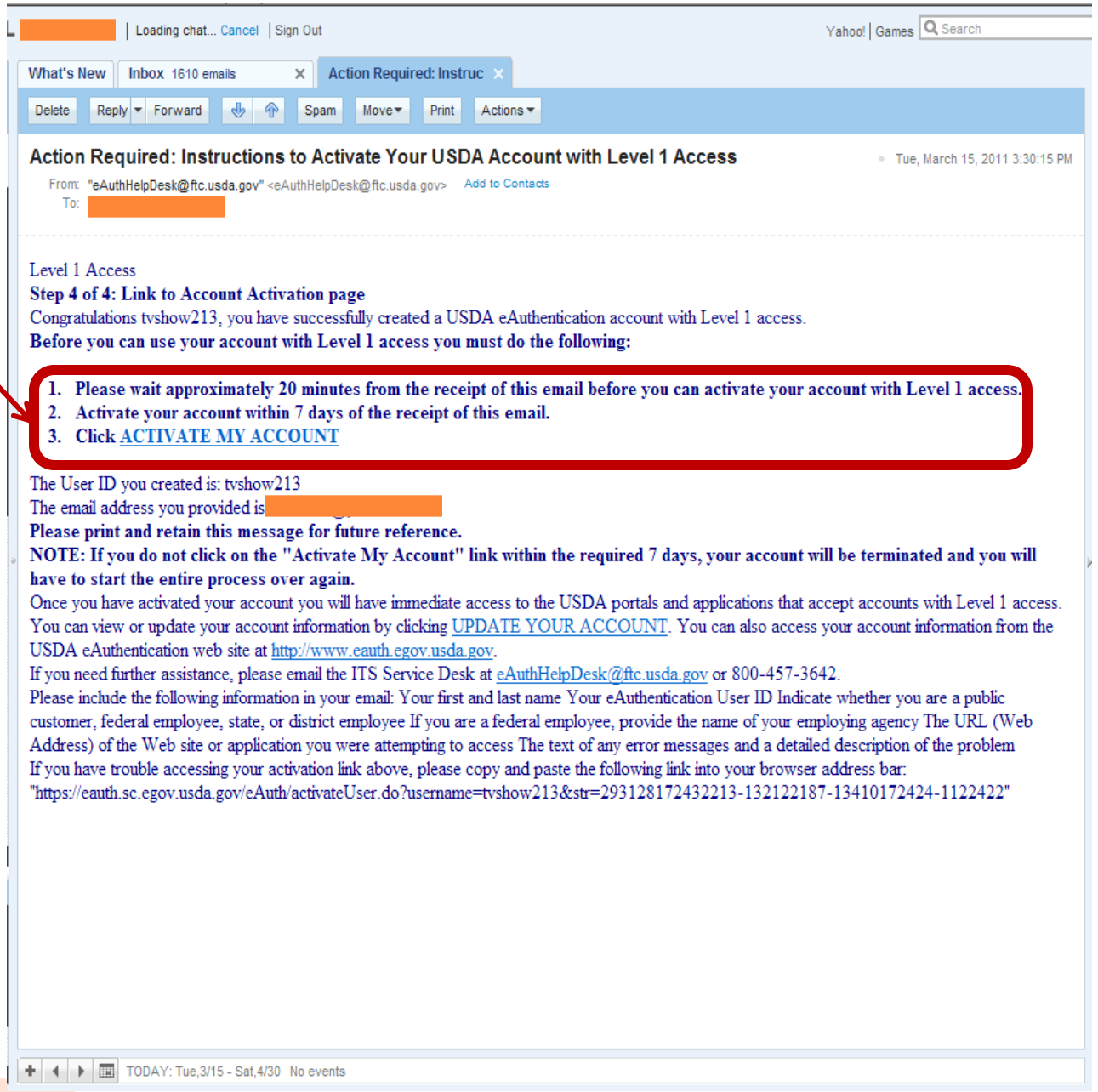


Step 17

Check your ***personal email account*** for the instructions to Activate the e-Authentication account.

Follow steps 1 to 3

After clicking "**Activate My Account**," you will be taken to the account activation confirmation page.



[redacted] | Loading chat... Cancel | Sign Out Yahoo! | Games Search

What's New | Inbox 1610 emails | Action Required: Instruc

Delete | Reply | Forward | Spam | Move | Print | Actions

Action Required: Instructions to Activate Your USDA Account with Level 1 Access

Tue, March 15, 2011 3:30:15 PM

From: "eAuthHelpDesk@ftc.usda.gov" <eAuthHelpDesk@ftc.usda.gov> Add to Contacts

To: [redacted]

Level 1 Access

Step 4 of 4: Link to Account Activation page

Congratulations tvshow213, you have successfully created a USDA eAuthentication account with Level 1 access.

Before you can use your account with Level 1 access you must do the following:

1. **Please wait approximately 20 minutes from the receipt of this email before you can activate your account with Level 1 access.**
2. **Activate your account within 7 days of the receipt of this email.**
3. **Click ACTIVATE MY ACCOUNT**

The User ID you created is: tvshow213

The email address you provided is [redacted]

Please print and retain this message for future reference.

NOTE: If you do not click on the "Activate My Account" link within the required 7 days, your account will be terminated and you will have to start the entire process over again.

Once you have activated your account you will have immediate access to the USDA portals and applications that accept accounts with Level 1 access. You can view or update your account information by clicking UPDATE YOUR ACCOUNT. You can also access your account information from the USDA eAuthentication web site at http://www.eauth.egov.usda.gov.

If you need further assistance, please email the ITS Service Desk at eAuthHelpDesk@ftc.usda.gov or 800-457-3642.

Please include the following information in your email: Your first and last name Your eAuthentication User ID Indicate whether you are a public customer, federal employee, state, or district employee If you are a federal employee, provide the name of your employing agency The URL (Web Address) of the Web site or application you were attempting to access The text of any error messages and a detailed description of the problem

If you have trouble accessing your activation link above, please copy and paste the following link into your browser address bar:

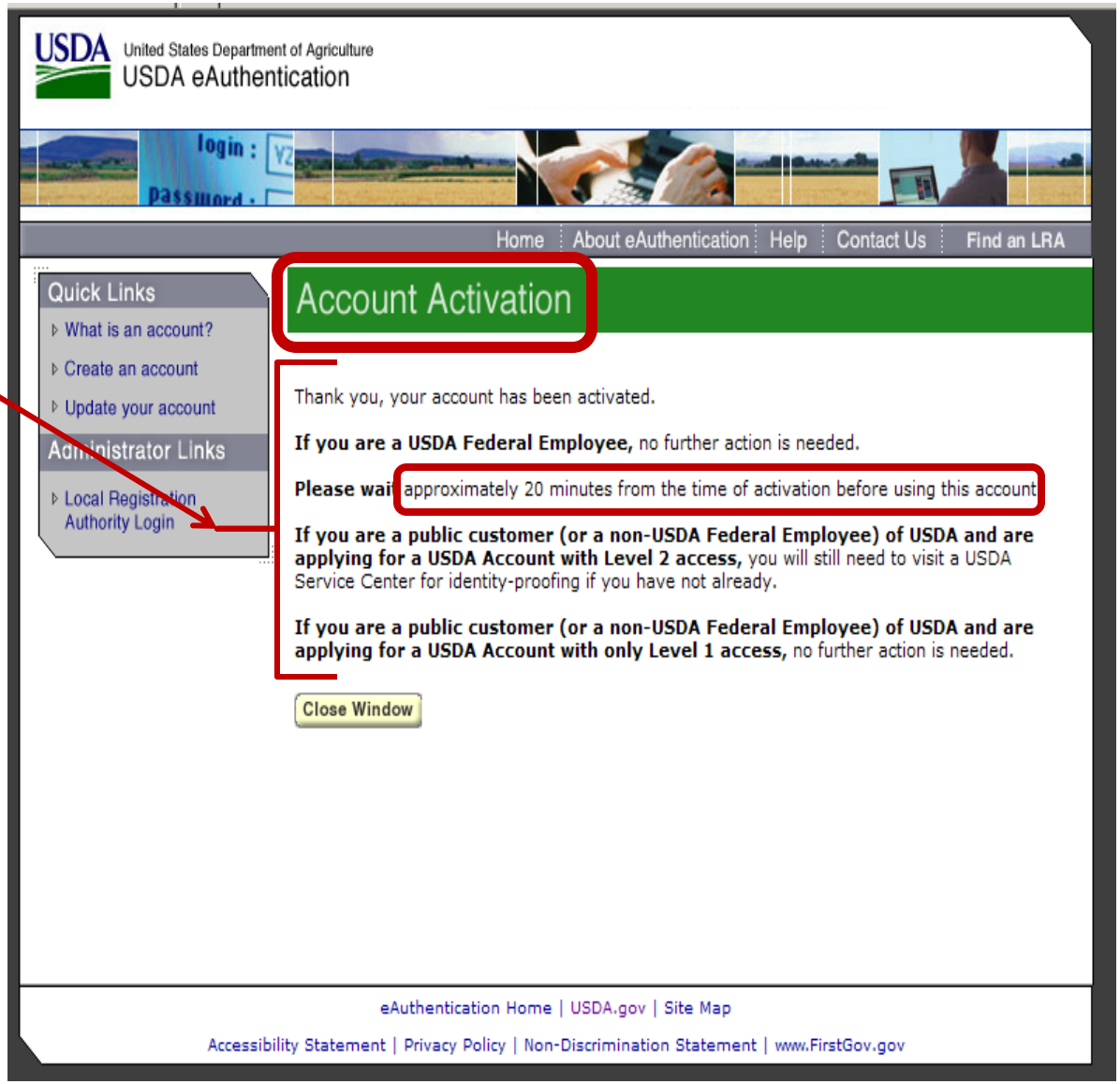
"https://eauth.sc.egov.usda.gov/eAuth/activateUser.do?username=tvshow213&str=293128172432213-132122187-13410172424-1122422"

TODAY: Tue,3/15 - Sat,4/30 No events

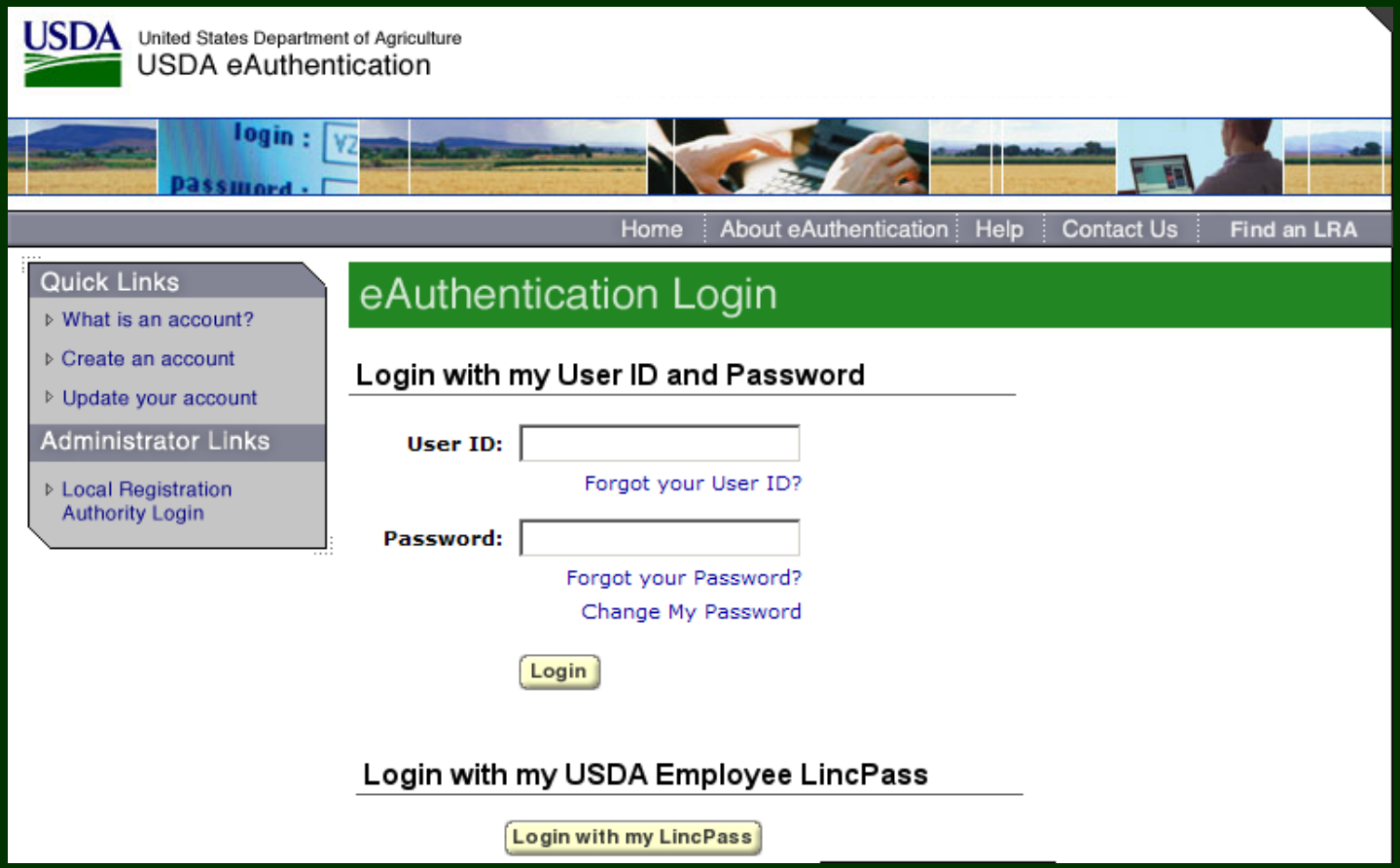
Step 18

Account Activation confirmation

Follow the instructions:

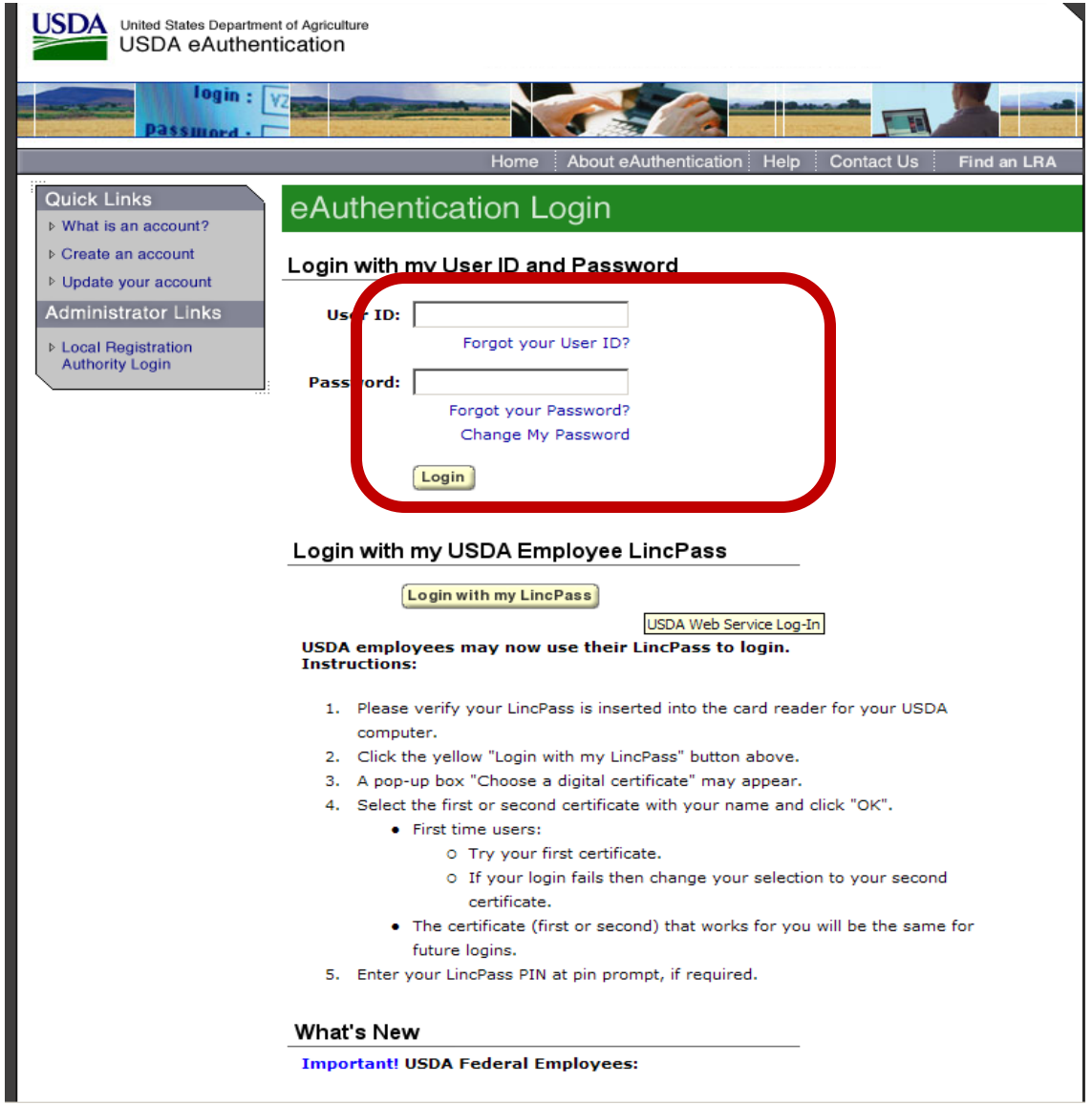


E-Authentication Process

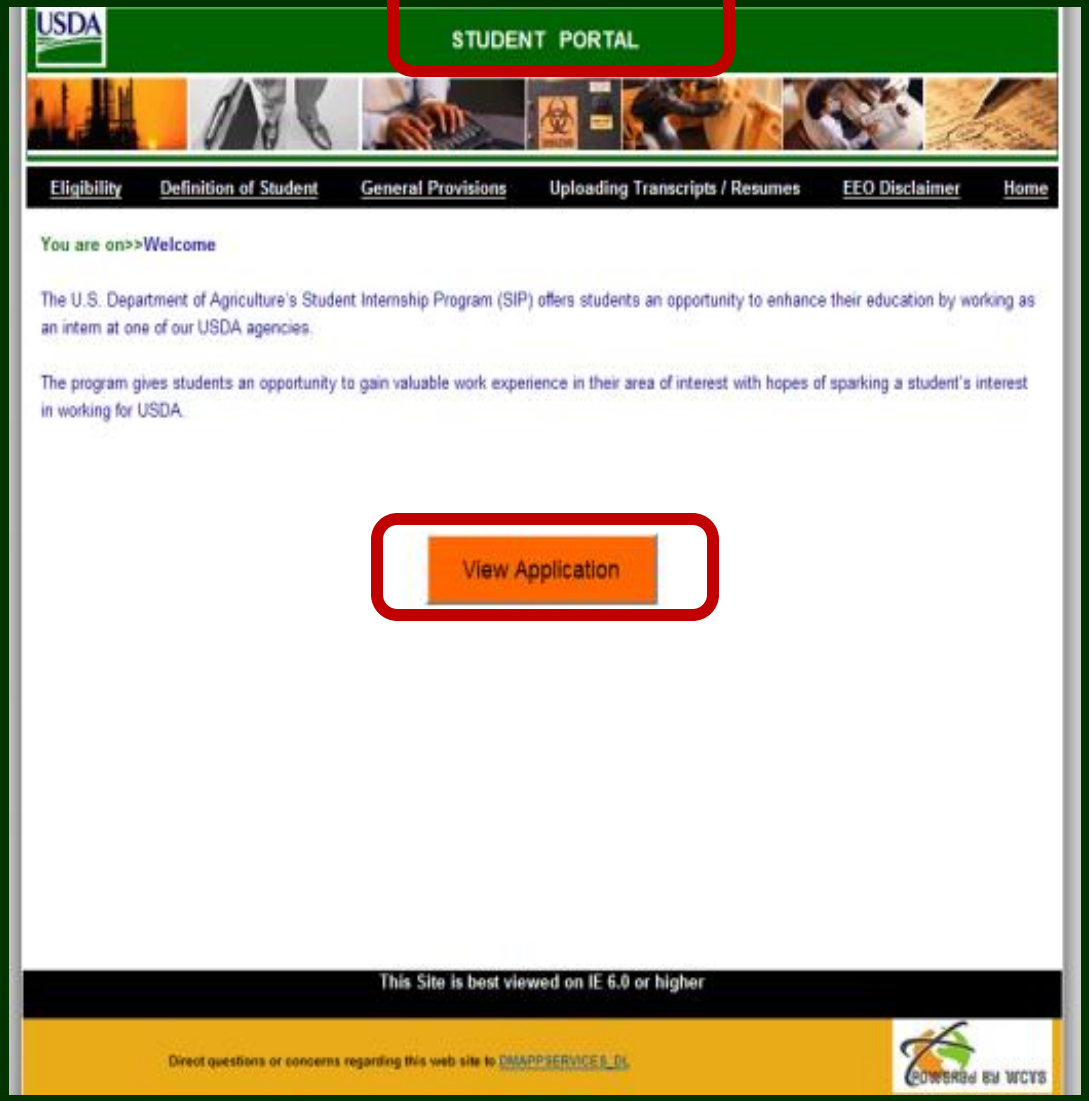


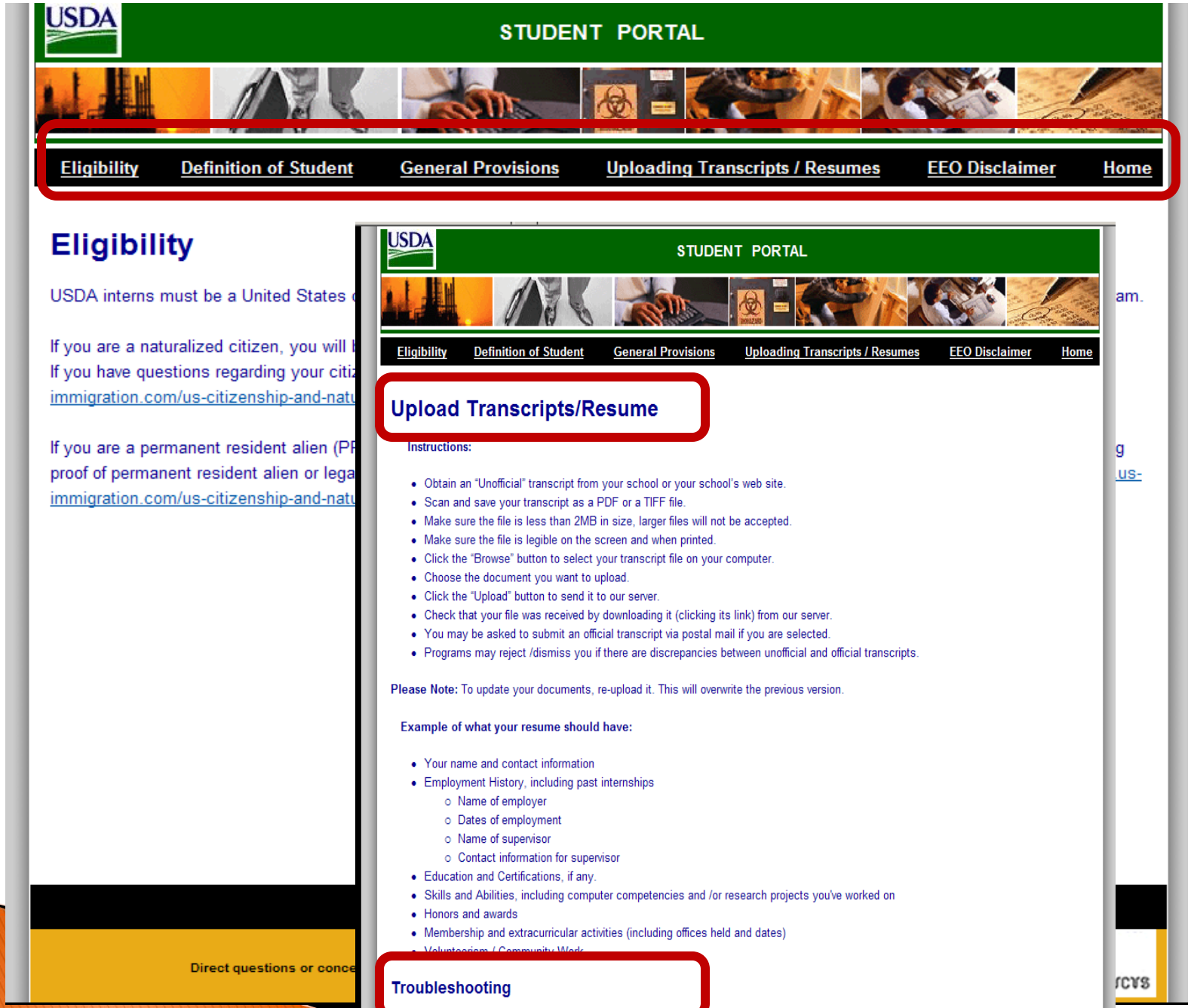
Step 15

After **obtaining your e-Authentication account**, sign-in to get access to the student portal. You will be prompted to the welcome page.



Student Portal

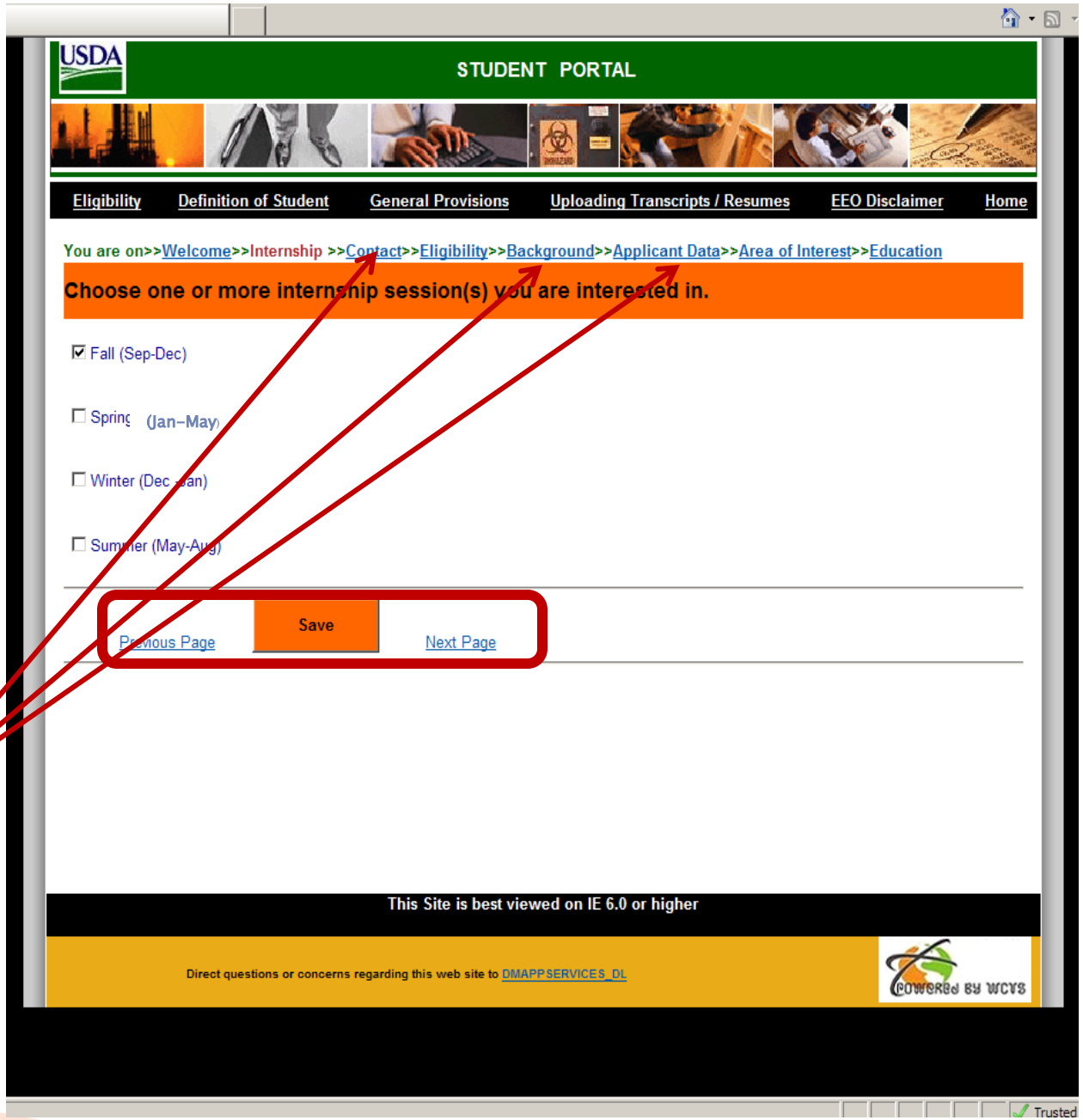



USDA
STUDENT PORTAL
Eligibility
Definition of Student
General Provisions
Uploading Transcripts / Resumes
EEO Disclaimer
Home
Eligibility
USDA interns must be a United States
If you are a naturalized citizen, you will
If you have questions regarding your citi
immigration.com/us-citizenship-and-natu
If you are a permanent resident alien (PR
proof of permanent resident alien or lega
immigration.com/us-citizenship-and-natu
Direct questions or conce
USDA
STUDENT PORTAL
Eligibility
Definition of Student
General Provisions
Uploading Transcripts / Resumes
EEO Disclaimer
Home
Upload Transcripts/Resume
Instructions:
Obtain an "Unofficial" transcript from your school or your school's web site.
Scan and save your transcript as a PDF or a TIFF file.
Make sure the file is less than 2MB in size, larger files will not be accepted.
Make sure the file is legible on the screen and when printed.
Click the "Browse" button to select your transcript file on your computer.
Choose the document you want to upload.
Click the "Upload" button to send it to our server.
Check that your file was received by downloading it (clicking its link) from our server.
You may be asked to submit an official transcript via postal mail if you are selected.
Programs may reject /dismiss you if there are discrepancies between unofficial and official transcripts.
Please Note: To update your documents, re-upload it. This will overwrite the previous version.
Example of what your resume should have:
Your name and contact information
Employment History, including past internships
Name of employer
Dates of employment
Name of supervisor
Contact information for supervisor
Education and Certifications, if any.
Skills and Abilities, including computer competencies and /or research projects you've worked on
Honors and awards
Membership and extracurricular activities (including offices held and dates)
Troubleshooting
If you are having trouble with converting your document to a PDF, here are few approaches that you can take in finding a solution.

Step 17

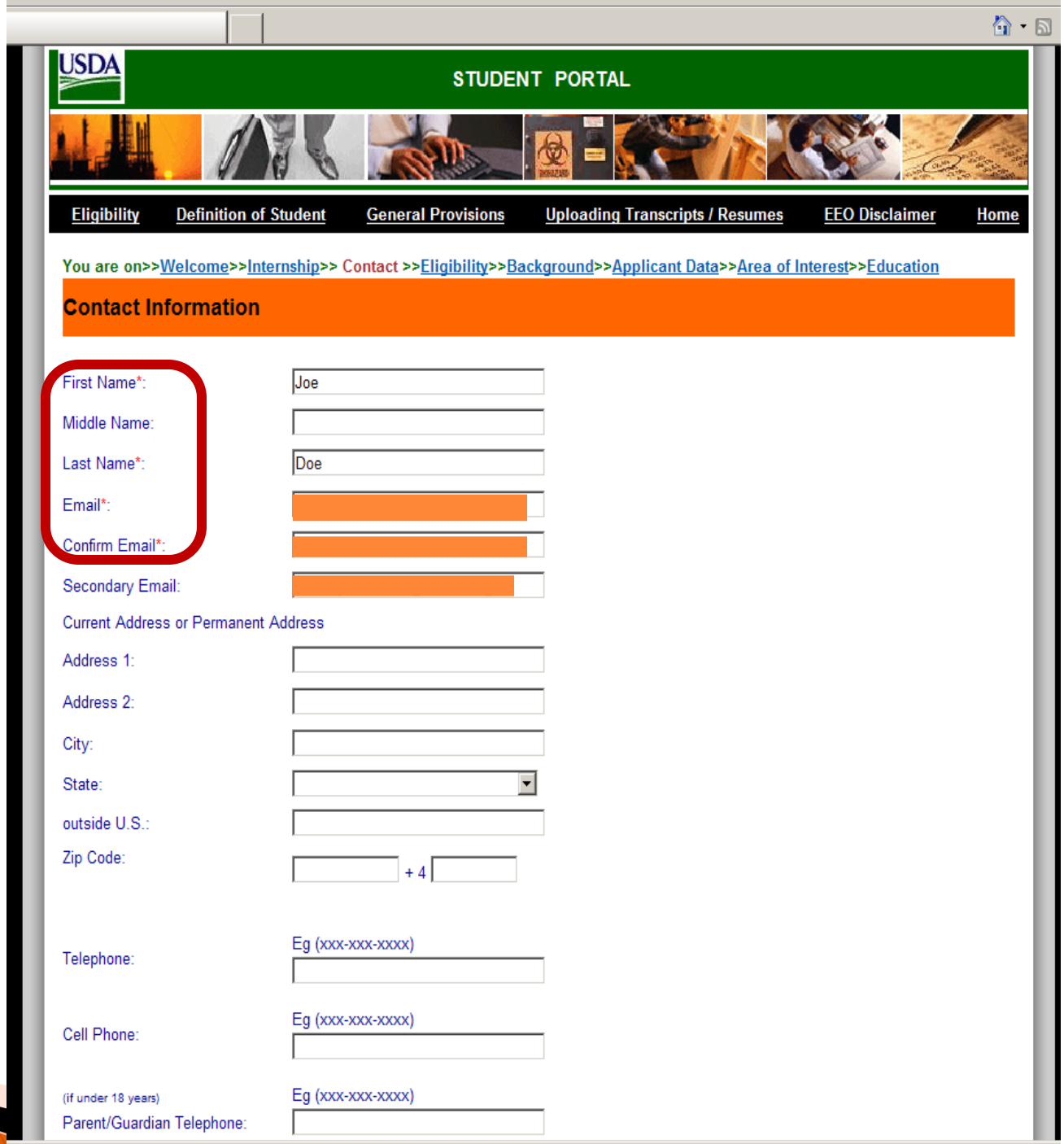
Choose an Internship session. You have the option to save and move to the next page. We encourage you to always save your answer before moving to the next section.

You also have the option to choose from the top menu to skip sections.

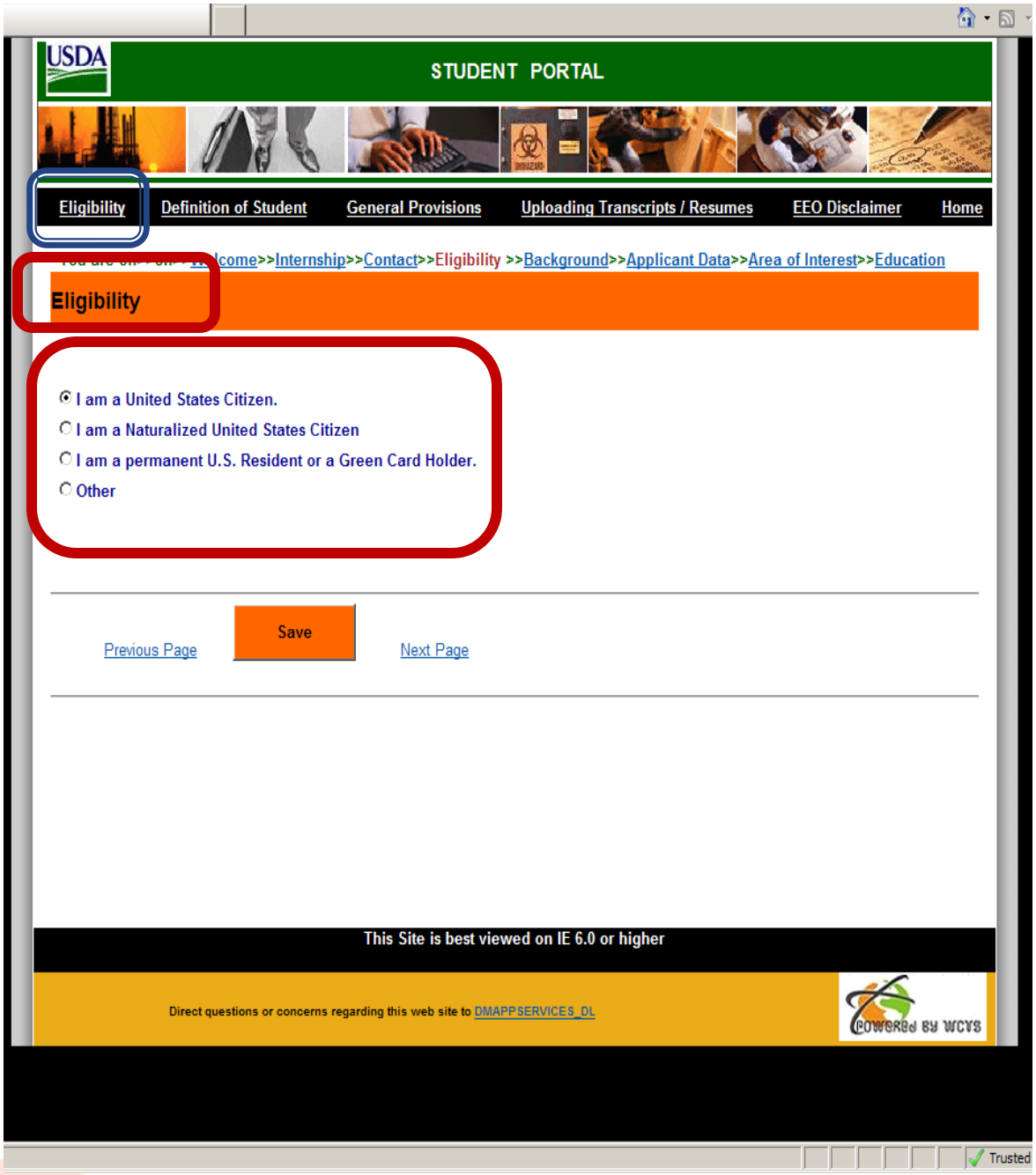


Step 18

Any information with an asterisk (*) is required and you will not be able to move to the next page until this information is added.

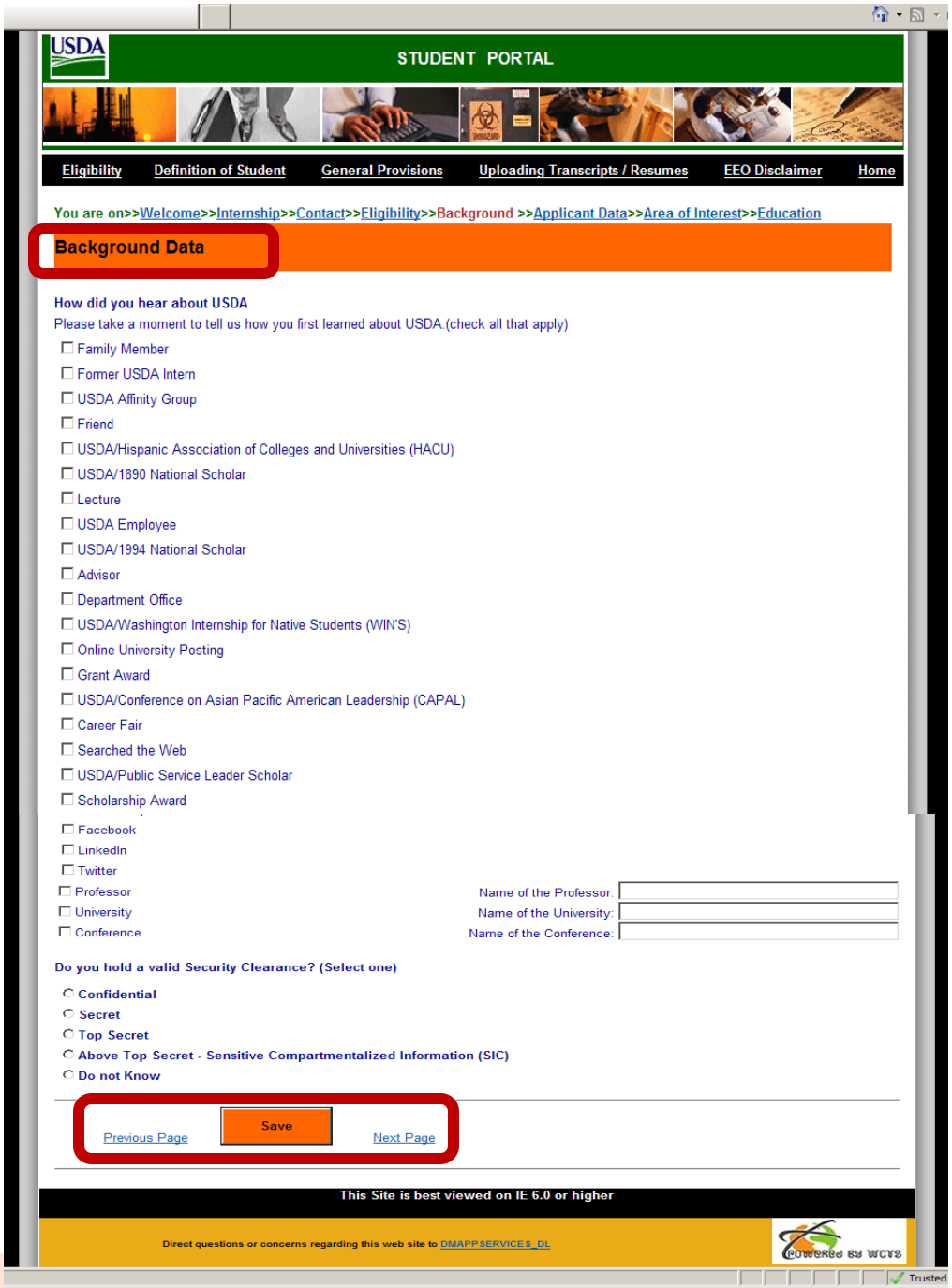


Step 19

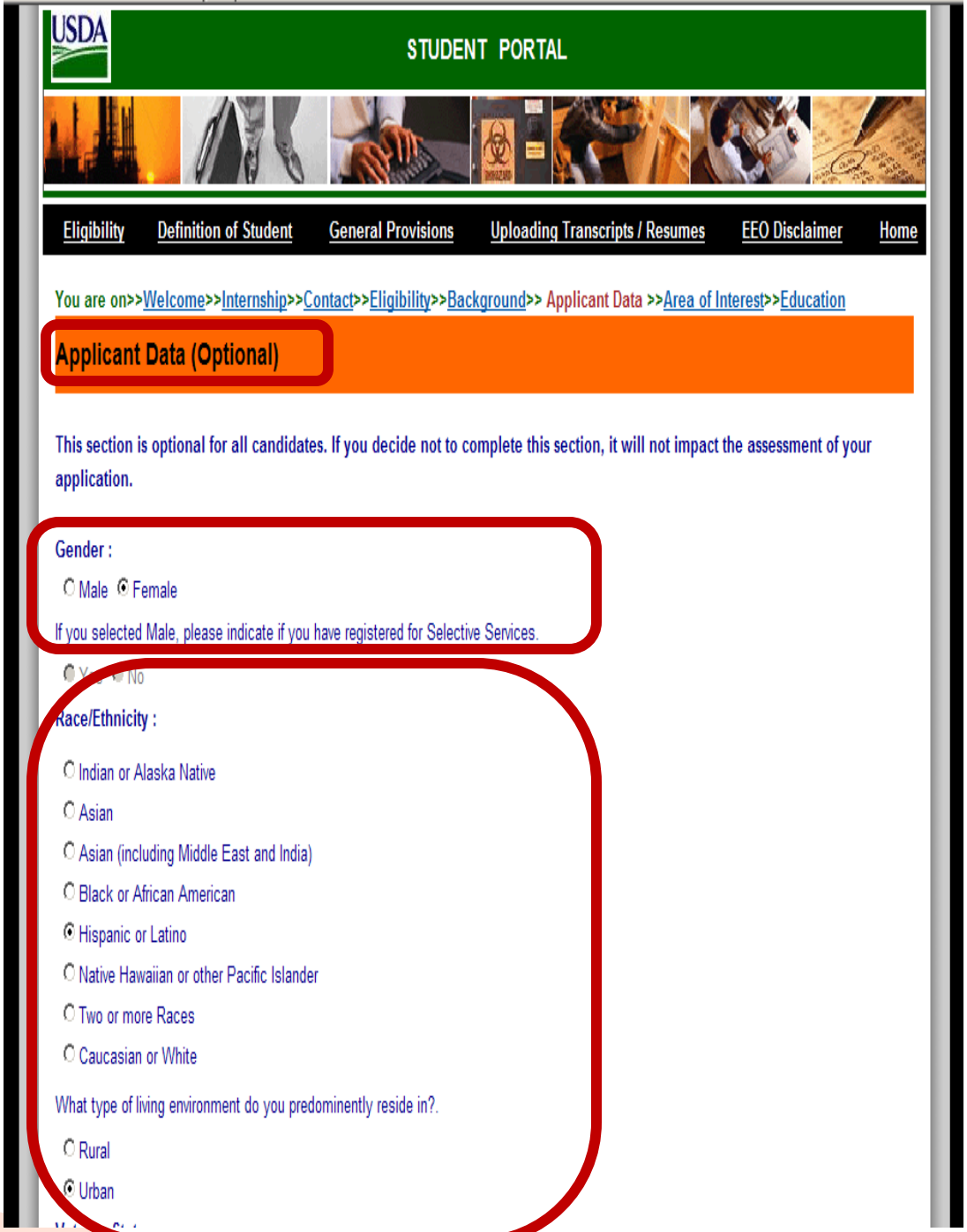

USDA
STUDENT PORTAL
Eligibility
Definition of Student
General Provisions
Uploading Transcripts / Resumes
EEO Disclaimer
Home
come>>Internship>>Contact>>Eligibility >>Background>>Applicant Data>>Area of Interest>>Education
Eligibility
I am a United States Citizen.
I am a Naturalized United States Citizen
I am a permanent U.S. Resident or a Green Card Holder.
Other
Previous Page
Save
Next Page
This Site is best viewed on IE 6.0 or higher
Direct questions or concerns regarding this web site to DMAPPSERVICES_DL
Trusted

Step 20

Background Information



Step 21


USDA
STUDENT PORTAL
Eligibility
Definition of Student
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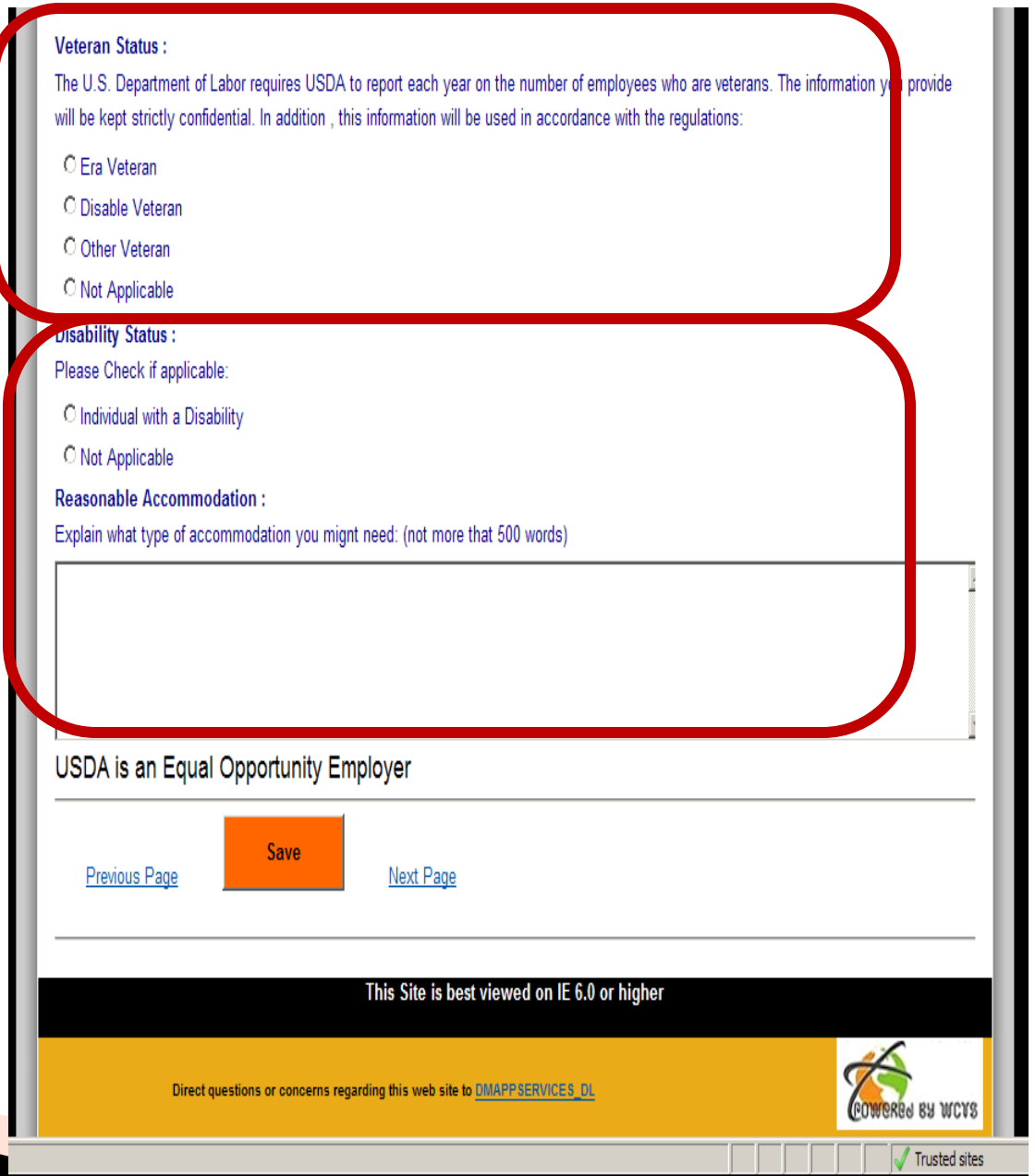
Uploading Transcripts / Resumes
EEO Disclaimer
Home
You are on>>Welcome>>Internship>>Contact>>Eligibility>>Background>> Applicant Data >>Area of Interest>>Education
Applicant Data (Optional)
This section is optional for all candidates. If you decide not to complete this section, it will not impact the assessment of your application.
Gender :
Male
Female
If you selected Male, please indicate if you have registered for Selective Services.
No
Race/Ethnicity :
Indian or Alaska Native
Asian
Asian (including Middle East and India)
Black or African American
Hispanic or Latino
Native Hawaiian or other Pacific Islander
Two or more Races
Caucasian or White
What type of living environment do you predominently reside in?.
Rural
Urban

Step 21 Continues

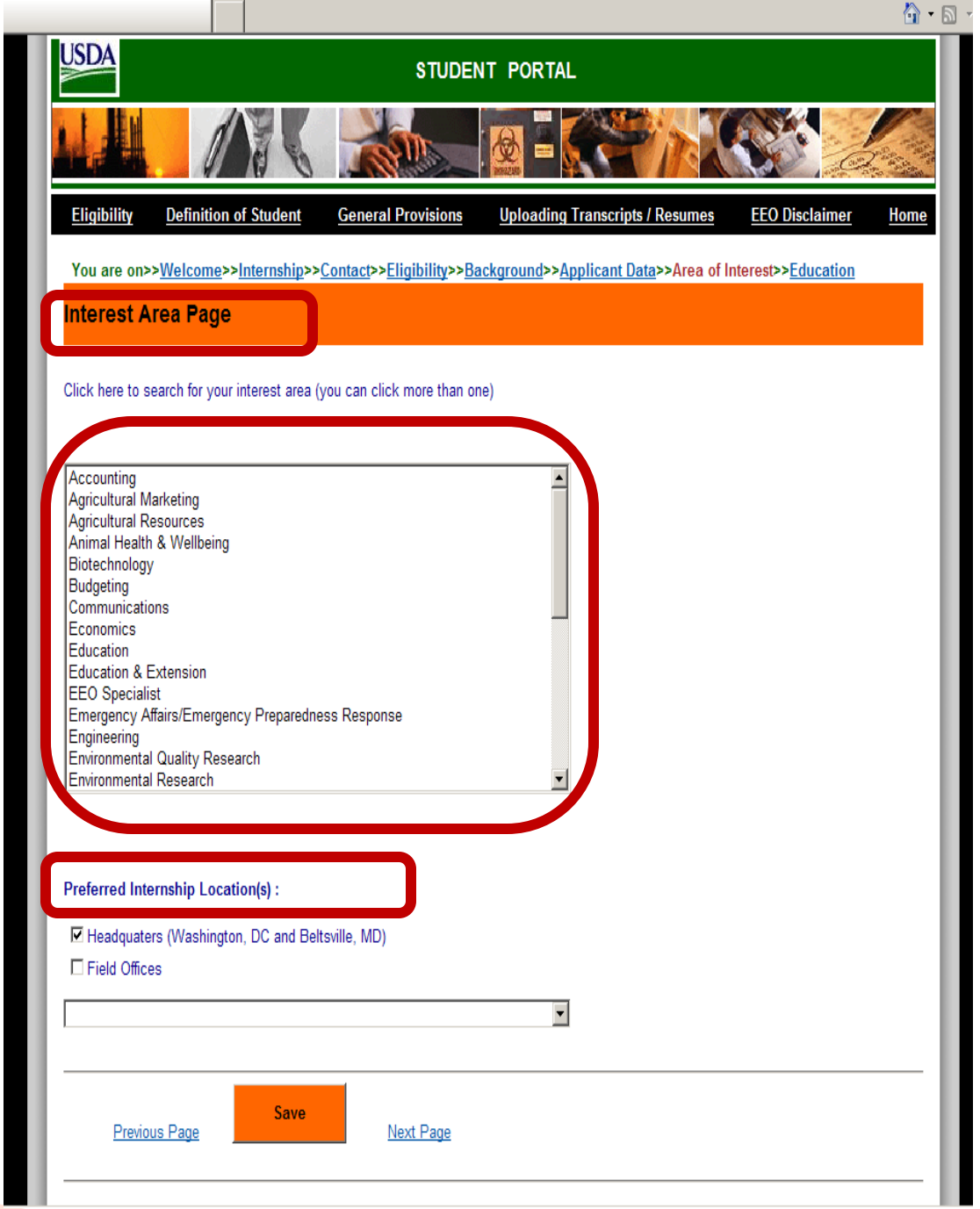
"USDA is an equal opportunity provider and employer."



Step 22

Choose your area of interest.

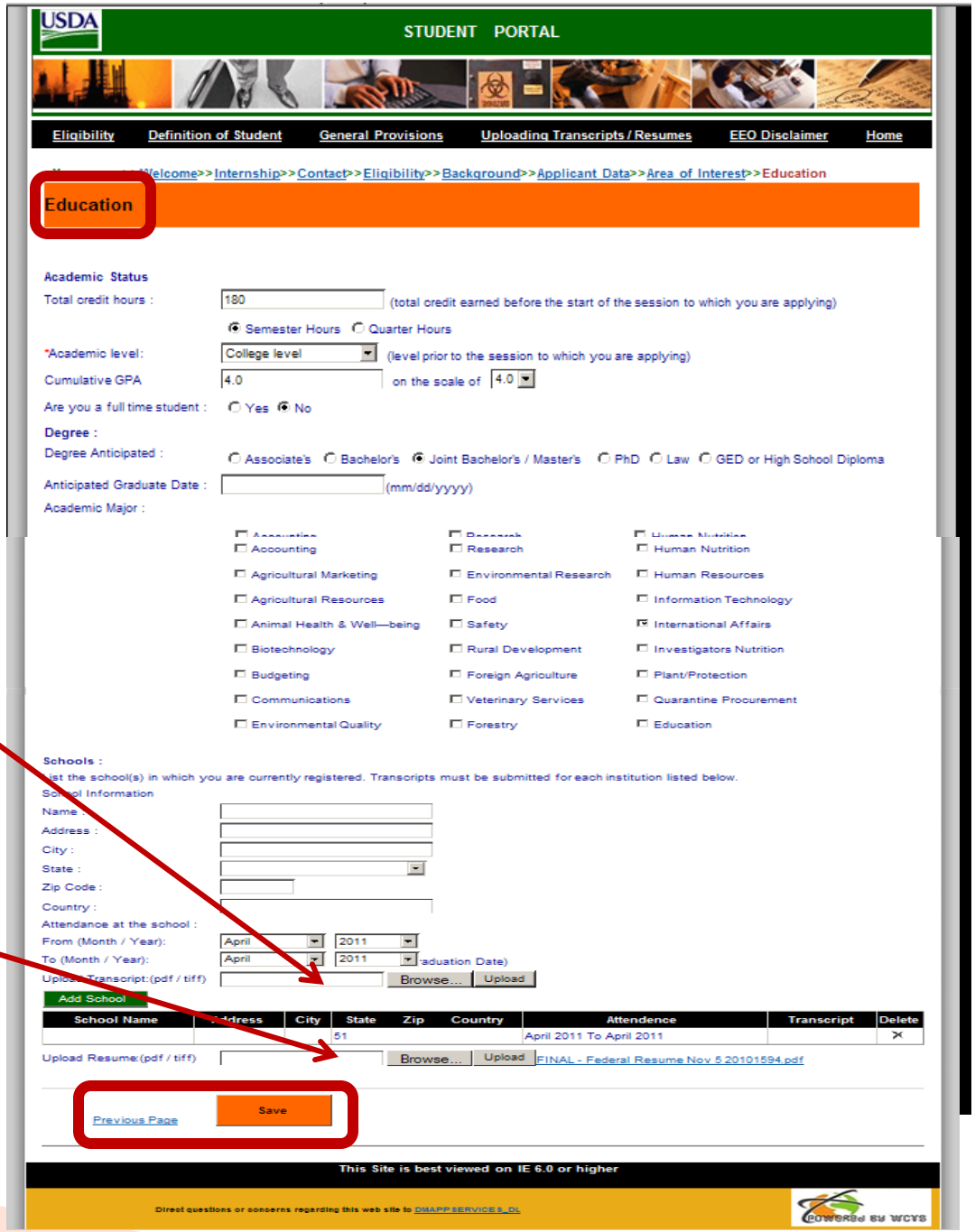
You have the option to choose more than one.



Step 23

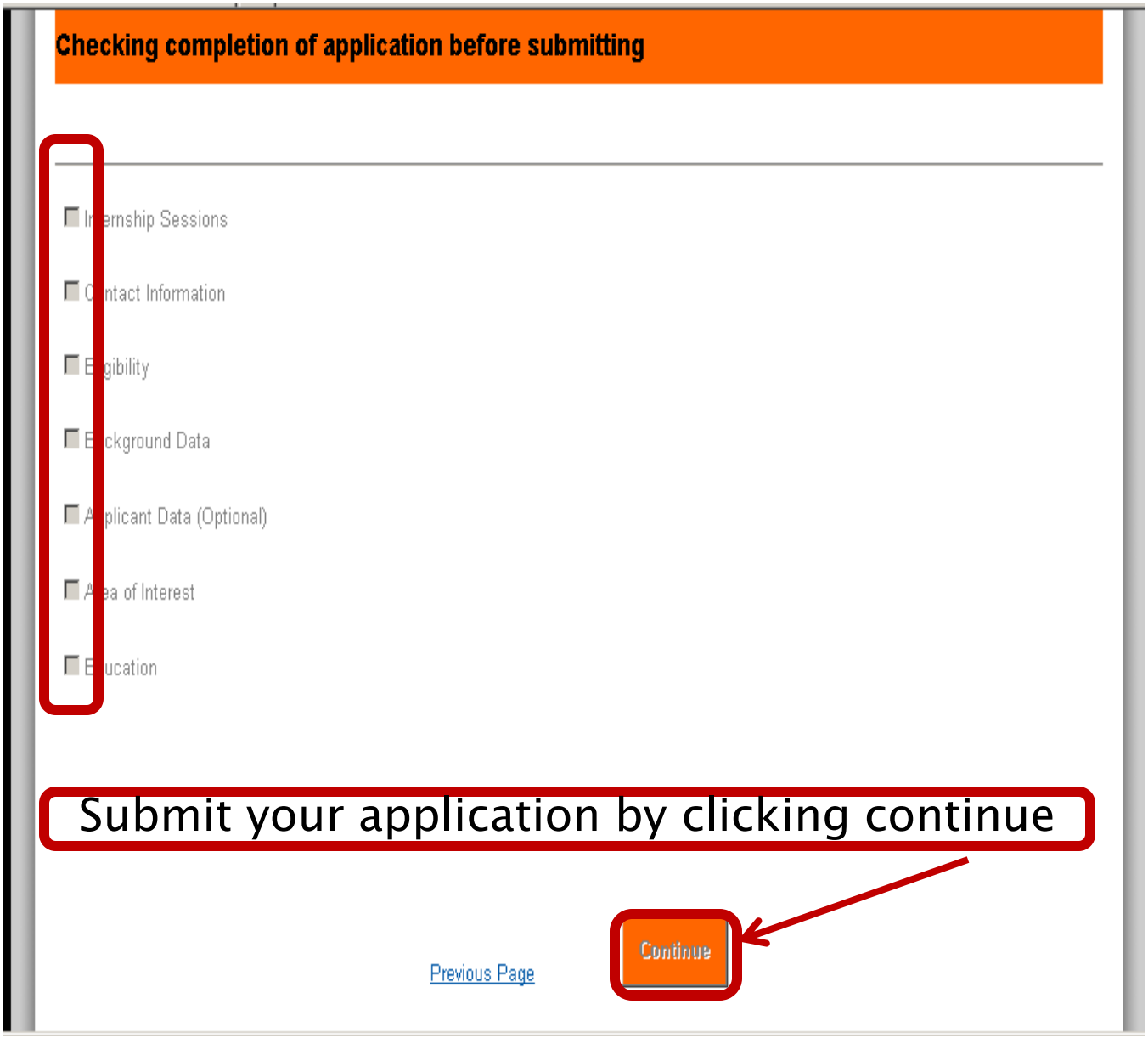
Upload transcript (s)

Upload resume



Step 24

Check before submitting application



Step 25

Step 26

Confirmation

Congratulation!

Thank you for applying to USDA Summer Internship Program. An email confirmation will be sent to you to acknowledge that your application was received.

Please allow two to three weeks for the application review process.

A USDA Student Employment Coordinator will be in touch with you if your application was selected.

Notification to Applicant – Thank you note for applying

FRENQUENTLY ASKED QUESTIONS

WHAT DOES A COMPLETE APPLICATION INCLUDE?

- Online Application Form
- Resume (upload)
- Transcript (unofficial is acceptable) (upload)

All items are to be electronically submitted as part of the application. *Please upload the documents in Word or PDF format and follow the instructions when uploading the documents.*

WHEN IS THE APPLICATION DUE?

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

WHEN ARE PLACEMENTS MADE?

Agency student employment coordinators search the repository application database and can select your application. 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). 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 .

CONTACT INFORMATION FOR USDA STUDENT PROGRAMS

If you have any questions or concerns, please send your inquiry via email at **USDA.Internships@dm.usda.gov**. In the subject area write: “Summer Internship Program.”

For technical questions regarding the “Student Portal” site, please direct your questions or concerns to the following email address: **Dmappservices@ocio.usda.gov**.