



OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

6/15/2018

Where and How to Apply for Pathways Internships

Modified from USAJOBS Source: <https://www.usajobs.gov/Help/faq/application/process/>

Where can you find BIA Internship jobs?

All BIA Intern Job Opportunities are Posted on the **USAJOBS** website at: <https://www.usajobs.gov/Search/Results?hp=student>

Click on the above link and it will take you to the USAJOBS website to search for student job opportunities. Then on the right side, **NARROW** your search by selecting Department then Agency as follows:

The image shows two screenshots of the USAJOBS search filters. The first screenshot shows the 'Department & Agency' filter expanded to show 'Department' and 'Agency' tabs. Under the 'Department' tab, 'Department of the Interior' is selected with a blue checkmark. A red arrow points to the right, where the second screenshot shows the 'Department & Agency' filter expanded to show 'Department' and 'Agency' tabs. Under the 'Agency' tab, 'Interior, Bureau of Indian Affairs' is selected with a blue checkmark.

When are these jobs posted?

The Pathways Internship Program normally posts internship job opportunities in November of each year. However, as positions become available we will post at any given time. **This is why it's important to create a USAJOBS login.gov account and request email notifications when a job opens.**

What is login.gov and why do I have to create an account?

The login.gov is a service that offers secure and private online access to government programs, such as federal benefits, services and applications. With a login.gov account, you can sign into multiple government websites with the same email address and password.

Why is USAJOBS using login.gov?

The login.gov uses two-factor authentication, and stronger passwords, that meet new National Institute of Standards of Technology requirements for secure validation and verification. By using login.gov, you'll get an extra layer of security to help protect your USAJOBS profile against password compromises.

What do I need to do to get one?

You need to create a login.gov account, if you don't already have one. Your old USAJOBS username and password won't work anymore. You'll need to:

1. Create a login.gov account - you only need to do this once.
2. Enter an email address during the account set up - use the same email address you use for USAJOBS (your primary or secondary email address).
3. Create a new password.
4. Have a working phone number (mobile or landline) near you - login.gov will send you a security code.
5. Finish setting up your login.gov account.

Once you've finished setting up your login.gov account, you'll go back to USAJOBS to finish the application process. **Double check** your USAJOBS Profile to make sure all of your information is accurate.

You need to use your login.gov email address, password and security code every time you want to sign into USAJOBS.

What if I already have a login.gov account?

If you already have a login.gov account, you don't need to create a second one. Use your existing login.gov email address and password, plus the security code to sign into USAJOBS.

For more information visit: <https://www.usajobs.gov/Help/faq/account/login-gov/>



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APPLYING FOR AN PATHWAYS INTERNSHIP JOB VACANCY

1. Create an account with login.gov

First, you need to create an account with login.gov.

2. Create a USAJOBS profile

Once you have a login.gov account, you need to create a profile on USAJOBS to apply to any job. With a USAJOBS profile you can:

- Apply to any job on USAJOBS.
- Save jobs you're interested in.
- **Save and automate job searches (set-up internship job vacancy notifications).**
- Upload and save resumes or create one using our resume builder.
- Upload and save required documents.

3. Search for jobs

Start your job search by typing in a keyword or location. Use the search filters to narrow your results by Department and Agency.

Students: <https://www.usajobs.gov/Search/Results?hp=student>

Job Titles include:

- Student Trainee (Forestry)
- Student Trainee (Fire)
- Student Trainee (Rangeland)
- Student Trainee (Engineering/Architect)
- Student Trainee (Realty)
- Student Trainee (Cartography)
- Student Trainee (Legal Instruments)
- Student Trainee (Water and Power)



Save your search

You can save a search, which will save you time the next time you visit USAJOBS. When you save a search, we'll automatically look for jobs that match what you're looking for and email you, daily, weekly or monthly with those jobs. Learn how to save a search.

4. Print and review each section of the job announcement!

If you find a job you're interested in, read the entire announcement to make sure you're eligible and you meet the qualifications. For each job there are specific qualifications –your application must show how you meet the required qualifications.

1. Read the **Requirements** sections “Qualifications” and “Education” to see if you meet the job’s qualifications. Understand the job announcement.
2. Read the **Clarification from the agency** section to the right for further eligibility details (not all job announcements will include this information).
3. Read the **Required Documents** sections (If you do not upload (provide) copies of any of these documents, you will be rate ineligible.)
4. Contact the agency representative if you have questions. The contact information is listed below the How to apply section of the job announcement.

5. Prepare your application in USAJOBS

Read the *How to Apply* section of the job announcement before starting your application. Click Apply to [start your application](#)—we'll walk you through a five-step process where you'll attach a resume and any required documents.

During the application process you can *review, edit, delete and update* your information. USAJOBS automatically saves your progress as you go, so you won't lose any changes. [Learn how to create an application.](#)



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6. Submit application to agency

When your application is ready in USAJOBS, we'll send you to the agency application system where you can submit your application.

- **Before you submit**, you will need to complete the following BIA **Required** steps/documents below.
- After you submit your application, go back to the Application section of your USAJOBS account and make sure the hiring agency received your application. Your application status will say Received if the application went through.
- You can [always check the status of your application](#) in your USAJOBS profile.

REQUIRED STEPS/DOCUMENTS

1. Resume which details work experience including dates worked (mm/yy-mm/yy), position title, grade (if federal service), and hours worked per week.
 - Make sure you provide a good EMAIL address and TELEPHONE contact number
 - [Student and Recent Grad Resume and Interview Tips](#)
 - [Example Resume for BIA Pathways Interns](#)
 - [BIA Guide to Creating a Recent Graduate Federal Resume](#)
2. Complete the On-line Assessment Questionnaire – look for a preview of the questions under the Required documents section.
 - Answering eligibility questions.
 - Providing more educational information
 - Completing an occupational questionnaire
3. Transcripts or Other Proof
 - Upload copies of your Transcripts (if using education to qualify) - Unofficial transcripts are acceptable; however, an official transcript may be requested at a later time.
 - **If this is your first year of college or you do not have a transcript**, you must upload your enrollment course schedule or plan, registration of current course work, or letter of acceptance that is on college or university official letterhead.
4. Upload a copy of your BIA Form 4432 (if claiming Indian preference)
 - [Form BIA-4432](#) Exp Date: 03/31/2021
 - [Understanding Form BIA-4432](#)
5. Veteran's documentation

PLEASE Double Check the Document(s) you are Uploading!

Even after you have uploaded a document, still open the attachment to VERIFY:

- 1) Did it upload correctly? (Sometimes documents may error during the upload process)
- 2) Did you upload the correct file? (It's common applicants inadvertently **mislabeled** documents),
- 3) Scanned image is not clear or is blank, and
- 4) You might have uploaded an older version of your transcripts, etc.

BEFORE THE VACANCY CLOSES: You can still upload required documents and **RESUBMIT** your application or if you realize you did not answer an online questionnaire question correctly, you can change your answer.

How long will it take to receive an updated status from USAJOBS?

It may take a few hours, after you submit your application, for the agency to update your application status. You may also receive an email confirmation from the agency application system, but not all agencies send email confirmations.

DON'T FORGET TO PRINT A COPY OF YOUR USAJOBS VACANCY ANNOUNCEMENT!



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APPLICATION REVIEW AND HIRING PROCESS

1. Human Resources Office (HRO) reviews application

The Human Resources Office (HRO) will start reviewing applications once the job announcement closes. The HRO will review your application to make sure you're eligible and meet the job qualifications and you will receive an email notice telling you whether you were found eligible and if ineligible (not referred), why.

2. The HRO will send the Pathways Program Hiring officials a Certificate of Eligibles

After the HRO reviews all applications, they will send a list of qualified applicants to the Pathways hiring official—these applicants will see a **Referred** status in their application status. All other applicants (not being considered) will see a **Not Referred** status.

3. Pathways Program Officials will conduct outreach interviews.

The Pathways Program hiring official will review the "highest qualified" applications and select applicants to interview based on agency policy. The hiring agency will contact applicants directly to schedule interviews to discuss the student's career and educational goals, work assignment interests, program requirements, etc.

How long will it take to schedule an interview?

It may take some time to schedule interviews, depending on the number of people being interviewed.

4. Agency selects candidate

After the Pathways Program completes all of the inquiries/interviews, they will select the candidate(s) and contact them to start the job offer process. For those not selected, the hiring agency will update their application status to Not Selected.

5. Job offer

The HRO hiring agency will extend a tentative job offer. Once this offer is accepted the HRO will also start the background investigation. The agency may require additional security checks for jobs that need a higher-level clearance.

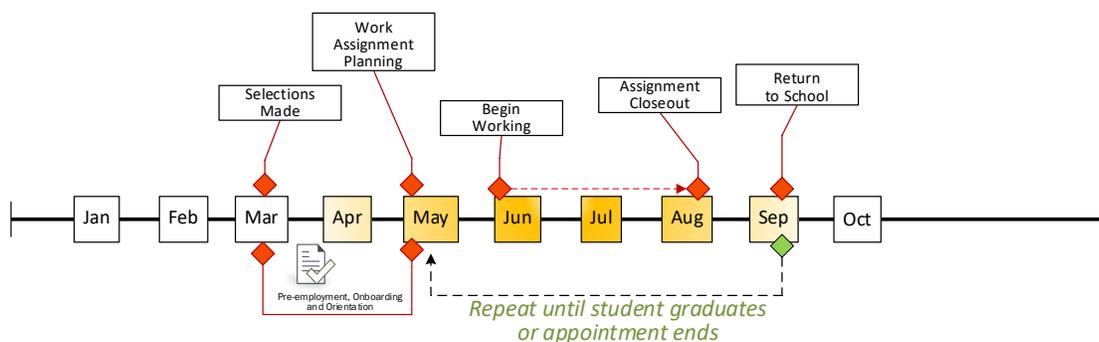
The Pathways Program will send the student via email a Welcome Letter packet with instructions and pre-employment forms to complete and return.

6. When is the job offer final?

The job offer is final when the agency successfully completes the background investigation and any additional security checks. The hiring agency will contact the candidate(s) directly to set up a start date.

7. What is the timeline should I hired?

The student placement timeline shown below is typical and applies to summer work assignments. Students will be placed on LWOP (leave without pay) during the school year or when they are completing their educational requirements, and will be repeated until they graduate (complete the Program) or appointment ends.





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PATHWAYS INTERNSHIP PROGRAM ELIGIBILITY REQUIREMENTS

The following eligibility requirements must be maintained throughout the duration of the internship appointment:

- Students must be accepted for enrollment or enrolled and seeking a degree (diploma, certificate, etc.) in a qualifying educational institution, on a full or half-time basis. Because internship varies; please refer to the job vacancy announcement on USAJOBS for positions qualifications and requirements.
- Be at least 18 years of age
- Full-time enrollment (12 credits or more)
- Cumulative GPA of 2.0 or higher
- Maintain a valid Pathways Program Participant Agreement
- Enrolled in an accredited college or university seeking a bachelor's degree in program related area
- Able to complete at least 640 hours of work experience in accordance with 5 CFR 362
- Some positions may also require a medical exam, drug testing, and a valid driver license and specific education certification or degree requirements
- Failure to meet any of these requirements will disqualify you for employment.
- Travel may be required for summer rotational assignments and other developmental activities.

Basic educational qualification requirements include:

-For the GS-2 grade level: Completion of high school or GED diploma.

-For the GS-3 grade level: Completion of 1 academic year of post-high school study.

-For the GS-4 grade level: Completion of 2 academic years of post-high school study or associate's degree.