



## Forest Service Pathways Student Hiring Program Fact Sheet for Applicants

### Background

The Pathways Program provides paths to Federal careers for students and recent graduates. The Pathways programs consist of the Internship Program, the Recent Graduate Program, and the Presidential Management Fellows Program. (See <https://www.usajobs.gov/StudentsAndGrads>)

- The Internship Program is designed to provide students with opportunities to explore Federal careers while still in school. It replaces the Student Temporary Experience Program (STEP) and the Student Career Experience Program (SCEP). Students may be hired on a temporary basis for up to one year (NTE Intern) or for an indefinite period (Indefinite Intern).
- The Recent Graduates Program is available to individuals who have completed qualifying degree or certificate programs in the previous two years. Qualified veterans may have an extended application period due to military service obligation (up to six years).
- The Presidential Management Fellows (PMF) Program provides an expanded eligibility window for individuals who have completed an advanced degree within the past two years.

### What do you need to know?

- In approximately February and September, the Forest Service will advertise an agency-wide Pathways job announcement for Internship opportunities, and in June and December for recent graduates using the USAJobs website: <https://www.usajobs.gov/>
- The application period will be brief, so we recommend that you prepare your application materials in advance (see below).
- You will need to complete an application for those positions that match your academic or career goals and for any locations you are willing to work at. During the application process, you will be asked to choose what duty locations you would be willing to accept. The Forest Service has over 700 work locations across the country.
- Orientation, mentoring, and training plans are program requirements.



## Forest Service Pathways Student Hiring Program Fact Sheet for Applicants

### How can you prepare?

- Get familiar with USAJobs. See “How to Apply for a Job on USAJobs” at: [http://www.fs.fed.us/fsjobs/USAJOBS\\_Instructions.pdf](http://www.fs.fed.us/fsjobs/USAJOBS_Instructions.pdf)
- Create an account on USAJobs website. <https://my.usajobs.gov/Account/Account>
- Use the USAJobs tool to create a profile and resume
- Post all relevant documents to your USAJobs account, i.e. current transcripts, degree completion documentation, letters of recommendations, and veterans preference documentation
- Sign-up for e-mail notifications for Forest Service job postings using the “save search” function in your USAJobs profile.
- Subscribe to the Forest Service Jobs Twitter feed @ForestService to receive updates on the Pathways opportunities. We will use the Twitter hashtag: #FSstudentjobs.
- Go to the Forest Service website and decide which locations you would be willing to work at: <http://www.fs.fed.us/maps/products/guide-national-forests09.pdf>
- You can learn more about how to apply for Pathways opportunities on USAJobs through an Office of Personnel Management video on YouTube: <http://www.youtube.com/watch?v=ZQzXYVqBmZg&feature=youtu.be>

**Note:** The Presidential Management Fellows Program (PMF) application process is managed by the Office of Personnel Management (OPM), and most of the information above does not apply to the PMF program. OPM posts PMF opportunities, once a year, usually in the Fall. For information about this process, please go to the PMF website at: [www.pmf.gov](http://www.pmf.gov).

Example Occupations for the National Pathways Postings	
Social Science, Psychology, & Welfare Group Student Trainee	0199
Human Resources Management Group Student Trainee	0299
General Administration, Clerical, and Office Services Group Student Trainee	0399
Natural Resources and Biological Sciences Group Student Trainee	0499
Accounting and Budget Group Student Trainee	0599
Engineering and Architecture Group Student Trainee	0899
Information, Communications, and Arts Group Student Trainee	1099
Business, Contracting, Procurement, and Industry Group Student Trainee	1199
Physical Sciences Group Student Trainee	1399
Education Group Student Trainee	1799
Inspection, Investigation, Enforcement, & Compliance Group Student Trainee	1899
Information Technology Group Student Trainee	2299