



How to Apply to Student Internship Programs at USDA

General Internship Facts

Use all methods available to apply to USDA student internships

<http://www.studentapplication.usda.gov> - One-stop common application

www.USDA.gov – Research each agency’s internship announcements on their specific web page

www.USAJobs.com – Search for USDA positions

USDA.Internships@dm.usda.gov – For questions regarding how to apply

One-Stop, Common Application Method

1. Go to www.USDA.gov and click on “Educators and Students” under “Information for”
2. Click on “Internships and Scholarships” located under “Related Topics”
3. Under the section “Internship Programs” click on the Application Guide for instructions on how to apply
4. Click on “Apply Now” and complete the application

Note:

- Once in the application, you will create a Level 1 e- authentication account and submit your application into our database.
- E-authentication is a security tool that is used by USDA to ensure that information being submitted by applicants is maintained in a secure environment. Additionally, once a student creates an e-authentication account with USDA, they can use this account to revisit their current application, make changes, update and access archived applications for re-submission. By providing an e-authentication requirement in order to apply using the One-Stop Application, USDA is keeping your personal information safe and only accessible by the person creating the account.
- USDA Hiring Managers and Student Intern Coordinators will review the applications in the data base. Additionally, our staff will review and forward your application to an agency in which you are interested or that may be interested in you.

Once your application is in our database, recruiters, hiring managers and internship coordinators will have the ability to search the data base on the following criteria:

- | | |
|--------------------|----------------------|
| • Area of Interest | • Academic Level |
| • Academic Major | • Internship Session |
| • Location | • Application Status |
| • Affinity Groups | |

Agency Specific Application Method (If you know for which agency you would like to work)

1. Go to www.USDA.gov and click on “Educators and Students” under “Information for”
2. Click on “Internships and Scholarships” located under “Related Topics”
3. Click the heading “Internship Programs”
4. Select the Specific Agency under “Related Topics” and search each agency’s website for internship postings. Follow the agency specific instructions for applying for the position and apply.

USAjobs Method

1. Go to www.usajobs.com and click on “Students and Recent Graduates”
2. Type in “USDA” as a keyword
3. Type in the city, state or zip code where you would like to work
4. Browse the available positions, note closing dates, follow directions for applying to the position and apply.

General Internship Facts

- Pay Level – or General Scale (GS) levels for internships vary based on the position, level of experience, and college level.
- Pay Scale can be found at: www.OPM.gov, click on “View Salary Tables”
- Most position announcements include the salary and GS level in the posting.

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