

Human Capital Services Center

Resources

Pathways Master Checklist for Interns

Pathways Internship Program Checklist

This checklist provides a quick reference for both required and recommended steps for completing and succeeding in your Pathways Internship program.

PRIOR TO ARRIVAL:

- Review Pathways Participant Welcome Letter and complete any required paperwork due for new employees before first day. **(Required)**

FIRST TWO WEEKS:

- Schedule a meeting with your supervisor to review Pathways Program requirements and expectations. Set a time to fill out and sign your Participant Agreement. (See further details below) **(Required)**
- Complete the Pathways Orientation. Materials are located on the [Pathways Orientation page](#). This orientation is separate and in addition to your New Employee Orientation. **(Required)**
- Complete the Pathways Participant Agreement. Forms are located on the Pathways orientation page. Together you and your supervisor will review roles and responsibilities, evaluation criteria, program requirements and work assignments. **(Required)**
- Begin research on Individual Development Plans (IDPs) and training opportunities if your appointment is for 90 days or more. The IDP form is located on the Pathways orientation page. **(Required)**

FIRST 45 DAYS:

- Develop your IDP within 45 days of appointment date if you will be an employee for over 120 days. Meet with your supervisor to discuss learning goals and objectives and complete the IDP form. **(Required)**
- Check in with your supervisor prior to mid-term evaluation. Review your Participant Agreement and IDP progress.

FIRST 90 DAYS:

- Complete **Performance Plan** according to VA requirements. **(Required)**

QUARTERLY:

- Update education documents as needed to confirm continued eligibility for program including proof of current enrollment. **(Required)**



MID-TERM:

- Meet with your supervisor for mid-term evaluation based on Performance Plan if term is over 120 days. If you don't have a formal Performance Plan, review initial goals.

ON-GOING:

- Respond to surveys as feedback on PPMO products and services
- Update your IDP as needed. **(Required)**
- Maintain acceptable performance as described in VA's approved performance management system. **(Required)**
- Maintain enrollment in qualified academic institution. **(Required)**
- Remain in good academic standing in accordance with current VA policy and position requirements. **(Required)**
- Keep supervisor or hiring official informed of academic progress, which includes providing copies of class schedules, most recent grade reports or transcripts, and other information requested with respect to eligibility and status as a student-trainee. **(Required)**

PREPARATION FOR CONVERSION (if eligible):

- Proof of U.S. citizenship.
- Meet agency-specific program requirements as specified in the Participant Agreement.
- Successfully complete the academic course of study in qualified academic institution.
- Be converted to the competitive service within 120 days after completing the course of academic study at a qualified educational institution.
- Meet the OPM qualification standards for the position the Intern may be converted to. (Conversion is not guaranteed)
- Maintain acceptable performance as described in VA's approved performance management system.
- Receive a favorable recommendation by an official of the agency.
- Complete a minimum of 640 hours of work experience under the Internship Program as defined in 5 CFR part 362, subpart b. In addition:
 - Agencies may waive up to 320 of the required 640 hours of work for Interns who demonstrate high potential as evidenced by outstanding academic achievement and exceptional job performance.
 - Students working in agencies through third-party intern providers may count up to 320 of the hours they work toward the 640 hour requirement.
 - Time spent under previous Internship Program appointments may count towards required work experience hours.

