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Please work with your servicing HR Specialist to develop an Outreach Notice. The HR Specialist will need to review this notice prior to it being sent out to the University POC or Organization. Resumes or personal information cannot be collected during the outreach process.

OUTREACH NOTICE

PATHWAYS RECENT GRADUATE

Insert Position Title
GS-0XXX-XX

The purpose of this outreach notice is to notify eligible candidates of upcoming opportunities.

The United States Geological Survey (USGS), XXXXXXXXXXXXXXXX Center will soon be filling an entry level Recent Graduate {Insert Position Title} position at the GS-0XXX-XX level, with a starting salary of XXXXX.

(Modify to fit needs) We are interested in recruiting recent graduates with a 4 year degree in Accounting, Finance, Business Management or related fields. We are looking for students who have taken some coursework or experience using spreadsheet software, interpret balance sheets and communicate financial information.

This position will be **open to Recent Graduates** who meet all the requirements of the program. Details about the Recent Graduate Program can be found below. This paid internship is located at the **Denver Federal Center, located at 6th Avenue and Kipling in Denver CO.**

About The Position

{List Major Duties}

Work Schedule: Full Time

Desirable skills and knowledge include:

- Ability to communicate financial information
- Utilize spreadsheet software such as excel
- Skill in interpreting balance sheets

To learn about the USGS: www.usgs.gov

The Recent Graduate Program

The Recent Graduates Program affords developmental experiences in the Federal Government intended to promote possible careers in the civil service to individuals who have recently graduated from qualifying educational institutions or programs. Successful applicants are placed in a dynamic, 1 year career

developmental program with the potential to lead to a civil service career in the Federal Government. Here are some key provisions of the Recent Graduates Program.

Eligibility

- Recent graduates who have completed, within the previous two years, a qualifying associates, bachelors, masters, professional, doctorate, vocational or technical degree or certificate from a qualifying educational institution.
- Veterans unable to apply within two years of receiving their degree, due to military service obligation, have as much as six years after degree completion to apply.

Recent graduates may be converted to a permanent position (or, in some limited circumstances, a term appointment lasting 1-4 years). Check the vacancy for details about eligibility for conversion.

Please view link below for additional information and fact sheet about OPM's Recent Graduate Program. <http://www.opm.gov/policy-data-oversight/hiring-authorities/students-recent-graduates/#url=graduates>

How to Apply:

Individuals will need to apply on USAJOBS to receive consideration. USAJOBS website: www.usajobs.gov . This outreach notice does not constitute an application.

Check appropriate option: **(Remove options that do not apply)**

- For more information about this position, contact (Hiring Office POC) at XXX-XXX-XXXX or e-mail: XXX@usgs.gov.

and/or

- USAJOBS announcement is tentatively scheduled to open by **(Insert Open Date) Include the following statement if using an application limit: This vacancy has an application limit of XX. The vacancy will close on midnight eastern standard time on the day the application limit is reached.) (NOTE: THIS REQUIRES COORDINATION WITH YOUR HR SPECIALIST)**

and/or

- If you are interested in this position, please send an e-mail to **(hiring office POC)** and submit the following information: 1) Name and Contact Info including email address and telephone number, degree major and a short paragraph of why you are interested in this opportunity. This information will be used to notify you of this job opportunity. Please send an email to **(hiring office POC)** no later than XXXX XX, 2015 to get notification. This is a courtesy notification only and will not be used as part of your application. In order to receive consideration for the position, applicants **MUST** apply to the job announcement when it is open in USAJOBS. See below for information on how to register on USAJOBS.

What can you do in advance to prepare for this job opening?

Get familiar with USAJobs. <https://www.usajobs.gov>

Create an account on USAJobs website. <https://my.usajobs.gov/Account/Account>

Use the USAJobs tool to create a profile and resume.

Post all relevant documents to your USAJobs account, i.e. proof of degree completion such as unofficial transcripts showing degree awarded or a letter from the school stating degree requirements have been completed and veterans' preference documentation. Please note that you will be disqualified and/or not receive veterans' preference if documentation is not provided.

Sign-up for e-mail notifications for USGS job postings using the “save search” function in your USAJobs profile.

You can learn more about how to apply for Pathways opportunities on USAJobs through an Office of Personnel Management video on YouTube:

<http://www.youtube.com/watch?v=ZQzXYVqBmZg&feature=youtu.be>

The USGS is an equal opportunity employer.

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