

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
RECENT GRADUATES PROGRAM PARTICIPANT AGREEMENT



This is a Recent Graduates Program Participant Agreement between Coast Guard and the Recent Graduate identified below. The purpose of the Recent Graduates Program is to provide developmental experiences to eligible Recent Graduates with the potential to lead to careers in the Federal Government. The Recent Graduates Program Participant Agreement is consistent with guidance contained in the Federal Regulations (Title 5 CFR Part 362), DHS policies and standard operating procedures.

Appointee's Full Name

Appointing Agency/Sub-Agency

Appointment Date(s)

Work Schedule

Entrance on Duty (EOD) Date
(MM/DD/YYYY): _____

Program NTE (MM/DD/YYYY): _____

Monday: _____ Thursday: _____

Tuesday: _____ Friday: _____

Wednesday: _____

Position Title, Series and Grade

Pay

Recent Graduate's Responsibilities

Hiring Official's/Supervisor's Responsibilities

- Adhere to the Recent Graduates Program requirements
- Adhere to an established work schedule
- Perform, successfully, the assigned duties listed in your position description
- Participate in DHS training classes or programs
- Create an Individual Development Plan (IDP) with assistance from your manager.
 - IDP must include at least 40 hours of formal interactive training
 - IDP must be completed within 45 days of your date of EOD
 - IDP must be updated quarterly
- Select a mentor within 90 days of your EOD. Your manager will assist you.
- Attend regularly scheduled meetings with mentor
- Understands failing to meet performance or program requirements could lead to termination

- Complete Participant Agreement with each recent graduate
- Provide information on the Recent Graduates Program requirements
- Establish a mutually agreeable work schedule
- Identify performance goals and evaluation criteria
- Help Recent Graduate create an IDP, which must be completed 45 days from EOD
- Assist Recent Graduate with the selection of a mentor within 90 days of EOD
 - Mentor must be at an appropriate level outside of the Recent Graduate's chain of command
- Provide information on any special training requirements
 - Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year
- Supervise daily work activities
- Identify the eligibility requirements for conversion, if the position offers non-competitive conversion to the competitive service, and ensure the Recent Graduate is converted at the end of the Program

Work Assignments *(Enter brief description of duties or attach a position description)*

Privacy Act Statement

Authority: Executive Order 13562, Recruiting and Hiring Students and Recent Graduates and 5 CFR 362.106, Participant Agreement.

Purpose: Clearly identifies the expectations of each Pathways Participant.

Routine Uses: U.S. Coast Guard Human Resources personnel will use this information to render fair and equitable determinations for Pathways Programs Participants. The data collected from these agreements will be used in the production of reports. This information may be shared in response to a request for discovery or for appearance of a witness, information that is relevant to the subject matter involved in a pending judicial or administrative proceeding.

Disclosure: Recent graduate participants are required to provide this information in order to participate in the Pathways Programs.

Recent Graduates Program Requirements *(Enter requirements for continuation and successful completion of Program)*

Recent Graduates Training Requirements *(Identify any special training requirements)*

Mentoring *(Enter instructions on process to select Mentor)*

Evaluation Procedures *(Summarize elements on which the Recent Graduate's performance appraisal will be based)*

Minimum Eligibility Requirements for Non-competitive Conversion *(if any this position offers non-competitive conversion, enter any agency-specific requirements)*

To be eligible for conversion to the competitive service, the Recent Graduate must:

- Be a U.S. citizen.
- Successfully complete all Recent Graduates Program requirements.
- Meet the OPM Qualification Standard for the position to which the Recent Graduate may be converted to.
- Maintain acceptable performance under the agency's approved performance management system.
- Receive favorable recommendation for conversion from supervisor.
- Complete **at least 40 hours of formal, interactive training.**

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion.

Component Specific Requirements

SIGNATURES

Recent Graduate

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Hiring Official/Supervisor

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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Pathways Programs Coordinator

<i>Print Name</i>	<i>Signature</i>	<i>Date</i>
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