

U.S. DEPARTMENT OF STATE



NALP Annual Education Conference
April 1, 2009

TIPS AND TRICKS TO GET YOUR GRADS INTO GOVERNMENT



U.S. DEPARTMENT OF STATE, WASHINGTON, D.C.

Launching Your Career with the Federal Government

The United States Federal Government faces a potentially staggering recruitment challenge, with 60% of its workforce eligible to retire in the next ten years. Exacerbating this problem was the government's realization that its processes and systems for posting vacancies and recruiting candidates were slow, cumbersome, inconsistent, and not user friendly. This created a significant barrier to recruiting highly qualified and talented individuals in a timely manner. Qualified candidates were frequently finding jobs outside the Federal Government as a result of the difficulties experienced with the government's recruitment process. In 2001, President Bush identified Recruitment One-Stop (ROS) as one of his top e-Government initiatives to attract the best and brightest candidates to the Federal workforce, requiring a complete re-engineering of the existing online recruitment system.

The result is the creation of the USAJOBS website: <http://www.usajobs.gov>



U.S. DEPARTMENT OF STATE, WASHINGTON, D.C.

Federal Student Educational Employment Program

- The Student Educational Employment Program provides Federal employment opportunities to students who are enrolled or accepted for enrollment as degree seeking students taking at least a half-time academic, technical, or vocational course load in an accredited high school, technical, vocational, 2 or 4 year college or university, graduate or professional school.
- Students must be at least the minimum age required by Federal, state or local laws and standards governing the employment of minors (typically 16 years old).



Student Temporary Employment Program (STEP)

• Also known as the *Stay in School Program*, the STEP program offers opportunities for high school, college, and graduate school students that range from summer jobs to positions that can last as long as the student is enrolled. These positions typically do not have to be related to the student's academic field of study and are usually positions in clerical or administrative support. The STEP program does not offer conversion to permanent Civil Service status upon graduation from College.



Total participants (2006-2008):

488

Student Career Experience Program (SCEP)

• Also known as the *Cooperative Education Program*, the SCEP Program is an agreement between the student, his or her school, and the State Department, allowing students to give classroom experiences real-life meaning. This component offers students valuable work experience directly related to their academic study. The program provides formal periods of work and study while students are attending school. Students may be eligible for a noncompetitive entrance into the Civil Service after successfully completing their degree program and meeting work requirements of 640 work hours.



Total participants (2006-2008):

373

Benefits for Student Employees

What benefits are provided to students?

- Health and life insurance coverage for Federal employees depends on the type of appointment an employee has and the expectation of substantial employment during the year.
- Students in the Student Temporary Employment program are considered temporary employees and are generally not entitled to these benefits. However, once students have been continuously employed for a year without a break in service exceeding 5 days, they may enroll in the Federal Employee Health Benefits Program, but they would have to pay 100 percent of the premium. There is no provision for temporary employees to become eligible for life insurance coverage.



Benefits for Student Employees

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Students in the Student Career Experience Program are eligible for both health and life insurance coverage as long as they are expected to be employed under this appointment authority for at least one year. Cost of the premiums is split between the employee and the agency.



Student Internship Program

•The Student Internship Program provides college and graduate students with firsthand, entry-level professional experience in a foreign affairs environment.

•It is one of the primary recruitment tools for the Department of State.

•For the third year in a row, *Business Week* has reported that the Department of State is among the top five ideal employers according to an annual poll of undergraduates.



Total applicants (2006-2008):

25,770

Total selected (2006-2008):

4,663

Student Internship Program

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There are two types of internships—

•**Domestic**—about half of the internships are in Washington D.C. A limited number of intern positions are available at Department offices in other large cities in the United States.

•**Overseas**—the remaining internships are at our embassies and consulates abroad. Not all overseas posts are available to participate in the program, and participation may vary from year to year.

Length of Internships—

•Interns usually serve for one semester or quarter during the academic year, or for a minimum of 10 consecutive weeks during the summer; they are expected to work a 40-hour week.



Student Internship Program

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Paid and Unpaid Internships—

- Most internships are **unpaid**.
- If the funds are available, a limited number of **paid** internships are available to students who can demonstrate financial need.
- The decision to award funding is based solely on need and is independent of the bureau (s) to which a student may apply.
- To be considered for a paid internship students must include their Student Aid Report (SAR), along with their Expected Family Contribution (EFC) number in their internship application package. This information is generated from the submission of the FAFSA.



Student Internship Program

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Who is eligible for an internship with the State Department?

- A U.S. Citizen
- A Student. A student is an individual who has been accepted for enrollment, or who is enrolled, as a degree-seeking student in an accredited college or university.
- A full- or part-time continuing college or university junior, senior, or graduate student. An applicant is considered a junior if he/she will have completed all sophomore credits (60 or more semester hours or 90 quarter hours) by the time internship begins and will be entering at the junior year immediately following completion of the internship.
- In good academic standing in an accredited institution.



Application Processing Timetable

Activity in Intern Program	Summer Internship	Fall Internship	Spring Internship
I. Intern Brochure Distributed to Colleges and Universities	August	August	August
II. Application Deadline	November 1	March 1	July 1
III. Selections made by Bureaus; Selectees notified in writing by Intern Coordinator's Office	November-December	May-April	July-August
IV. Non-Selects notified in Writing by Intern Coordinator's Office	December-January	April	August
V. Forms received from selectees to initiate security clearances	January	April	August
VI. Security Clearances Completed. Official Offers of Appointment Made.	March-April	June-July	September-October
VII. Interns Enter on Duty	May-July	September-October	January-February
VIII. Internship Ends	September	December	April



Presidential Management Fellows Program

- Students with an interest in, and commitment to, excellence in the leadership and management of public policies and programs, should consider exploring the possibilities of becoming a Presidential Management Fellow (PMF) at the U.S. Department of State.
- Among federal agencies, the U.S. Department of State is one of the top participants in the PMF Program and possesses one of the most sought-after PMF Programs, with more than 65% of each PMF Finalist class applying for DoS positions each year. Since 1997, the Department has hired over 540 Fellows and the majority of these Fellows have successfully converted into permanent civil service positions. Demonstrating success in both recruitment and retention, the Department's PMF Program continues to channel a stream of exceptional future leaders and managers, whose qualifications align with the Department's workforce needs, to the Civil Service thus enhancing the Department's succession planning objectives.
- More information regarding nomination guidelines, forms and deadlines, can be found at www.pmf.opm.gov.

Total applicants (2006-2008): **987** Total participants (2006- Summer 2008): **140**

Student Programs -The Breakdown-

Student Internship Program

Applicants:	Participants:
Year 2006 (Fall, Spring, Summer) 975, 1344, 6329	Year 2006 -- 1547
Year 2007 (Fall, Spring, Summer) 1182, 1099, 6075	Year 2007 -- 1516
Year 2008 (Fall, Spring, Summer) <u>1308</u> , <u>1133</u> , <u>6325</u>	Year 2008 -- <u>1600</u>
Totals: 3465 3576 18729	Total -- 4663
Total: 25770	

The number of selections for the Internship Program does not consider those who decline the internship offer.

Paid Participants:

Year 2006 -- 289	
Year 2007 -- 252	Total: 796
Year 2008 -- 255	

Overseas Internships:

Year 2006 -- 931	
Year 2007 -- 988	Total: 2809
Year 2008 -- 890	

Student Programs -The Breakdown-

Stay in School

Participants:

Year 2006 -- 101	
Year 2007 -- 158	
Year 2008 -- <u>229</u>	
Total -- 488	

Cooperative Education

Participants:

Year 2006 -- 103	
Year 2007 -- 129	
Year 2008 -- <u>141</u>	
Total -- 373	

Presidential Management Fellows

Applicants:	Participants:
Year 2006 -- 281	Year 2006 -- 59
Year 2007 -- 386	Year 2007 -- 48
Year 2008 -- <u>320</u>	Year 2008 -- <u>33*</u>
Total -- 987	Total -- 140

*PMF hires as of 11/18/08

Thomas R. Pickering Fellowship Program

- The U.S. Department of State Thomas R. Pickering Foreign Affairs Fellowship Program (Undergraduate and Graduate) seeks outstanding students who have an interest in pursuing a Foreign Service career with the U.S. Department of State.
- The Pickering Fellowship program provides funding to students as they are preparing academically and professionally to enter the Foreign Service.
- Undergraduate Fellowships are open to students enrolled in their sophomore year of college at the time of application. Students who will have received their bachelor's degree by June and will be enrolled in their first year of a two-year full-time master's degree program relevant to international affairs for the Fall are eligible for the Graduate Fellowship.

www.woodrow.org/fellowships/index.php



Charles B. Rangel International Affairs Fellowship

- The Charles B. Rangel International Affairs Program is a collaborative effort between Howard University and the U.S. Department of State, seeking to attract outstanding young people with an interest in pursuing a career in the Foreign Service.
- This Program encourages the application of members of minority groups historically underrepresented in the Foreign Service and those with financial need.
- Fellows must obtain graduate degrees in international affairs, or a related subject, such as economics, history, political science, public administration, communications, public policy, business administration, and foreign languages at a graduate or professional school approved by the Rangel Program.

www.howard.edu/rjb/rangelprogram.htm



Career Entry Program (CEP)

- The Department of State established the Career Entry Program (CEP) in 2001 to attract and retain exceptional individuals to the Department in targeted, professional occupations.
- The CEP is a two-year career development program. Positions are in professional and technical career tracks such as:
 - Foreign Affairs
 - Program Analyst
 - Human Resources Specialist
 - Public Affairs Specialist
 - Budget Analyst
 - Contract Specialist
 - Physical Security Specialist
 - Information Technology Specialist

Entry is at the GS-05 or GS-07 grade levels.

Minimum Requirements for the CEP

***Applicants must meet the following minimum requirements:**

1. Have at least a bachelor's degree with either a 3.0 overall cumulative GPA or 3.5 GPA in the last 2 years of their major.
2. Must be a United States citizen.
3. Must have a Social Security Number.
4. Must be able to obtain and maintain a Top Secret Clearance.

CEP Application Procedures

•CEP positions are limited and highly competitive. However, applications are accepted on an on-going basis. **Applicants must submit the following materials in order to receive consideration:**

- Resume and Cover letter, including:
 - Social Security Number
 - Citizenship (must be a U.S. citizen to apply)
 - Position for which you are applying (e.g. Foreign Affairs, Human Resources Specialist)
- You may apply for more than one position, however, a separate application is required for each.
- College Transcript (unofficial copy is acceptable)
- If claiming Veteran's preference, you must submit a DD-214.

**Email applications to: cspapps@state.gov
Attn: Career Entry Program**

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Employment Outlook

- "Highly competitive" and "talented" both describe the current and future employment needs of the federal government. Like the private sector, organizations throughout Government are undergoing streamlining and restructuring to become more efficient and less costly to operate. This means that fewer jobs are available in most industries, including Government.
- However, many Federal agencies are still recruiting for specific occupations where Government needs to provide critical services, maintain its technical expertise, and attract students who demonstrate the skills and abilities the Government needs.



Thank you.

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