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Applicable to: Civilian

The Internship Program is designed for managers and supervisors to hire students currently enrolled in a degree/certificate seeking program to include High School students. Students can also be recruited through Pathways for the Summer Hire Program. The Recent Graduates Program is for recruitment of individuals who completed the educational requirements for an associates, bachelors, masters, professional, doctoral or technical/vocational degree or certificate within the preceding 2 years. This program is used to fill developmental positions.

The fill process is the same for Pathways as it is with most other fill requests. You will utilize a Request of Personnel Action (RPA) and RPA Checklist to initiate recruitment; a Job Announcement will be posted; and you will be issued a referral certificate from which to select a candidate.

Pathways Intern positions are classified as Student Trainee positions within specific occupations. For example, if you are filling a Student Trainee in the engineering field, the position title would be Student Trainee (Engineering). The position title can be more specific, for example Student Trainee (Electronics Engineering). Student Trainees are placed in a series ending in 99 for GS and 01 for WG. For example: If you are filling Pathways Intern position in the engineering field at the GS-4 level, the position would be: Student Trainee (Engineering) GS-0899-04.

Selectees for Pathways Programs will be required to complete and sign a [Participant Agreement](#) with managers and supervisors.