

Host Office FAQs



Updated: 03/08/2024

INFORMATION FOR FUTURE AND CURRENT HOSTS

OVERVIEW

The **BIA Pathways Programs** connect college students and recent graduates to paid federal and Tribal internships across the country, allowing agencies to train, recruit, and hire new and qualified talent. With meaningful projects, rotational assignments, and non-competitive hiring opportunities, Pathways prepares students and recent graduates for impactful careers in public service and offers a direct pipeline to employment with federal agencies or Tribes.

WHAT EXPENSES DOES PATHWAYS COVER?

- Student Trainee Salaries, including pre-approved Overtime
- Student Trainee official TDY Travel Costs
- Student Trainee Conference and Training Registration Fees
- Student Trainee Laptops and Basic Office Equipment
- As funding allows, Firefighting & Forestry Gear

WHAT IS HANDLED BY PATHWAYS STAFF?

- Student Trainee QuickTime Timekeeping and Leave Requests
- Student Trainee Concur Travel Requests
- Student Trainee DOI Talent Training Schedules
- Student Trainee Paper EPAPs / Performance Paperwork

WHAT ARE THE CONVERSION REQUIREMENTS?

- Provide Updated Organization Chart that shows the conversion position
- Provide Valid PD (no older than 5 years)
- Provide Supervisor information / Office information
- Ensure information is available for 120-day conversion deadline

CONVERSIONS

If successful, participants in each program may be eligible for a non-competitive conversion to a permanent federal position. As such, agencies who utilize these programs can attract and cultivate new talent while also streamlining the hiring process to respond to their most pressing workforce needs.

FINANCIAL & ADMIN SUPPORT

Every Student Trainee is assigned to an individual **Pathways Program Specialist** who will be the main point of contact between the hosting office and the Pathways Program. Below is a small summary of what we offer:

- Complete administrative functions for the Student Trainee (timekeeping, paperwork, etc.)
- Advocate for student needs and ensure students are work-ready prior to arriving onsite
- Coordinate Travel, Housing, Payroll, Equipment Requests, and Trainings
- Support host supervisors in planning internships and connecting with candidates
- Support host supervisors in anticipating and resolving possible performance issues
- Monitor Student Trainee academic and work performance, reporting trends to Manager

STUDENT CONVERSION REQUIREMENTS

A Student Trainee can automatically convert to a full-time federal job after graduation if they:

- Complete their academic program
- Have at least a 2.0 cumulative GPA
- Accrued at least 640 internship hours (up to 320 hours can be waived)
- Received a "Fully Successful" performance rating or above
- Meet specific position qualification requirements for the job they want
- Be willing to relocate if necessary

