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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

Student Trainee (XXXXXX)
GS-XX99-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 a Student Trainee (XXXXXX) position at the GS-XX99-XX level, with a starting salary of XXXXX.

(Modify to fit needs) We are interested in recruiting students who are in their second year of college with majors 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 current eligible students** who meet all the requirements of the Internship Program. Details about the Internship 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: Part-Time 20 hours a week during school year/Full – Time during summer and breaks *{modify to fit needs of the organization}*

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 Internship Program

The Internship Program is designed to provide students enrolled in a wide variety of educational institutions, from high school to graduate level, with opportunities to work in agencies and explore Federal careers while still in school and getting paid for the work performed.

Eligibility

- Must be enrolled or accepted for enrollment as a degree (diploma, certificate, etc.) seeking student.
- Enrolled as at least a half-time student (or students who have been accepted for enrollment) in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school.
- Must have a satisfactory academic record, 2.0 or better cumulative grade point average.

In order to continue under the Pathways Internship Program, students must continue to meet these eligibility requirements throughout the duration of their appointment.

Internship may lead to permanent employment. Details about eligibility will be posted in the vacancy announcement in USAJOBS.

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

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 expected graduation date 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. unofficial transcripts showing current enrollment and/or transcripts showing degree awarded 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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