

# Pathways Recent Graduate Program Checklist

This checklist provides a quick reference to recommended and required steps for completing and succeeding in your Pathways Recent Graduate 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)**
- Register on the [VA Pathways Tracker](#) or “Tracker” using your VA email. A link to the Tracker is included in your Welcome Letter, on the Office of Human Resources and Administration Pathways pages or here: <https://vaww.vaco.esp.va.gov/sites/Pathways/SitePages/Main.aspx>. During registration you will be asked to identify 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 Tracker 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 Tracker. 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 when you get access. **(Required)**
- Begin research on Individual Development Plans (IDPs) and training opportunities as you will be filling out a Pathways IDP on the Tracker. Find information on training opportunities on the VA Talent Management System (TMS), and samples on the Tracker.

## 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 online IDP form on the Tracker. **(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 not in the direct chain of command. **(Required)**
- Ensure your mentor information is entered into Pathways Tracker 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 40 of hours of formal, interactive training. **(Required)**
- 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):**

- Proof of U.S. citizenship.
- Meet agency-specific program requirements as specified in the Participant Agreement.
- Successfully completed at least 1-year of continuous service in addition to all the requirements of the Recent Graduates Program.
- Verify completion in IDP of minimum of 40 hours of training.
- 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.
- An agency must make the noncompetitive conversion effective on the date the service requirement is met, or at the end of an agency-approved extension, if applicable.

