



DEPARTMENT OF VETERANS AFFAIRS
Participant Agreement for Recent Graduates

Directions

This "Participant Agreement" is a basic requirement for each of the three Pathways Programs and serves as formal agreement between the participant and his or her supervisor. This agreement covers responsibilities, work assignments, program requirements, training requirements if any, mentoring, evaluation procedures and minimum eligibility requirements for conversion if applicable.

The agreement must be signed within the first 10 days of appointment.

To contact Pathways Program Office, email pathways@va.gov.

Part I - Participant Information

Participant:	<i>Last Name</i>	<i>First</i>	<i>M.I.</i>
Position:	<i>Position Series & Title</i>	<i>Pay Plan</i>	<i>Grade</i>
Agency:	<i>Organization</i>	<i>Sub-Organization</i>	<i>Department/Directorate/Office</i>
Contact:	<i>Work Email</i>	<i>Work Phone</i>	<i>Secondary Phone (Optional)</i>
Dev. Period	Program End Date:		
	<i>Date of Appointment (mm/dd/yyyy)</i>	<i>End Date (One year from Appointment Date)</i>	

Part II - Supervisor Information

Supervisor	<i>Last Name</i>	<i>First</i>	<i>M.I.</i>
Position:	<i>Title</i>		
Agency:	<i>Organization</i>	<i>Sub-Organization</i>	<i>Directorate or Office</i>
Contact:	<i>Work Email</i>	<i>Work Phone</i>	<i>Secondary Phone</i>



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Part III - Responsibilities

Review the standard Recent Graduate and supervisor responsibilities below and add additional responsibilities if needed

Recent Graduate Responsibilities	Supervisor Responsibilities
<ul style="list-style-type: none"> ✓ Perform the assigned duties listed in my position description to the best of my ability. (See full list below under "Work Assignments") 	<ul style="list-style-type: none"> ✓ Review job duties and responsibilities
<ul style="list-style-type: none"> ✓ Participate in agency training classes or programs according to goals set with supervisor or according to the Individual Development Plan (IDP). 	<ul style="list-style-type: none"> ✓ Provide information on any special training requirements (See Training Requirements below)
<ul style="list-style-type: none"> ✓ Observe all workplace rules and standards 	<ul style="list-style-type: none"> ✓ Supervise daily work activities of participant
<ul style="list-style-type: none"> ✓ Meet Recent Graduate Program requirements 	<ul style="list-style-type: none"> ✓ Identify performance goals and evaluation criteria
<ul style="list-style-type: none"> ✓ Be assigned a Mentor within 90 days of your appointment date 	<ul style="list-style-type: none"> ✓ Assist Recent Graduate in finding a suitable mentor
<p>Additional Responsibilities</p>	<p>Additional Responsibilities</p>

Part IV - Responsibilities

Directions: Review your current position description and add the specific work assignments below:



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Part V - Recent Graduate Program Requirements

The following are the Pathways Recent Graduate Program requirements:

- Complete Pathways Orientation within 10 days of appointment;
- Meet and sign the Pathways Participant Agreement (PPA) with supervisor within 10 days of appointment;
- Develop and sign an Individual Development Plan (IDP) with supervisor within 45 days of appointment;
- Complete 40 hours of formal, interactive training during the program;
- Be assigned a mentor not in the direct chain of command within 90 days of appointment;
- Demonstrate successful job performance under VA's approved performance appraisal system and receives a rating of record (or summary rating) of at least Fully Successful or equivalent.

It is important to remember that eligibility for conversion does not guarantee that the agency will decide to opt for conversion. See more below under "minimum Eligibility Requirements for Conversion."

Part VI - Training Requirements

As an employee of the VA and as a participant in the Recent Graduate Program, you are required to 40 hours of formal, interactive training during your one year appointment.

I understand that I must complete 40 hours of formal, interactive training during my one year appointment in the Pathways Recent Graduate Program.

I have completed the Pathways Orientation.

Part VII - Mentoring

All Recent Grads are required to have a mentor assigned to them during their one year appointment. This mentor cannot be in the direct chain of command. Please indicate below that you understand this requirement and then provide a brief description of the kind of support you would look for from a mentor.

I understand that I shall be assigned a mentor and that he or she shall not be in the direct chain of command.

Please include below any plans for seeking out and working with a mentor.



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Part VIII - Evaluation Procedures

The following outlines the evaluation procedures for Recent Graduates:

Part IX - Minimum Eligibility Requirements for Conversion

1. Service in the Pathways Recent Graduates Program confers no rights to further employment in the VA or in any other federal agency or department. Under any circumstance, noncompetitive conversion into a term or permanent competitive service position is at the discretion of the VA
2. To be eligible for conversion to a term or permanent appointment in the competitive service, the Recent Graduate must:
 - Be a U.S. Citizen,
 - Meet VA requirements as specified in the Participant Agreement;
 - Meet the OPM Qualification Standard for the position the Recent Graduate may be converted to;
 - Maintain acceptable performance as described in VA's approved performance management system;
 - Receive favorable recommendation by an official of VA;
 - VA must make the noncompetitive conversion effective on the date the service requirement is met, or at the end of a VA-approved extension, if applicable.

Part X - Signatures

By signing this Participant Agreement I agree to act in accordance to the aforementioned eligibility criteria with respect to the Pathways Programs, specifically the Recent Graduates Program. I understand that failure to comply with any or all of these requirements could result in the termination of my appointment.

Participant: _____
Signature

Date: _____
mm/dd/yyyy

Supervisor/
Hiring Manager: _____
Signature

Date: _____
mm/dd/yyyy

HR Approving
Official: _____
Signature

Date: _____
mm/dd/yyyy

Please send an email to the Pathways Program Management Office at pathways@va.gov if you are not able to sign your agreement within the required timeframe so that we can make sure we have this information on record.