

**Department of Energy
Office of Inspector General**

Recent Graduates Program Participant Agreement

Appointee's Full Name:	
Appointing Agency/Sub-Agency:	
Appointment Date (s):	Work Schedule:
Entrance on Duty (EOD) Date : _____ (MM/DD/YYYY)	Monday _____
Program Not to Exceed (NTE) Date: _____ (MM/DD/YYYY)	Tuesday _____
	Wednesday _____
	Thursday _____
	Friday _____
Position Title, Series and Grade	Pay
Recent Graduate's Responsibilities:	Hiring Official's/Supervisor's Responsibilities:
<ul style="list-style-type: none"> • Adhere to the Recent Graduate Program requirements • Adhere to an established work schedule • Perform, successfully, the assigned duties listed in your position description • Participate in agency training classes or programs • Create an Individual Development Plan (IDP) with assistance from your manager. <ul style="list-style-type: none"> ○ IDP must include at least 40 hours of formal interactive training ○ IDP must be completed within 45 days of your date of hire ○ IDPs must be created each year • Select a mentor within 90 days of your date of hire. Your manager will assist you • Attend regularly scheduled meetings with mentor 	<ul style="list-style-type: none"> • Complete Participant Agreement with each Recent Graduate • Provide information on the Recent Graduate 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 date of hire • Assist Recent Graduate with the selection of a mentor within 90 days of date of hire <ul style="list-style-type: none"> ○ Mentor must be at an appropriate level outside of the Recent Graduate's chain of command • Provide information on any special training requirements <ul style="list-style-type: none"> ○ Ensure Recent Graduate participates in at least 40 hours of formal interactive training per year • Supervise daily work activities • Identify performance goals and evaluation criteria
	<ul style="list-style-type: none"> • If the position offers noncompetitive conversion to the competitive service, identify the eligibility requirements for conversion 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)	
Recent Graduates Program Requirements (Enter requirements for continuation and successful completion of Program)	

Recent Graduates Training Requirements (Identify any special training requirements)

40 hours of formal interactive training each year.

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 Noncompetitive Conversion. (If this position offers noncompetitive 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 Graduate 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.

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

SIGNATURES:

Recent Graduate:

Print Name

Signature

Date

Hiring Official/Supervisor:

Print Name

Signature

Date

Human Resources Approving Official:

Print Name

Signature

Date