

# Human Capital Services Center

Resources

Pathways Master Checklist for Recent Grads

## Pathways Recent Graduate Program Checklist

This checklist provides a quick reference to recommended and required steps for completing and succeeding in your Pathways Recent Graduate program.

### PRIOR TO ARRIVAL:

- Review Pathways Participant Welcome Letter and complete any required paperwork due for new employees before first day. **(Required)**

### FIRST TWO WEEKS:

- Schedule a meeting with your supervisor to review Pathways Program requirements and expectations. Set a time to fill out and sign your Participant Agreement. (See further details below) **(Required)**
- Complete the Pathways Orientation. Materials are located on the [Pathways Orientation page](#). This orientation is separate and in addition to your New Employee Orientation. (Required)
- Complete the Pathways Participant Agreement. Together, you and your supervisor will review roles and responsibilities, evaluation criteria, program requirements and work assignments. **(Required)**
- Begin research on Individual Development Plans (IDPs) and training opportunities as you will be filling out a Pathways IDP form. You can find information on training opportunities on the VA Talent Management System (TMS) and external sources.

### FIRST 45 DAYS:

- Develop your IDP within 45 days of appointment date. Meet with your supervisor to discuss learning goals and objectives and complete the online IDP form. **(Required)**
- Check in with your supervisor prior to mid-term evaluation. Review your Participant Agreement and IDP progress.

### FIRST 90 DAYS:

- Be assigned a mentor who is not in the direct chain of command. **(Required)**
- Ensure your mentor information is entered into the IDP form.
- Meet with your mentor within one week if possible.
- Complete Performance Plan according to VA requirements. **(Required)**



**MID-TERM:**

- Meet with your supervisor for mid-term evaluation based on Performance Plan. **(Required)**

**ON-GOING:**

- Respond to surveys as feedback on PPMO products and services.
- Update your IDP as needed. **(Required)**
- Complete minimum of 40 of hours of formal, interactive training. **(Required)**
- Demonstrate successful job performance under the agency’s approved performance appraisal system and receive a rating of record (or summary rating) of at least Fully Successful or equivalent. **(Required)**

**PREPARATION FOR CONVERSION (if eligible):**

- Proof of U.S. citizenship.
- Meet agency-specific program requirements as specified in the Participant Agreement.
- Successfully completed at least 1-year of continuous service in addition to all the requirements of the Recent Graduates Program.
- Verify completion in IDP of minimum of 40 hours of training.
- Demonstrate successful job performance under the agency’s approved performance appraisal system and receive a rating of record (or summary rating) of at least Fully Successful or equivalent.
- Meet the OPM qualification standards for the position to which you would be converted. (Conversion is not guaranteed)
- Receive a favorable recommendation by an official of the agency.
- An agency must make the noncompetitive conversion effective on the date the service requirement is met, or at the end of an agency-approved extension, if applicable.

