

Appendix E

Posting Jobs for Students and Recent Graduates on USAJOBS

Table of Contents

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|--|---|
| Table of Contents | 1 |
| Pathways for Students and Recent Graduates | 2 |
| Purpose of This Guidance | 2 |
| Posting an Ad for Pathways Positions..... | 3 |
| Summary of Existing USAJOBS Functionality | 5 |
| Appendix A: Required Fields in USAJOBS | 6 |

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.

The screenshot shows the JOA Builder interface. On the left, there are several dropdown menus: "Position Schedule Type" (set to "Part Time"), "Position Offering Type" (set to "Choose an Appointment Type..."), "NTE Info" (set to "Choose an Appointment Type..."), "Require Job Code" (set to "Intermittent"), "VRA Eligible" (set to "Presidential Management Fellows"), and "3. Duty Locations" (set to "Summer"). A red arrow points from the "Intermittent" option in the "Require Job Code" dropdown to a text box that says "Select 'Internship' or 'Recent Graduate'". Another red arrow points from the "Recent Graduates" option in the "VRA Eligible" dropdown to the same text box. The "Position Type" dropdown is set to "Non-Research". At the bottom right, there is a "Total Number of Openings" field.

The screenshot shows the USAJOBS search results page. The search criteria are "Student Trainee" and "Student". The results are displayed on page 1 of 2. A red arrow points from the "Internships(10)" and "Recent Graduates(2)" links in the "Work Type" filter to a text box that says "Search results for Internship and Recent Graduate". The main content area shows a job listing for "Student Trainee" with details: Agency: Natural Resources Conservation Service, Location: Multiple Locations, Salary: \$10.95 to \$13.12, and Open Period: Thursday, December 15, 2011 to Sunday, April 01, 2012. Below this is another listing for "Summer 2012 Student Internship Program (Office of Chief of Operation Services)".

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)

Home Search Jobs My Account Resource Center SIGN IN OR CREATE AN ACCOUNT

USAJOBS "WORKING FOR AMERICA"

Search Jobs Where: Advanced Search >

< Back to Results

Overview Duties Qualifications & Evaluations Benefits & Other Info **How to Apply**

National Science Foundation
WHERE DISCOVERIES BEGIN

Job Title: Program Analyst, GS-0343-07
Agency: National Science Foundation
Sub Agency: National Science Foundation
Job Announcement Number: HRM-2012-0008

SALARY RANGE: \$42,209.00 to \$54,875.00 / Per Year
OPEN PERIOD: Thursday, January 05, 2012 to Monday, March 26, 2012
SERIES & GRADE: GS-0343-07
POSITION INFORMATION: Full-time - Permanent
PROMOTION POTENTIAL: 07
DUTY LOCATIONS: FEW vacancy(s) - Arlington, VA [View Map](#)
WHO MAY BE CONSIDERED: Recent College Graduates. This means applicants who can be appointed to a job within 2 years of receiving their college degree or certificate. Veterans, precluded from applying due to military service, must be appointed within 6 years of receiving their degree or certificate.

JOB SUMMARY:

Go to section of this Job: [v]

Print Preview ▶
Save Job ▶
Share Job ▶

Agency Information:
National Science Foundation
4201 Wilson Blvd
Room 315
Arlington, VA
22230
US
Fax: 703-292-9279

Questions about this job:

Phone: [v]
Fax: [v]
TDD: [v]
Email: [v]

Contact Information Deleted

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

HOW YOU WILL BE EVALUATED:
Category rating procedures will be used to rank and select eligibles.
To preview questions please [click here](#).

BENEFITS:
As a NSF employee, you will be eligible for the Federal benefits package.

OTHER INFORMATION:

HOW TO APPLY:
To apply, please visit the NSF Career Opportunities page at:
http://www.nsf.gov/about/career_opps/

REQUIRED DOCUMENTS:
You must submit Transcripts to be Considered.

Go to section of this Job: [v]

Print Preview ▶
Save Job ▶
Share Job ▶

Agency Information:
National Science Foundation
4201 Wilson Blvd
Room 315
Arlington, VA
22230
US
Fax: 703-292-9279

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 |

| Name | Description | Type | Repeating? | Requirement |
|---|---|-------------------|------------|--|
| 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 | |
| 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 | |

| Name | Description | Type | Repeating? | Requirement |
|---------------------|--|-------------------|-------------------|--------------------|
| 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 | |