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)
- 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. 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 as you will be filling out a Pathways IDP form. You can find information on training opportunities on the VA Talent Management System (TMS) and external sources.

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. (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 the IDP form.
- 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.