



Workload Assistance...

Student Hiring Programs to the Rescue!!

Spring and summer are busy field seasons in the U.S. Fish and Wildlife Service (FWS). Many times staff need help getting all of the work done. That's why we are encouraging FWS managers to consider hiring a student through the Student Temporary Employment Program (STEP), and/or the Student Career Experience Program (SCEP).

The STEP provides maximum flexibility to both students and FWS managers because the nature of the work does not have to be related to the student's academic or career goals. The SCEP, however, provides work experience which is directly related to the student's academic program and career goals. Although SCEP students can be hired during the summer, they should not be considered "summer hires" because they hold developmental trainee positions in the administrative and professional series. Therefore, SCEP students can be noncompetitively converted to term, career or career-conditional appointments following completion of their academic and work experience requirements.

The SCEP and STEP also benefits both FWS managers and students in other ways. Specifically, FWS managers can discover first-hand the abilities of a potential employee. In the case of SCEP, FWS can bring well educated graduates into their workforce while at the same time give managers the ability to evaluate the student's

performance in real work situations. Students, on the other hand, can avail themselves of such flexibilities as year round employment and flexible work schedules and assignments. Students in the SCEP gain exposure to public service while enhancing their educational goals and shaping their career choices.

FWS managers may consider utilizing the SEEO authority for several reasons. Even in an era of downsizing, there is a continuing need to recruit and develop talented employees to support our mission, ensure that FWS can continue to meet its professional, technical, and administrative needs, and achieve a quality and diverse workforce. Appointments made under the SEEP authority can help FWS meet these needs.

For more information, managers should consult with the office responsible for the SCEP and STEP within their particular Region (the Division of Human Capital, Branch of Human Resources, or the Branch of Diversity and Civil Rights). The Federal regulations can be found at <http://www.opm.gov/employ/students>.

For onger-term assistance, we encourage FWS managers to consider hiring students through the Federal Career Intern Program (FCIP).

The Federal Career Intern Program can assist FWS managers recruit, attract, and retain any qualified candidate, and recently graduated or about-to-graduate student, into a variety of occupations. The program is intended for positions at grade levels GS-5, 7, and 9. In general, individuals are appointed to a 2-year internship. Upon successful completion of the internships, the interns may be eligible for



permanent placement within FWS. The program can also help managers with succession planning. Merit System Principles and Veterans' Preference applies and individuals must comply with OPM qualification requirements, including citizenship and suitability. Public notice and time-in-grade is not required by OPM. For additional information, managers should consult with the office responsible for the FCIP within their particular Region (usually the Division of Human Resources).

Managers can also consider hiring through the Workforce Recruitment Program (WRP). The WRP is a recruitment and referral program that connects federal sector employers nationwide with highly motivated postsecondary students

with disabilities who are eager to prove their abilities in the workplace through summer jobs. This program allows agencies to recruit and select disabled students and appoint them non-competitively.

Whether you are interested in providing high school or college employment, we can provide you with a list of qualified students in any of the aforementioned programs. If your budget is a constraint, please consider hiring a STEP high school student for the summer who will probably not qualify for more than a GS-1, 2, or 3 positions.

Helping you find solutions, another way the FWS is ***Your Employer of Choice!***