



Thursday, December 30, 2021

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

From: ROBERT H. SHRIVER, III, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Annual Data Call for Pathways Programs for FY 2022

Under Section 6 of Executive Order 14035, Diversity, Equity, Inclusion and Accessibility (DEIA) in the Federal Workforce, the Administration directs key agencies to take steps to reduce the reliance on unpaid internships, which can create barriers for low-income students and first-generation professionals.

The primary governmentwide paid internship program that agencies utilize is the Pathways Program. The Pathways Programs include the Internship Program, the Recent Graduates Program and the Presidential Management Fellows (PMF) Program. In accordance with 5 CFR 362.109, agencies participating in the Pathways Programs must adhere to annual reporting requirements. Each agency, in coordination with its components/bureaus, must provide the following data:

1. Hiring projections for FY 2022 for each of the Pathways Programs (Intern, Recent Graduate, and Presidential Management Fellows). Agencies are not required to consolidate their bureaus/components' reports and can submit the data using their chosen format (i.e., spreadsheet or word document).
2. Effective recruiting practices used to attract top talent using the Pathways Programs. See the attached Pathways Reporting Requirements Instructions.

All data submitted by agencies will be consolidated and reviewed to understand the proposed opportunities that will be available to students and recent graduates. Please forward your report(s) to pathways@opm.gov by **February 1, 2022**. We recommend that you engage your agency's Pathways Program Officer and PMF Program Coordinator to assist you with this request.

Thank you for your continued support of the U.S. Office of Personnel Management and the Pathways Programs. For additional information about this data call or requests for guidance, please contact pathways@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, Pathways Program Officers, and PMF Program Coordinators

Attachment: Pathways Reporting Requirements Instructions (see below)

Pathways Reporting Requirements Instructions

Report Due Date: February 1, 2022

Instructions:

- The Pathways Programs Officer should complete all information for FY 2022 projections and recruitment strategies recommended for use.
- Include the following in your report:
 - Agency/Bureau/Component
 - Agency Point of Contact Name, Phone Number and Email Address

Regulatory requirements indicate that agencies must provide the following to OPM:

Projections

- 1) Information on the targeted entry-level occupations agencies anticipate filling in the coming year (FY 2022)
- 2) The percentage of overall hiring expected in the coming year under the Internship, Recent Graduates and Presidential Management Fellows Programs. Please provide the following occupation information for your agency's projected Pathways hires for each of the Pathways Programs:
 - Job Title
 - Series and Grade
 - Indicate whether job is a mission critical occupation
 - Total Number of Projected Hires
- 3) Projected percentage of overall hiring by Program for FY 2022 (e.g., Internship Program: 6% of overall hiring)

Recruitment Strategies Used

The follow is a list of effective recruitment strategies agencies may consider using. Reports should include strategy(ies) used to recruit for Pathways positions. Please add those that will be used, if not listed.

- Recruiting at academic institutions, including Historically Black Colleges and Universities, Hispanic Serving Institutions, Asian American and Pacific Islander Institutions, Tribal Colleges and Universities and other institutions of learning and/or training
- Conducting outreach to students and recent graduates, using social media platforms
- Participating in job fairs and/or agency-specific events that target students and recent graduates
- Holding briefings or educational sessions for students and recent graduates, to raise awareness of your agency as an employer
- Posting job announcements on web-based job boards (in addition to USAJOBS.gov)
- Including hiring officials in outreach and recruitment activities
- Using email distribution lists (e.g., Listservs) to contact professional organizations, alumni groups, minority/advocacy groups, etc. to share employment opportunities
- Engaging agency recruiters, Special Emphasis Program Managers/Diversity Program Managers, employee resource groups, etc. in outreach activities