

**REVIEW OF PATHWAYS
RECENT GRADUATE PROGRAM**

Agency and Subagency:		MCO or Top Ten:	OPM-Led ___ SAA ___
Organization:		SF-52 or Request Date:	Location:
Selectee:		Title/Series/Grade:	
LAC/Legal Authority:		NOAC/Nature of Action:	Effective Date (s):
Announcement Number:		Opening Date:	Closing Date:
Certificate Number(s):		Date Certificate(s) Issued:	Date Certificate(s) Returned:
# Applied:	# Qualified:	# Referred:	# Selected:
# VP Applied:	# VP Qualified:	# VP Referred:	# VP Selected:
Total # Referred: _____		Total # Selected: _____	
# VP _____	# NV _____	# VP _____	# NV _____

References: [E.O. 13562](#), [5 CFR part 213](#), [5 CFR part 302](#), [5 CFR 362 subparts A and C](#), [Guide to Processing Personnel Actions \(GPPA\)](#)

Instructions: Use this checklist to review Pathways Recent Graduates.

***Note:** A Recent Graduate appointment expires at the end of the agency-prescribed program period (no more than 2 years), plus any agency-approved extension of up to 120 days [[5 CFR 362.301](#)], unless the participant is selected for noncompetitive conversion under [5 CFR 362.305](#)

[Quick Link to "Case File Summary/Comments:"](#)

Y	N	Review Item	Comments
		JOA or ad posted on USAJOBS identifies: <ul style="list-style-type: none"> Position title, series, and grade Geographic location of the position How to apply (may be in the form of a link to the agency's web site) [5 CFR 362.303(a)]	
		Rules regarding the acceptance of applications are applied uniformly to all applicants [5 CFR 302.301]	
		OPM qualification standards are accurately and uniformly applied [5 CFR 362.303(d)]	
		Selectee obtained an associate's, bachelor's, master's, professional, or doctorate degree; vocational or technical degree or certificate (post-secondary)	

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		education equivalent to at least one academic year of full-time study) from a qualifying educational institution (vocational, technical, or trade school; 2 or 4-year college; graduate or professional school; or home school [5 CFR 362.302(a)]	
Y	N	Review Item	Comments
		<p>Eligibility/legal requirements are satisfied:</p> <ul style="list-style-type: none"> • Basic eligibility: Application was received no later than 2 years after the date all academic requirements were completed. Application from a veteran who could not apply during any portion of the 2-year eligibility period due to a military service obligation was received within 2 years from release or discharge from active duty. (Eligibility period may not extend beyond 6 years from the date academic requirements were completed) [5 CFR 362.302(b)(1) & (2)] • Citizenship: Citizenship requirements are met, or Recent Graduate is a lawful permanent resident of the U.S., or otherwise authorized for employment and the agency is authorized to pay alien [5 CFR 362.105(e)] <p>*Note: Must be a U.S. citizen to be converted to term, career, or career-conditional appointments in the competitive service</p> <ul style="list-style-type: none"> • Relatives: Regulations on employment of relatives are met. Employment of relatives is permitted where there is no direct reporting relationship and the relative is not in a position to influence or control the student’s employment. [5 CFR 310; 5 CFR 362.105(f)] 	
		<p>Participant Agreement has been executed and identifies expectations, including:</p> <ul style="list-style-type: none"> • General description of duties • Work schedule • Length of appointment and termination date * • Mentorship opportunities • Training requirements • Performance evaluation procedures • Requirements for continuation and successful completion of the program • Minimum requirements for noncompetitive conversion to competitive service <p>*Note: For Recent Graduates moving from one agency to another with no break in service, time served counts toward</p>	

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		<p>maximum employment period of 2 years (plus up to 120 day agency-approved extension)</p> <p>[5 CFR 362.106, 5 CFR 362.304(d)]</p>	
Y	N	Review Item	Comments
		<p>The position has progressively more responsible duties that provide career advancement opportunities (i.e., career-ladder)</p> <p>[5 CFR 362.303(b)(3)(v)]</p>	
		<p>Veterans' preference is properly adjudicated and pass over procedures, when applicable, are properly followed</p> <p>[5 USC 2108; 5 USC 3309; 5 USC 3318]</p>	
		<p>The agency adheres to grade level restrictions that apply to initial appointments</p> <ul style="list-style-type: none"> • Initial appointment at or below the GS-09 level, or equivalent; or • Initial appointment at or below the GS-11 level for STEM occupations (science, technology, engineering, mathematics), with directly related Ph.D. or equivalent degree; or • Initial appointment at or below the GS-11 level for which the classification and qualification criteria for scientific and professional research positions apply, with directly related master's degree or equivalent graduate degree; or • Initial appointment at or below the GS-12 level for which the classification and qualification criteria for scientific and professional research positions apply, with directly related Ph.D. or equivalent degree <p>[5 CFR 362.303(b)(3)]</p>	
		<p>Order of Consideration is applied correctly when two or more applicants are being considered, and at least one is a preference eligible. Candidates are considered either in Ranked Order (A, B, or C, in order of numerical ranking); Professional Order (professional and scientific positions at GS-9 and above); Unranked Order (numerical scores not assigned); or under a Special Agency Plan. Special rules apply for candidates on Reemployment Lists (RL). Establishment of RLs is optional. [5 CFR 302.304]</p> <p><i>*Note: Agencies may use a Category Rating-Like ranking and selection procedure under a Special Agency Plan, as long as preference eligibles receive as much preference as they otherwise would have. [5 CFR 302.105]</i></p>	
		Ranked Order A:	

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	<p>1. CPS/CPs in numerical order 2. All others in numerical order *Note: (Order A must be used when a Reemployment List (RL) has not been established) [5 CFR 302.304(b)(1)]</p>	
	<p>Ranked Order B: 1. CPS/CPs on the RL in numerical order 2. CPS/CPs not on the RL in numerical order 3. All others on the RL in numerical order 4. All others not on the RL in numerical order [5 CFR 302.304(b)(2)]</p>	
	<p>Ranked Order C: 1. CPS/CPs on the RL in numerical order 2. All others on the RL in numerical order 3. CPS/CPs not on the RL in numerical order 4. All others not on the RL in numerical order [5 CFR 302.304(b)(3)]</p>	
	<p>Professional Order: <i>If numerically ranked:</i> 1. All eligibles on the RL (if any) in numerical order 2. All others not on the RL (or if no RL) in numerical order <i>If not numerically ranked:</i> 1. All preference eligibles on the RL (if any) 2. All others on the RL (if any) 3. All other preference eligibles not on the RL (or if no RL) 4. All other eligibles are not on the RL (or if no RL) *Note: Professional and scientific positions at or above GS-9 [5 CFR 302.304(b)(4)]</p>	
	<p>Unranked Order: <i>(No numerical scores have been assigned)</i> <i>By preference status:</i> 1. CPS/CPs on the RL 2. CPS/CPs not on the RL 3. Other 10 pt. preference eligibles on the RL 4. Other 10 pt. preference eligibles not on the RL 5. 5 pt. preference eligibles on the RL 6. 5 pt. preference eligibles not on the RL 7. 0 pt. preference eligibles on the RL 8. 0 pt. preference eligibles not on the RL 9. Non-preference eligibles on the RL 10. Non-preference eligibles not on the RL [5 CFR 302.304(b)(5)]</p>	
	<p><i>By Reemployment List (RL) status:</i> 1. CPS/CPs on the RL 2. Other 10 pt. preference eligibles on the RL</p>	

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		<p>3. 5 pt. preference eligibles on the RL 4. 0 pt. preference eligibles on the RL 5. Non-preference eligibles on the RL 6. CPS/CPs not on the RL 7. Other 10 pt. preference eligibles not on the RL 8. 5 pt. preference eligibles not on the RL 9. 0 pt. preference eligibles not on the RL 10. Non-preference eligibles not on the RL [5 CFR 302.304 (b)(5)(ii)]</p>	
		Veterans' preference is properly adjudicated and passover procedures, when applicable, are properly followed. [5 USC 2108; 5 USC 3309; 5 USC 3318]	
		Selection is proper and in accordance with provisions of 5 CFR 302 subpart D .	
Y	N	Review Item	Comments
		The selection is proper and in accordance with provisions of 5 CFR 302, subpart D	
		The Recent Graduate is assigned a mentor, within 90 days of appointment, who is an employee outside the Recent Graduate's chain of command. [5 CFR 362.301(b)]	
		The Recent Graduate is given a supervisor approved IDP within 45 days of appointment [5 CFR 362.301(c)]	
		The Recent Graduate is provided at least 40 hours of formal interactive training per year related to IDP goals (not including mandatory training such as IT security or ethics training) [5 CFR 362.301(d)]	
		Appointment of a Recent Graduate moving between agencies is made without a break in service (separation; appointment in). Time served under the previous agency's Recent Graduate Program is credited toward the program requirements for noncompetitive conversion eligibility to the competitive service. [5 CFR 362.304(b)&(c)]	
NOTIFICATION OF PERSONNEL ACTION(S) - Guide to Processing Personnel Actions			
Y	N	Review Item	Comments
<i>Codes and authorities on SF 50 are correct:</i>			
		NOA/C: 170 Exc Appt or 570 Conv to Exc Appt (if on agency's roles)	
		LAC: YEB LA: Sch D, 5 CFR 213.3402(b)	
		Veterans' preference	

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	Tenure group is 2 [5 CFR 362.306(a)]	
	Covered by FEGLI unless waived [5 CFR 870.301]	
	Eligible to enroll for health benefits [5 CFR 890.102]	
	Covered by FERS [5 CFR 842.103]	
<i>Remarks entered on SF 50 are correct:</i>		
	Appointment affidavit executed (date)	
	Creditable military service	
	Previous retirement coverage	
	The duration of a Pathways appointment under Schedule D is a trial period	
	The employee is informed in advance of the condition of appointment under the Pathways Program (<i>only if an employee is currently employed under a non-temporary appointment in competitive service</i>)	
	Appointment cannot exceed 2 years, plus any agency-approved extension of no more than 120 days. Upon satisfactory completion of the program, you may be noncompetitively converted to a permanent appointment. If your performance is not satisfactory or if you fail to satisfactorily complete this program employment will be terminated.	
<i>Forms filed chronologically on the right (long-term) side of OPF:</i>		
	Application/resume for Federal employment	
	Official school transcripts and other documentation verifying qualification	
	SF 61 (Appointment Affidavit), unless action is a conversion	
	OF 306 (Declaration for Federal Employment)	
	SF 50 (Notification of Personnel Action)	
<i>When applicable:</i>		
	SF 144 (Statement of Prior Federal Service)	
	DD 214 (Certificate of Release or Discharge from Active Duty)	
	SF 15 (Application for 10-Point Veteran Preference)	
	VA letter or active service retirement orders certifying service-connected disability (with no medical information or properly sanitized)	
	Health and life insurance forms	
	Certification of Investigation Notice (filed based on agency procedures)	
	Retirement forms	
	Selective Service certification (males born after 12-31-59)	

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		<p>Upon noncompetitive conversion to a position in competitive service, the Recent Graduate meets applicable requirements:</p> <ul style="list-style-type: none"> • Is a U.S. citizen • Successfully completes at least 1-year of continuous service, in addition to all the requirements of the Recent Graduates Program • Demonstrates successful job performance consistent with the performance appraisal program (at least a Fully Successful rating) • First- level supervisor recommends conversion • Meets OPM qualification standard for the position to which converted <p>[5 CFR 362.305(a)]</p>	
		<p>Noncompetitive conversion to a career-conditional, career, or term appointment is effective on the date the service requirement is met, or at the end of the agency-approved extension, if applicable.</p> <p>[5 CFR 362.305(b)]</p>	
		<p>Time spent on the Recent Graduate appointment is credited toward completion of the probationary period (probationary period is considered completed upon conversion)</p> <p>[5 CFR 315.802]</p>	
		<p>Time spent under the Recent Graduate Program counts towards career tenure when non-competitively converted to a permanent position in the competitive service upon completion of the program, with or without an intervening term appointment, and without a break in service of one day.</p> <p>[5 CFR 362.107(e)]</p>	
Y	N	Review Item	Comments
		<p>If the Recent Graduate served under a previous agency's Recent Graduate Program and moved to the current agency without a break in service, time served under the previous agency's Recent Graduates Program is credited toward the program requirements for noncompetitive conversion eligibility to the competitive service. The Recent Graduate does not begin a new employment period, regardless of any change in position series.</p> <p>[5 CFR 362.304(d)]</p>	
		<p>If a Recent Graduate, who held a career-conditional or career appointment in an agency immediately before entering the program, fails to complete the program</p>	

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		for reasons unrelated to misconduct, poor performance, or suitability, s/he may be placed in a permanent competitive service position at the discretion of the employing agency [5 CFR 362.306(b)(2)]	
Case File Summary/Comments			

Reviewer/Title: _____ **Date:** _____