



## *US Department of Agriculture*

### Internship Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ Appointment Not to Exceed (NTE) Date: _____ Program NTE Date: _____	Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Intern's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>Provide proof of enrollment as necessary</li> <li>Notify the agency of any change in your enrollment status and/or work schedule</li> <li>Maintain at least a half-time course load as defined by the educational institution</li> <li>Remain in good academic standing               <ul style="list-style-type: none"> <li>Maintain a GPA of _____ and above (<i>Optional - Agency specific</i>)</li> </ul> </li> <li>Adhere to an established work schedule</li> <li>Adhere to the Intern Program requirements</li> <li>Participate in agency training classes or programs</li> <li>Perform, successfully, the assigned duties listed in your position description</li> <li>Observe all workplace rules</li> </ul>	<ul style="list-style-type: none"> <li>Complete a Participant Agreement with each Intern</li> <li>Verify enrollment and eligibility for continued participation in the Program</li> <li>Provide information on the Intern Program requirements</li> <li>Identify job duties and responsibilities</li> <li>Provide information on any special training requirements</li> <li>Identify performance goals and evaluation criteria</li> <li>Establish a mutually agreeable work schedule that does not interfere with the Intern's academic schedule</li> <li>Supervise daily work activities of the Intern</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	

**Training Requirements** (If applicable)

**Mentoring** (If your agency has a mentor requirement for Interns, enter those requirements)

**Evaluation Procedures.** (Summarize elements on which the Intern's performance appraisal will be based)

**Minimum Eligibility Requirements for Noncompetitive Conversion (if any).** (Include any agency specific requirements)

To be eligible for conversion to the competitive service, an Intern must:

- Be a U.S. citizen.
- Successfully complete academic course of study.
- Complete a minimum of 640 hours of work experience under the Internship Program.
- Meet the OPM Qualification Standard for the position the Intern may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Intern:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*



## *US Department of Agriculture*

### Recent Graduates Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Recent Graduate's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Adhere to the Recent Graduate Program requirements</li> <li>• Adhere to an established work schedule</li> <li>• Perform, successfully, the assigned duties listed in your position description</li> <li>• Participate in agency training classes or programs</li> <li>• Create an Individual Development Plan (IDP) with assistance from your manager.               <ul style="list-style-type: none"> <li>○ IDP must include at least 40 hours of formal interactive training</li> <li>○ IDP must be completed within 45 days of your date of hire</li> <li>○ IDPs must be created each year</li> </ul> </li> <li>• Select a mentor within 90 days of your date of hire. Your manager will assist you</li> <li>• Attend regularly scheduled meetings with mentor</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Participant Agreement with each Recent Graduate</li> <li>• Provide information on the Recent Graduate Program requirements</li> <li>• Establish a mutually agreeable work schedule</li> <li>• Identify performance goals and evaluation criteria</li> <li>• Help Recent Graduate create an IDP which must be completed 45 days from date of hire</li> <li>• Assist Recent Graduate with the selection of a mentor within 90 days of date of hire               <ul style="list-style-type: none"> <li>○ Mentor must be at an appropriate level outside of the Recent Graduate's chain of command</li> </ul> </li> <li>• Provide information on any special training requirements               <ul style="list-style-type: none"> <li>○ Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year</li> </ul> </li> <li>• Supervise daily work activities</li> <li>• Identify performance goals and evaluation criteria</li> </ul> <ul style="list-style-type: none"> <li>• If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Recent Graduate is converted at the end of the Program.</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>Recent Graduates Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	

**Recent Graduates Training Requirements** (Identify any special training requirements)

**40 hours of formal interactive training each year.**

**Mentoring** (Enter instructions on process to select Mentor)

**Evaluation Procedures** (Summarize elements on which the Recent Graduate's performance appraisal will be based)

**Minimum Eligibility Requirements for Noncompetitive Conversion.** (If this position offers noncompetitive conversion, enter any agency specific requirements)

To be eligible for conversion to the competitive service, the Recent Graduate must:

- Be a U.S. citizen.
- Successfully complete all Recent Graduate Program requirements.
- Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**

**SIGNATURES:**

**Recent Graduate:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*



# US Department of Agriculture

## Presidential Management Fellows Program Participant Agreement

<b>Appointee's Full Name:</b>	
<b>Appointing Agency/Sub-Agency:</b>	
<b>Appointment Date (s):</b>	<b>Work Schedule:</b>
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
<b>Position Title, Series and Grade</b>	<b>Pay</b>
<b>Fellow's Responsibilities:</b>	<b>Hiring Official's/Supervisor's Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Adhere to the Presidential Management Fellows Program requirements</li> <li>• Adhere to an established work schedule</li> <li>• Perform, successfully, the assigned duties listed in your position description</li> <li>• Observe all workplace rules</li> <li>• Create an Individual Development Plan (IDP) with assistance from your manager.               <ul style="list-style-type: none"> <li>○ IDP must include at least 80 hours of formal interactive training</li> <li>○ IDP must be completed within 45 days of your date of hire</li> <li>○ IDP must be completed each year</li> </ul> </li> <li>• Select a Mentor within 90 days of your date of hire. Your manager will assist you.</li> <li>• Participate in agency training classes or programs</li> <li>• Attend regularly scheduled meetings with mentor</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Participant Agreement with each Fellow</li> <li>• Provide information on the Presidential Management Fellows Program requirements</li> <li>• Establish a mutually agreeable work schedule</li> <li>• Identify performance goals and evaluation criteria</li> <li>• Help Fellow create an IDP which must be completed 45 days from date of hire</li> <li>• Assist Fellow with the selection of a mentor within 90 days of date of hire               <ul style="list-style-type: none"> <li>○ Mentor must be at the managerial level outside of the Fellow's chain of command</li> </ul> </li> <li>• Provide information on any special training requirements               <ul style="list-style-type: none"> <li>○ Ensure Fellow participates in at least 80 hours of formal interactive training per year</li> </ul> </li> <li>• Supervise daily work activities</li> <li>• Identify performance goals and evaluation criteria</li> </ul>
<b>Work Assignments</b> (Enter brief description of duties or attach a position description)	
<b>PMF Program Requirements</b> (Enter requirements for continuation and successful completion of Program)	

• If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion and ensure the Fellow is converted at the end of Program.

**PMF Training Requirements** (Identify any special training requirements)

80 hours of formal interactive training each year.

**Mentoring** (Enter instructions on process to select Mentor)

**Evaluation Procedures** (Summarize elements on which the Fellow's performance appraisal will be based)

**Minimum eligibility requirements for noncompetitive conversion. Does this position offer non-competitive conversion?**  
(Include any agency specific requirements)

To be eligible for conversion to the competitive service, the Fellow must:

- Be a U.S. citizen.
- Successfully complete all PMF Program requirements.
- Meet the OPM Qualification Standard for the position to which the Fellow may be converted.
- Maintain acceptable performance under the agency's approved performance management system.
- Obtain ERB certification prior to conversion.

**It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.**



**SIGNATURES:**

**Fellow:**

*Print Name*

*Signature*

*Date*

**Hiring Official/Supervisor:**

*Print Name*

*Signature*

*Date*

**Human Resources Approving Official:**

*Print Name*

*Signature*

*Date*

