

Human Capital Services Center

HCSC RESOURCES

Pathways Master Checklist for PMFs

Pathways PMF Program Checklist

This checklist provides a quick reference to recommended and required steps for completing and succeeding in your Pathways Presidential Management 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:

- A meeting will be scheduled with yourself, your supervisor, and the VA Agency PMF coordinator to review Pathways Program requirements and expectations. You will fill out and sign your Participant Agreement in the CIS module. (See further details below) **(Required)**
- Register on the Consolidated Internship Solution (CIS) using your VA email. A link to the platform is included in your Welcome Letter and on the Office of Human Resources and Administration Pathways pages. During registration you will be asked to verify your supervisor and HR representative so they can be connected to your account. **(Required)**
- Complete the Pathways Orientation. Materials are located in the “Resources” section of the CIS or on the Pathways Onboarding page: <http://www.va.gov/employee/pathways-orientation/>. This orientation is separate and in addition to your New Employee Orientation. **(Required)**
- Complete the Pathways Participant Agreement on the CIS platform within 10 days of onboarding. If you do not have access, ask your supervisor for a temporary fillable form he or she can download from the Tracker. Together you will review roles and responsibilities, evaluation criteria, program requirements and work assignments. Make sure to transfer information to the online form once you have access. **(Required)**
- Begin research on Individual Development Plans (IDPs) and training opportunities. You can utilize the VA IDP form or the OPM Form 1302 IDP and upload the signed copy to the CIS platform.

FIRST 45 DAYS:

- Develop your IDP within 45 days of appointment date. Meet with your supervisor to discuss learning goals and objectives and complete the IDP form to upload in the CIS platform. **(Required)**
- Check in with your supervisor prior to mid-term evaluation. Review your Participant Agreement and IDP progress.

FIRST 90 DAYS:

- Be assigned a mentor who is in a supervisory role and not in the direct chain of command. **(Required)**
- Ensure your mentor information is entered into the CIS platform and their profile is linked and available for the mentor to fill out.
- Meet with your mentor within one week if possible.
- Complete Performance Plan according to VA requirements **(Required)**



MID-TERM:

- Meet with your supervisor for mid-term evaluation based on Performance Plan. **(Required)**

ON-GOING:

- Respond to surveys as feedback on PPMO products and services.
- Update your IDP as needed. **(Required)**
- Complete minimum of 160 of hours of formal, interactive training over two years or 80 hours per year. **(Required)**
- Complete at least one developmental assignment of 4 to 6 months in duration with management and/or technical responsibilities consistent with your position description and IDP. **(Required)**
(Additional short-term rotational opportunities are encouraged but optional.)
- Demonstrate successful job performance under the agency’s approved performance appraisal system and receive a rating of record (or summary rating) of at least Fully Successful or equivalent. **(Required)**

PREPARATION FOR CONVERSION (if eligible):

- Meet agency-specific program requirements as specified in the Participant Agreement.
- Successfully completed at least 2-year of continuous service in addition to all the requirements of the Presidential Management Fellows Program.
- Verify completion in IDP of minimum of 160 hours of formal, interactive training or 80 per year.
- Demonstrate successful job performance under the agency’s approved performance appraisal system and receive a rating of record (or summary rating) of at least Fully Successful or equivalent.
- Meet the OPM qualification standards for the position to which you would be converted.
(Conversion is not guaranteed)
- Receive a favorable recommendation by an official of the agency.
- Obtain Executive Resource Board (ERB) or equivalent certification within 30 days of appointment expiration date (typically 2 year anniversary of appointment).
- Have the following documents ready for review:
 - o All PMF Appointment and Promotion SF-50s
 - o OPM form 1303
 - o PMF Developmental Assignment Agreement, MOU (if applicable), and Evaluation; signed and dated
 - o Conversion Position Description
 - o Appointment Position Description
 - o All Performance Appraisals; signed, dated, and all supporting documentation
 - o All documentation for 160 hours of training, to include spreadsheet outlining all hours
 - o Completed IDP form, signed and dated

