



Manager's Checklist for Pathways Employment

This checklist is intended for managers and supervisors interested in hiring or providing opportunities for current students or recent college graduates.

It was developed as a tool to compliment the Pathway's Manger's Guide and provide management with a listing of things to be considered through the steps of the program to include Pre-planning, Initiating Recruitment Procedures, On-boarding, Program Review, and Program Completion for student interns and recent graduates.

To begin, management should consider organizational short and long term goals. The following checklists may assist in determining which program will be the most beneficial in meeting the needs of the organization.

There are additional resources that may be of interest and assistance on the CHRA Pathways Information and Toolkit web page:

The Pathways Program regulations - <http://www.gpo.gov/fdsys/pkg/FR-2012-05-11/pdf/2012-11068.pdf>

Office of Personnel Management (OPM), Department of Defense (DoD) and Army guidance, CHRA Operational Guidance, FAQs, Guides, etc. - <http://www.chra.army.mil/hr/tools/gps/view.asp?ID=707>

Pathways Question and Answers for Manger's and Applicants - <http://www.chra.army.mil/hr/tools/gps/view.asp?ID=815>

The Pathway's Manager's Guide - http://www.chra.army.mil/a_char/tools/gps/view.asp?ID=815

Internship Checklist

Pre-Planning

Management Task	Completed
Decide on the type of student needed (high school, college or trade school) based on the duties that need to be performed.	<input type="checkbox"/>
Acknowledge the duties of the position to which the student intern is appointed should be related to the intern's academic or career goals.	<input type="checkbox"/>
Decide on the type of internship that is needed, Internship without a NTE date (internship expected to last longer than 1 year) OR an Internship with a NTE date (temporary internship for less than 1 year).	<input type="checkbox"/>
Identify the position description that covers the duties that need to be performed. If there isn't an applicable position description, follow the normal process for establishing a new one. Note: For interns, the proper classification is the "XX99" series of the appropriate General Schedule (GS) or equivalent occupational group and "XX01" for Federal Wage System (WG) or equivalent.	<input type="checkbox"/>
Determine the permanent position intended for the student intern once the program is completed.	<input type="checkbox"/>
Verify funding to pay for the student intern. Consider long term budget situations that may impact the ability to convert the intern to a permanent position. Note: The GS grades could run from GS-1 to GS-12 or equivalent level under another pay system, including wage grade. The appropriate grade level depends on the nature of the participant's educational program.	<input type="checkbox"/>
Verify manpower authorization for the student intern. Consider the availability of an authorization if it is decided to convert the intern to a permanent position.	<input type="checkbox"/>
Contact the Command HR office regarding Army Civilian Training Education & Development System (ACTEDS) funding opportunities for the position. Questions that should be asked are: Is this position eligible to be funded by ACTEDS? Are ACTEDS funds available or will local resources be used? Note: ACTEDS is a funding source centrally managed by HQDA to provide funds that may be used to pay for the employment of student interns. HQDA distributes ACTEDS funding to Army organizations through the Army Command headquarters.	<input type="checkbox"/>
If the permanent position has specific coursework and/or degree requirement(s), identify that the intern hired should be enrolled in an educational program that is directly related.	<input type="checkbox"/>
Determine the need for the student intern to work a full time or part time schedule. Note: The work schedule should meet the needs of the Command and the student intern, but not interfere with the intern's academic schedule. The schedule should ensure completion of the education and internship program in an appropriate timeframe.	<input type="checkbox"/>
Inquire with the Command HR office and Functional Career Program Representative to become educated on Command guidelines regarding students attending class on paid work time and breaks in the Pathways Program. Note: Breaks in the program are periods of time when a participant is working, but is unable to go to school, or is neither attending class nor working at the organization (i.e. illness, family situation, etc.). Army Pathways policy states that approval of requests will be determined at the Command level and must be consistent with determinations made on like requests.	<input type="checkbox"/>

Internship Checklist

Initiating Recruitment Procedures

Management Task	Completed
Acknowledge that ALL Pathways Program positions MUST be posted on USAJOBS and applications will ONLY be accepted through USAJOBS. Acknowledge that all candidates will be rated using category rating.	<input type="checkbox"/>
Plan a recruitment strategy and coordinate with the appropriate HR personnel to discuss. (job fair, contacting schools to notify them of upcoming announcement(s), etc.) Note: Resumes/applications cannot be accepted at events; however, an announcement may be open during an event and attendees may be encouraged to apply. The area of consideration cannot be open solely to job fair attendees or students of a particular educational institution.	<input type="checkbox"/>
Review the career program announcement requirements for the position and decide how long the announcement should be open to accept applications.	<input type="checkbox"/>
Acknowledge the rules of 5 CFR 302, and Veteran's preference will be used in this recruitment process.	<input type="checkbox"/>

On-boarding

Management Task	Completed
Provide the student intern with orientation and complete other on-boarding duties to include addressing expectations, educational and work requirements in order to qualify for conversion to permanent employment. Explain that service in the Pathways Program confers no right to conversion to a permanent position.	<input type="checkbox"/>
As required by the Pathways Program, establish performance goals and document them in a performance plan. Establish a method to evaluate the student intern's performance in the program.	<input type="checkbox"/>
Develop the required Participant Agreement which includes: <ul style="list-style-type: none"> a. Requirements for continuation and successful completion of the program (include GPA requirements if applicable to Command or career program) b. Description of duties c. Work Schedule d. Length of appointment and conversion/termination date e. Information on any special training requirements f. Individual Development Plan (IDP) g. Establishment of performance goals and evaluation procedures to evaluate student intern's performance h. Minimum eligibility requirements for non-competitive conversion to a permanent position 	<input type="checkbox"/>
Discuss the Participant Agreement with the student intern on the date of appointment.	<input type="checkbox"/>

Internship Checklist

Program Review

Management Task	Completed
Monitor the student intern's work experience.	<input type="checkbox"/>
Recognize that the student intern must complete at least 640 work hours while enrolled as a student to be noncompetitively converted into a permanent position. Monitor how many hours the student intern has worked.	<input type="checkbox"/>
Observe the student intern's educational progress toward obtaining or meeting degree requirements	<input type="checkbox"/>

Program Completion

Use this checklist if intern will be converted to a permanent position upon program completion

Management Task	Completed
Discuss with the CPAC minimum qualification requirements for the position to which the student intern will be converted.	<input type="checkbox"/>
Convert the intern within 120 days of completion of graduation requirements. The 120 days begins when the intern receives final grades documenting successful completion of educational program requirements.	<input type="checkbox"/>
Notify the student intern of the decision to convert him/her to a permanent position.	<input type="checkbox"/>
Create the Request for Personnel Action (RPA) and follow the normal Command and CHRA procedures to move forward with the permanent placement.	<input type="checkbox"/>

Use this checklist if the intern will be terminated upon program completion

Management Task	Completed
Contact a Management Employee Relations (MER) specialist at the CPAC to ensure proper procedures are followed to separate the student intern.	<input type="checkbox"/>
Contact the CPAC to review the responsibilities for termination of the student intern appointment. (i.e. create and RPA, etc.)	<input type="checkbox"/>
Inform the student intern of the decision to not convert him/her to a permanent appointment and provide a specific termination date.	<input type="checkbox"/>

Recent Graduates Checklist

Pre-Planning

Management Task	Completed
Determine the specific tasks and duties the recent graduate must perform.	<input type="checkbox"/>
Decide the type of recent graduate needed for this position (i.e. associate's, bachelor's, master's, professional, doctoral degree, or a certificate from a post secondary vocational or technical school.)	<input type="checkbox"/>
<p>Decide the grade level to employ the recent graduate while participating in the program, using the following information:</p> <ul style="list-style-type: none"> a. Up to GS-9 or equivalent to any position for which the recent graduate qualifies. b. Up to GS-11 for science, technology, engineering, or mathematics occupations (STEM), if the recent graduate possesses a Ph.D or equivalent degree directly related to the STEM position to which converted. c. Up to GS-11 for scientific and professional occupations that are research related, if the recent graduate possesses a master's degree or equivalent graduate degree directly related to the position to which converted. d. Up to GS-12 for scientific and professional occupations that are research related, if the recent graduate possesses a Ph.D or equivalent degree directly related to the position to which converted. <p>Note: The recent graduate must qualify for the position using OPM Qualifications Standards for the occupation and grade level of the position.</p>	<input type="checkbox"/>
<p>Consider the grade to which the recent graduate will convert to a permanent position.</p> <p>Note: In accordance with the Pathways program, the permanent position must have progressively more responsibilities and provide career advancement opportunities.</p>	<input type="checkbox"/>
Identify a position description that covers the duties. If there isn't an applicable position description, follow the normal process for establishing a new one.	<input type="checkbox"/>
Verify funding to pay for the recent graduate. Consider long term budget situations that may impact the ability to convert the recent graduate to a permanent position.	<input type="checkbox"/>
Verify a manpower authorization for this recent graduate. Consider the availability of an authorization if it is decided to convert the recent graduate to a permanent position.	<input type="checkbox"/>
<p>Verify sufficient funding is available to execute and maintain Pathways program training requirements, which mandate that the recent graduate take 40 hours of formal, interactive training to advance the goal and competencies outlined in the participant agreement.</p> <p>Note: Annual mandatory training does NOT count towards the requirement (i.e. information security and ethics).</p>	<input type="checkbox"/>

Recent Graduate Checklist

Pre-Planning (cont)

Management Task	Completed
<p>Contact the Command HR office regarding Army Civilian Training Education & Development System (ACTEDS) funding opportunities for the position. Questions I should ask are: Is the position eligible to be funded by ACTEDS? Are ACTEDS funds available or will local resources be used?</p> <p>Note: ACTEDS is a funding source centrally managed by HQDA to provide funds that may be used to pay for the employment of student interns. HQDA distributes ACTEDS funding to Army organizations through the Army Command headquarters.</p>	<input type="checkbox"/>
<p>Identify a potential mentor who is outside the participant's chain of command as required by the Pathways program.</p> <p>Note: The mentor should provide advice and guidance, including career planning, information on organization culture and other developmental assistance.</p>	<input type="checkbox"/>

Initiating Recruitment Procedures

Management Task	Completed
<p>Acknowledge that ALL Pathways Program positions MUST be posted on USAJOBS and applications will ONLY be accepted through USAJOBS. Acknowledge that all candidates will be rated using category rating.</p>	<input type="checkbox"/>
<p>Plan a recruitment strategy and coordinate with the appropriate HR personnel to discuss. (job fair, contacting schools to notify them of the upcoming announcements, etc.)</p> <p>Note: Resumes/applications cannot be accepted at events; however, an announcement may be open during an event and attendees may be encouraged to apply. The area of consideration cannot be open solely to job fair attendees or students of a particular educational institution.</p>	<input type="checkbox"/>
<p>Review the career program announcement requirements for the position and decide how long the announcement should be open to accept applications.</p>	<input type="checkbox"/>
<p>Acknowledge that the rules of 5 CFR 302, and Veteran's preference will be used in this recruitment process.</p>	<input type="checkbox"/>

On-boarding

Management Task	Completed
<p>Provide the recent graduate with orientation and complete other on-boarding duties to include addressing expectations, training and work requirements in order to qualify for conversion to permanent employment. Explain that the Recent Graduate Program is a one year program (expect for occupational series 0346 (logistics-18 months and 1750 Instructional Systems Specialist – 24 months). Explain that service in the Pathways Program confers no right to conversion to a permanent position.</p>	<input type="checkbox"/>

Recent Graduate Checklist

On-boarding (cont)

Management Task	Completed
As required by the Pathways Program, establish performance goals and document them in a performance plan. Establish a method to evaluate the recent graduate's performance in the program.	<input type="checkbox"/>
Inform the recent graduate of the Pathways requirement to create an Individual Development Plan (IDP) within 45 days of appointment. Offer assistance, if needed.	<input type="checkbox"/>
Review and approve the recent graduate's IDP within 45 days of appointment. The plan must be signed by both the recent graduate and supervisor.	<input type="checkbox"/>
Identify at least 40 hours of formal classroom training that addresses the core competencies required of the occupation or discipline in which the participant will most likely be placed upon conversion to a permanent position. Note: This is a requirement of the Pathways program. I understand that mandatory annual training, such as information security and ethics training, does not count towards the requirement.	<input type="checkbox"/>
Recommend a potential mentor who is outside the participant's chain of command as required by the Pathways program. A mentor must be assigned within 90 days of appointment.	<input type="checkbox"/>
Develop the required Participant Agreement which includes: <ul style="list-style-type: none"> a. Requirements for continuation and successful completion of the program (include GPA requirements if applicable to command or career program) b. Description of duties c. Work Schedule d. Length of appointment and conversion/termination date e. Information on any special training requirements f. Individual Development Plan (IDP) g. Establishment of performance goals and evaluation procedures to evaluate student intern's performance h. Minimum eligibility requirements for non-competitive conversion to a permanent position (as noted on page 1 paragraph 1.) 	<input type="checkbox"/>
Discuss the Participant Agreement with the recent graduate on the date of appointment .	<input type="checkbox"/>

Program Review

Use this checklist if intern **will be converted** to a permanent position upon program completion

Management Task	Completed
Acknowledge that the permanent position for the recent graduate must provide for career advancement opportunities (i.e. career ladder position).	<input type="checkbox"/>
Track the recent graduate's required training to ensure that the graduate is on track for program completion prior to conversion.	<input type="checkbox"/>
Review the recent graduate's performance appraisal to ensure that the performance rating is Fully Successful (or equivalent in alternate personnel systems) or higher.	<input type="checkbox"/>

Recent Graduate Checklist

Program Review (cont)

Use this checklist if intern will be converted to a permanent position upon program completion

Management Task	Completed
Notify the recent graduate of the decision to convert him/her to a permanent position.	<input type="checkbox"/>
Initiate the Request for Personnel Action (RPA) and follow the normal Command and CHRA procedures to move forward with the permanent placement.	<input type="checkbox"/>

Use this checklist if the intern will be terminated upon program completion

Management Task	Completed
Contact a Management Employee Relations (MER) specialist at the CPAC to ensure that proper procedures are followed to separate the recent graduate.	<input type="checkbox"/>
Contact the CPAC to review the responsibilities for termination of the recent graduate appointment. (i.e. create and RPA, etc.)	<input type="checkbox"/>
Inform the recent graduate of the decision to not convert him/her to a permanent appointment and provided a specific termination date.	<input type="checkbox"/>