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United States  
Environmental Protection  
Agency

Region V  
230 South Dearborn Street  
Chicago, Illinois 60604

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# Region V cooperative education Program

U.S. Environmental Protection Agency  
Region V, EPA  
230 South Dearborn Street  
Chicago, Illinois 60604

REGION V

COOPERATIVE EDUCATION PROGRAM

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### Cooperative Education Program for Baccalaureate Students

#### A. INTRODUCTION

The U.S. EPA has recognized cooperative education as a method for strengthening the career service in professional, administrative and technical occupations. The benefits to the employer are many. Cooperative education permits selection for career jobs on the basis of proven performance and reduces the costs of high turnover that is characteristic of the first three years on a job. It can also foster greater understanding among students and college faculties of Federal job opportunities. It provides an excellent recruitment vehicle for minority candidates and women, in addition to providing early exposure to the work environment for the physically handicapped college students.

Region V's Cooperative Education Program for Baccalaureate Students is a staffing program which provides periods of study-related, paid employment to students in 4-year colleges who are pursuing a baccalaureate curriculum in a qualifying educational institution.

#### B. RESPONSIBILITIES

##### Agency Managers/Supervisors

- Committing a realistic number of temporary slots to be allocated to the cooperative education program annually.
- Assuring the cooperative education student's work assignments are meaningful and developmental in nature.
- Making a commitment to absorb successful cooperative education graduates into the permanent workforce within the region.
- Insuring placement of students in previously-identified target occupations or occupations related to their field of education and cooperative education experience when a vacancy will permit the graduating student to be converted to a career or career-conditional appointment.
- Assuring that the work experience of student(s) working under their supervision is a meaningful supplement of his/her field of study and will adequately prepare him/her for a related career field.
- Responsible for insuring that a training plan is developed for each student.
- Assuring that all appropriate cooperative education document regarding the student's appointment are processed accurately and timely e.g., SF 52, checklists, evaluations, etc.

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- Evaluate student in writing at end of a trial period.

### Regional Personnel Officer

- Conducting recruitment drives with various educational institutions to develop positive awareness of the program among educational institutions and prospective cooperative education students.
- Training personnel specialists and managers concerning cooperative education appointments and program advantages.
- Establishing and operating a viable cooperative education program within the region.
- Establish an annual participation goal which best meets the future recruitment needs of the Region and incorporates affirmative action goals and objectives.
- Designating a Regional Cooperative Education Coordinator who has overall responsibility within the region and who is allocated sufficient time and resources to effectively carry out program responsibilities.
- Performing analyses of office responsibilities and objectives to determine where and if cooperative education students can effectively meet an office's staffing needs and objectives.
- Insuring that personnel actions involving cooperative education students are accurate and comply with FPM regulations as well as all other applicable directives.

### Regional Cooperative Education Coordinator

- Has overall program responsibility including the design and management of the program.
- Insuring that the agreements between the U.S. EPA and participating educational institutions are executed in accordance with FPM Chapter 308.
- Insuring that participating institutions are composed of a representative number of minority and female students

### College and University

- Designating a representative to work with the region's co-op coordinator.
- Publicizing EPA's program to their students.

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- Referring all interested and qualified candidates to the agency without discrimination, including veterans discharged under honorable conditions.
- Furnishing the agency with requested information about the student's field of study and academic standing.
- Informing the agency of the change in student's status, including termination of study, change from full-time enrollment, shifts to other major areas of study, and failure to maintain required standards of the institutions or agency.

### C. PROGRAM IMPLEMENTATION

#### Cooperative Education Agreement

When recruiting students, contacts should be made with local universities. If a school is interested in placing students in positions with EPA, contact your servicing staffing specialist who will arrange to have the school enter into a cooperative education agreement, if necessary. An agreement must be signed before a student can be placed in a position. The agreement becomes void if no students from the college were employed in the previous 12-month period.

### D. CONDITIONS OF STUDENT EMPLOYMENT

1. Student Eligibility - In addition to meeting eligibility standards imposed by FPM Chapter 302, the student must:
  - a. Be a full-time student enrolled in a curriculum leading to a Bachelor's Degree.
  - b. Have completed his/her freshman year.
  - c. Be enrolled in the school's cooperative education program.
  - d. Be recommended for assignment in the agency by the appropriate staff of the educational institution.
  - e. Be a Citizen of the United States of America or a native of a country which owe's permanent allegiance to the United States (e.g. American Samoa).
  - f. Not be the son or daughter of an employee of the employing agency (except under the unusual circumstances set forth in Appendix C of Chapter 213 of the Federal Personnel Manual), and not be a member of a household in which two other family members (including immediate relations other than parents) are employees of the Federal Government on competitive appointments.

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- g. Be 16 years of age or over.
  - h. Be maintaining at least a 2.0 overall average on a 4.0 scale or the equivalent, a grade C or above in all major fields of study at all times, and a record that is in all aspects predictive of graduation.
  - i. Meet medical requirements, as appropriate.
  - j. Meet security requirements, as appropriate.
2. Selection - Selection of cooperative education students is subject to applicable provisions of the FPM Chapter 302, Employment in the Excepted Service. In addition, the following provisions also apply:
- a. Agencies have final responsibility for selection of students recommended by colleges.
  - b. Selections are subject to all laws and policies governing equal opportunity in the Federal Service.
3. Appointment
- a. Students are given appointments in the excepted service under Schedule B, Section 213.3202(a) of the code of Federal regulations.
  - b. All appointments are for the full period extending from the initial appointment to a date not to exceed 120 days after graduation. Extension beyond the 120 days after graduation violates the provisions of an Executive Order of the President of the United States. If formalities of graduation are delayed, the 120 day period begins on the 15th day after the college issues notice and testifies to the student's graduation.
  - c. A student's appointment may be terminated at any time for any of the following reasons:
    - Resignation
    - Change to a curriculum which will not qualify him/her for the position
    - Suspension, expulsion or withdrawal from the educational institution
    - Unsatisfactory work performance
    - Failure to maintain academic standards
    - Physical unfitness for duty
    - Inability of the agency for administrative reasons to retain the student in the job

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- d. Before a student is officially appointed, a "Checklist for CO-OP Appointment" must be completed. See Appendix "A"

### 4. Pay and Benefits

- a. Students will be paid in accordance with the regular pay schedules established for their grades. Students may be authorized to work overtime.
- b. Students are paid for holidays which fall within their work periods if regulations qualify them for such pay.
- c. Students earn sick leave at the rate of 4 hours per pay period and annual leave at the rate authorized for their length of Federal Service, including military service.
- d. For students holding appointments which exceed 1 year, participation in the Federal Retirement System and FICA is mandatory. In the unforeseen situations in which the appointment is less than 1 year, the student will be covered under FICA only.
- e. The student who is expected to be in pay status for at least one third of the time of the appointment will receive life insurance unless waived and may also elect optional life insurance and health benefits.
- f. When not in pay status, students will be placed on leave-without-pay.
- g. Tuition assistance may be given subject to Federal Regulations outlined in FPM Chapters 308 and 410.
- h. Travel to the Student's first duty station may be paid upon conversion to a career conditional appointment providing that the first duty station appointment is to a position for which there is a shortage of qualified candidates, in accordance with FPM 571, Subchapter 2.

### 5. Classification and Promotion

- a. Cooperative Education positions under this agreement are at the GS levels 2 through 5. However, no initial appointments will be made at GS-5.

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- b. The following qualification standard for the Student-Trainee series, GS-099, will be used to apply education and experience requirements regardless of the classified series of the positions.

Student Trainee - GS-2: None

Student Trainee - GS-3: One full year of academic study  
(30 semester hours)

Student Trainee - GS-4: Two full years of academic study  
(60 semester hours)

Student Trainee - GS-5: One of the following:

- Completion of three-fourths of the total number of periods of study required for the bachelor's degree and one period of employment at GS-4.
  - Completion of two and one-half years of academic study plus six months of GS-4 work experience.
- c. Promotion from one grade to another is contingent upon the student's meeting not only the above qualification standards but also the performance requirements of the agency. Although promotion is at the discretion of the agency, students are usually moved through grades so that they will qualify for at least GS-5 upon graduation.
- d. Before a promotion can be processed, a "Checklist for Conversion of CO-OP Student to Competitive Appointment at GS-5" must be completed. See Appendix "B"

### 6. Student Work Schedules and Intermittent Eligibility Status

The manager and university share the responsibility of developing a program design that offers maximum advantages to both themselves and the student, subject to the following conditions:

- a. Each Student's work experience must be carefully planned to supplement his/her study and prepare him/her for a related career field.
- b. Schedules will involve alternating periods of full-time study and full-time work or part-time work. Part-time work schedules may be arranged only upon written certification from an appropriate school official indicating that such an assignment is acceptable as a regular part of their academic cooperative education curriculum. In arranging part-time work schedules, agencies should keep in mind that these students are required to be in attendance in school on a full-time basis.
- c. Work periods may include summers but must not be confined to summers.



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- d. Work will be scheduled so that the student, by the date of graduation, can complete the required number of periods (2) and hours of work (1040) required to make them eligible for non-competitive conversion to a career or career-conditional appointment during the 120 days after graduation. Students may work up to 1300 hours during a 12-month service year.
- e. In order to determine a CO-OP Student's eligibility status from one work-period to the next, a "Checklist for Return to Duty of CO-OP Student" must be completed. See Appendix "C".

### 7. Trial Period and Performance Appraisals

- a. The student's first work period is to be considered a screening period, during which time the student's strengths and weaknesses are carefully observed and assessed. Assistance is to be given on a continuing basis to help the student progress and learn all aspects of the job. Every effort must be made to screen out candidates who do not show promise for future career service.
- b. Performance Standards will be established and students will be appraised in accordance with EPA's Performance Management System policy for Non-SES, Non-PMRS employees. Additionally, students are to be evaluated at the end of each work period. The form to be used is titled "Evaluation of Cooperative Education Students." Three copies of the form are to be completed; the original should be sent to the regional coordinator and will be placed in the student's Official Personnel Folder. One copy should be given to the student; and the third copy is for the supervisor's files. See Appendix "F".
- c. After preparing the evaluation, the supervisor should meet with the student to discuss his/her performance. The supervisor should fully explain his/her performance expectations to the student, so that there will be no misunderstanding. After the supervisor discusses the appraisal with the student, the appraisal form should be given to the student for completion of his/her part of the form.
- d. The evaluation form provides a space for the supervisor to make recommendations of retention or termination. The determination must be made following every work period. (On the last evaluation prior to graduation, the supervisor is to recommend the student either for conversion to career status to termination.) Anytime termination is being considered, the regional coordinator must be informed before any action is taken.

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### 8. Personnel Ceilings and Student Status

- a. Cooperative education students count against permanent employment ceiling. Students are carried on EPA rolls for the full period of their cooperative appointment. A student must complete one full work period during the first year on the rolls. The Agency does not count students against ceiling while they are in a leave-without-pay-status in excess of 30 days.

### 9. Employment After Graduation

Within the 120 days after graduation, the employing agency may convert noncompetitively to a career or career-conditional appointment any cooperative education student who receives a bachelor's degree and who satisfies the eligibility requirements cited below:

- a. A student is eligible for noncompetitive conversion at the GS-5 level if he or she:
  - Meets the qualification standards for the position at the GS-5 level, except for any written test.
  - Still meets the citizenship and members-of-family requirements cited earlier.
  - Has completed, prior to graduation, at least two full-time periods of work, separated by a period of study, which together totals 26 weeks or 1040 hours of work. One of the work periods must have been scheduled other than during a summer month and one must have been completed within 18 months of graduation.
  - All work counted must be in the same field of work as the appointment and in the agency making the conversion.

NOTE: Before conversion to the GS-5 level a "Checklist for Conversion of CO-OP Student to Competitive Appointment as GS-5" must be completed. See Appendix "D".

- b. A Student is eligible for noncompetitive conversion at the GS-7 level if he or she:
  - Meets the qualification standards for the GS-7 position.
  - Still meets the citizenship and member-of-family requirement.
  - Has served at the GS-5 level as a cooperative education student for 12 calendar months, of which 60-days have been in work status.

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- Meets one or the other of the following two requirements:

- (1) Has served in work status (i.e., excluding LWOP time) for a total of at least 52 weeks, (2080 hours) between appointment and graduation; the work has included at least 2 separate periods prior to graduation with an intervening period of study; both periods were at least immediately prior to graduation; at least 1 of the 2 periods counted for the purpose of conversion did not fall wholly within the established summer employment period; and both periods were in the same agency and the same field of work in which the student is seeking conversion, or
- (2) Has completed 26 weeks in work status as required for non-competitive conversions at the GS-5 level and has also met the conditions of the Office of Personnel Management's Superior Academic Achievement Provision.

NOTE: Before conversion to the GS-7 level a "Checklist for Conversion of CO-OP Student to Competitive Appointment at GS-7 must be completed. See Appendix "E".

- c. Specific requirements for noncompetitive conversion should be given to the student in writing. This can be done by providing them with a copy of the agreement or other written guidance outlining program requirements. Each Servicing Personnel Officer is responsible for assuring that agreements are in line with EPA and Federal policies.
- d. Although the prime purpose of Federal employment of cooperative education students is to prepare students for the agency's permanent work force, an agency sometimes cannot, for administrative reasons, convert non-competitively all the graduates which it has trained as students or cannot convert at the grade for which a person is eligible. Students who are not converted may seek eligibility through the competitive process in the same or another area of work. Those who do not meet the work requirements for noncompetitive conversion at the GS-7 level may also seek eligibility at that level through the competitive system. Students disqualified from continuing in the Cooperative Education Program or are not appointed within the 120 days after graduation will be terminated.

Separation from these causes will provide no right of appeal to OPM and they do not require agencies to follow the procedures of Part 752 of OPM regulations except in the rare case of a veteran who completes 1 year of current continuous employment.

- e. A student who has participated in a cooperative education program and received his/her bachelor's degree cannot be appointed again under schedule B, section 213.3202(a) if he/she returns to college to complete a second bachelor's degree.

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- f. Students may be given only one Schedule B Cooperative Education appointment in the same agency. This appointment is continued for the full length of participation in the work-study program until such time as the student is either converted or terminated. Reappointments to the program may be made only in cases where the student has withdrawn for hardship reasons (e.g., illness, financial, etc.). Students whose appointments are terminated for failing to meet either school or agency academic standards may not be reappointed.

### 10. Crediting Experience - Tenure

- a. Schedule B cooperative education experience is creditable toward the one-year probationary period required of persons converted under Executive Order 12015 if they meet the conditions stated in FPM chapter 315, appendix A. One of these conditions is that prior service was in the same line of work and the same agency to which the person is converted. Same line of work means that the two positions are so similar that they require the same qualifications and, insofar as the nature of the work is concerned, would be in the same competitive level for reduction in force purposes. LWOP in excess of 22 workdays is not creditable.
- b. Cooperative education work experience under Schedule B may be counted toward career tenure as provided for in FPM chapter 315, subchapter 2. The basic rule is that students converted to career or career-conditional appointments under Executive Order 12015 receive credit towards career tenure for work periods performed under a Schedule B appointment. Students also receive credit for the first 30 calendar days of each LWOP period.

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APPENDIX "A"

CHECKLIST FOR CO-OP APPOINTMENT

NAME: \_\_\_\_\_

1. SF-52 approved by Division and Budget Office \_\_\_\_\_
2. Qualifications/Eligibility
  - a. SF-171 (original, signed) received. \_\_\_\_\_
  - b. U.S. Citizen. \_\_\_\_\_
  - c. Member of family requirements. \_\_\_\_\_
  - d. Nepotism \_\_\_\_\_
  - e. (1) For GS-3: 1 year college completed. \_\_\_\_\_  
(2) For GS-4: 2 years college completed. \_\_\_\_\_
  - f. Academic standing requirement: (Both 1 and 2)  
(1) 2.0 grade point average on a 4.0 scale. \_\_\_\_\_  
(2) "C" average in all major fields of study. \_\_\_\_\_

Academic eligibility must be supported by either complete transcript or letter from appropriate school official.
3. Letter from appropriate school official.
  - a. Recommending the student. \_\_\_\_\_
  - b. Certifies that student is currently in attendance (rather than merely accepted or registered) in a bachelor's degree program. \_\_\_\_\_
  - c. Certifies that student does not hold a bachelor's degree. \_\_\_\_\_
  - d. Certifies that student is enrolled in the school's CO-OP program. \_\_\_\_\_
  - e. States the anticipated graduation date (Bachelor's Degree). \_\_\_\_\_
  - f. Meet academic requirements (See 2f above). \_\_\_\_\_
4. Official position description signed by the immediate supervisor and established by the Personnel Branch. \_\_\_\_\_
5. Signed copy of agreement with school (A new agreement is required if there have been no students from the school employed in the program in the last 12 months). \_\_\_\_\_
6. Work schedule received (periods of employment up to time of graduation). Part-time work schedule documentation attached. \_\_\_\_\_

APPROVED: \_\_\_\_\_  
PERSONNEL STAFFING SPECIALIST

DATE: \_\_\_\_\_

CHECKLIST FOR PROMOTION OF CO-OP STUDENT NAME: \_\_\_\_\_

1. SF-52 (Promotion/CO-OP Student) \_\_\_\_\_
2. Student is currently in a work status. (This action may be combined with a RETURN TO DUTY provided all requirements of both actions are met.) \_\_\_\_\_
3. Official position description signed by immediate supervisor and established by Personnel Branch. \_\_\_\_\_
4. Experience Requirements:
  - a. For GS-4: Satisfactory completion of 2 full academic years of study. \_\_\_\_\_
  - b. For GS-5: (1 or 2)
    - (1) Completion of 3/4 of the total number of periods of study in college required for the bachelor's degree, and  
1 work period as a GS-4 CO-OP student in the program. \_\_\_\_\_
    - (2) Completion of 2 1/2 years of academic study in college required for the bachelor's degree, and  
6 months of work as a GS-4 CO-OP student in the program. \_\_\_\_\_
- NOTE: A full academic year of study is a period of combination of periods of study at the college level equal in length to 2 semsters or 3 quarters.
5. Signed copy of performance review completed by immediate supervisor at the end of last work period indicating:
  - a. Retention in the program was recommended. \_\_\_\_\_
  - b. Date performance review was discussed with student. \_\_\_\_\_
6. Academic requirements (Both 1 and 2).
  - (1) 2.0 grade point average on a scale of 4.0. \_\_\_\_\_
  - (2) "C" average in all major fields of study. \_\_\_\_\_

NOTE: Academic eligibility (Paragraph 4 & 6 above) must be supported by either:

- (1) Complete, current transcript, or \_\_\_\_\_
- (2) Letter from appropriate school official. \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL STAFFING SPECIALIST

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APPENDIX "C"

CHECKLIST FOR RETURN TO DUTY OF CO-OP STUDENT\*

NAME: \_\_\_\_\_

1. SF-52 (RTD FROM LWOP/CO-OP STUDENT)\* \_\_\_\_\_
2. Signed copy of performance review completed by immediate supervisor at the end of the last work period indicating:
  - a. Retention in the program was recommended. \_\_\_\_\_
  - b. Date performance review was discussed with student. \_\_\_\_\_
3. Academic requirements: (Both 1 & 2).
  - (1) 2.0 grade point average on a scale of 4.0. \_\_\_\_\_
  - (2) "C" average in all major fields of study. \_\_\_\_\_

Academic eligibility must be supported by either

- (1) Complete, current transcript, or \_\_\_\_\_
- (2) Letter from appropriate school official. \_\_\_\_\_

\* This action may be combined with promotion provided all requirements of both actions are met. Submit SF-52 for RTD & Promotion/CO-OP Student.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL STAFFING SPECIALIST

## CHECKLIST FOR CONVERSION OF CO-OP STUDENT TO COMPETITIVE APPOINTMENT AT GS-5

NAME: \_\_\_\_\_

1. Effective date not later than 120 days after graduation (award of bachelor's degree). \_\_\_\_\_  
NOTE: The 120 day limit cannot be extended.
2. Evidence of completion of bachelor's degree requirements (i.e., diploma, transcript, or letter from appropriate school official) including any required courses. \_\_\_\_\_
3. Completed 26 weeks (1040 hours) of full-time cooperative education work experience in the EPA prior to graduation. \_\_\_\_\_
4. Completed 2 separate work periods with an intervening period of study prior to graduation. \_\_\_\_\_
  - a. The last work period was within 18 months of the expected graduation date. \_\_\_\_\_
  - b. The required hours (1040 hours) were in the same occupational series as the position to which the student is to be appointed, and was related to the student's major field of study. \_\_\_\_\_
5. U.S. Citizen \_\_\_\_\_
6. Meets member of family restriction \_\_\_\_\_
7. Is recommended for conversion to competitive appointment not later than 120 calendar days after completion of CO-OP program. \_\_\_\_\_
8. SF-52 CONVERSION TO COMPETITIVE APPOINTMENT

NOTE: CO-OP students who do not meet the above requirements may seek entry level career-conditional appointments at GS-5 or GS-7 through the competitive process.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL STAFFING SPECIALIST



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APPENDIX "E"

CHECKLIST FOR CONVERSION OF CO-OP STUDENT TO COMPETITIVE APPOINTMENT AT GS-7

NAME: \_\_\_\_\_

1. Effective date not later than 120 days after graduation (award of bachelor's degree). \_\_\_\_\_

NOTE: The 120 day limit can not be extended.

2. U.S. Citizenship. \_\_\_\_\_

3. Meets members of family requirement. \_\_\_\_\_

4. Is recommended for conversion to competitive appointment no later than 120 days after completion of the CO-OP program. \_\_\_\_\_

5. Meets the competitive qualification requirements in the field of work for which he/she received his/her training, including completion of any specialized courses required for the position for which he/she has been in training. \_\_\_\_\_

6. Completed all the requirements for a bachelor's degree not more than 120 days before the date of conversion. \_\_\_\_\_

7. Has served at the GS-5 level as a cooperative education student for 12 calendar months, of which 60-days have been in work status. \_\_\_\_\_

8. Meets either of the following two requirements:

- a. Has served in work status (i.e., excluding LWOP time) for a total of at least 52 weeks (2080 hours) between appointment and graduation; \_\_\_\_\_

- (1) the work has included at least 2 separate periods prior to graduation with an intervening period of study; \_\_\_\_\_

- (2) both periods were at least 60-days in length \_\_\_\_\_

- (3) 1 period fell within the 18-months immediately prior to graduation; \_\_\_\_\_

- (4) at least 1 of the 2 periods counted for the purpose of conversion did not fall wholly within the established summer employment period (May - Sep); \_\_\_\_\_

- (5) both periods were in the same agency and the same field of work in which the student is seeking conversion. \_\_\_\_\_

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APPENDIX "E" CONTINUED

CHECKLIST FOR CONVERSION OF CO-OP STUDENT TO COMPETITIVE APPOINTMENT AT GS-7

- b. (1) Has completed 26 weeks in work status as required for noncompetitive conversion at the GS-5 level and \_\_\_\_\_
- (2) Has also met the conditions of the Superior Academic Achievement provision (a, b, c, or d). \_\_\_\_\_
- a. Standing in the upper third of their class based on completed college work; \_\_\_\_\_
- b. College grade average of "B" (2.90) or better or equivalent. This is either: \_\_\_\_\_
- (i) the average of all completed college courses, or \_\_\_\_\_
- (ii) the average of all college course completed during the last 2 years of the undergraduate curriculum. \_\_\_\_\_
- c. College grade average of B+ (3.5) or better (or equivalent) in the major field, where such field is fully qualifying and directly applicable to the specialty field of the position to be filled. This is either: \_\_\_\_\_
- (i) the average of completed courses in the major field, or \_\_\_\_\_
- (ii) the average of college courses completed in the major field during the last 2 years of the undergraduate curriculum. \_\_\_\_\_
- d. Election to membership in Phi Beta Kappa, Sigma xi, or one of the national honorary scholastic societies meeting the minimum requirements of the Association of College Honor Societies, other than freshman honor societies. \_\_\_\_\_

NOTE: Fulfillment of the requirements for conversion at the GS-7, permits but does not obligate the agency to convert at the GS-7 level.

CO-OP students who do not meet the above requirements may seek entry level career-conditional appointments at GS-5 or GS-7 through the competitive process.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
PERSONNEL STAFFING SPECIALIST

EVALUATION OF COOPERATIVE EDUCATION STUDENTS

Student's Name:  
 Grade:  
 Office to Which Assigned:

Position Title:  
 Training Period:  
 Immediate Supervisor:

PART I - TO BE COMPLETED BY SUPERVISOR

FPM Chapter 308 requires that students must be evaluated toward the end of each work period. All appraisal information should be shared with college coordinators and made a part of the student's personnel folder. The final appraisal should include a recommendation regarding conversion.

SECTION A - Performance Assessment. Assess the student's performance in each of the following categories. If you feel that improvement is necessary in any area, you must explain the reason for your rating in the Remarks section.

CATEGORY	ABOVE AVER.	AVER.	BELOW AVER.	REMARKS
1. Volume of work produced				
2. Quality of work produced				
3. Accuracy and thoroughness				
4. Ability to learn				
5. Analytical ability				
6. Sensitivity to problems and ability to resolve them				
7. Original and creative thinking				
8. Ability to work under pressure				
9. Effectiveness in oral communications				
10. Effectiveness in written communications.				

SECTION B - Work Habits. Evaluate each characteristic individually. If you feel that improvement is necessary in any area, you must explain the reason in the Remarks section.

CATEGORY	ABOVE AVER.	AVER.	BELOW AVER.	REMARKS
1. Effective in preparing and organizing his or her work				
2. Takes the initiative, is a self-starter				
3. Has ability to adjust to non-routine assignments				
4. Keeps constructively busy and mentally alert				
5. Has positive attitude towards organization, its objectives and policies				
6. Is cooperative in working relationships with others				
7. Exhibits diligence and perseverance.				
8. Demonstrates a willingness to accept responsibility				

ATTENDANCE: ☐ Regular ☐ Irregular

PUNCTUALITY: ☐ Regular ☐ Irregular

SECTION C - Problem Check List. In consideration of the student's total performance, indicate those characteristics that may have had a negative effect on his or her overall effort. Check only those categories that are applicable.

CATEGORY	OCCASIONAL PROBLEM	SERIOUS PROBLEM	CATEGORY	OCCASIONAL PROBLEM	SERIOUS PROBLEM
Limited technical ability			Lack of initiative		
Poor attitude			Poor Health		
Lack of experience			Immature		
Personality conflicts			Lack of interest in organization		
Personal problems			Lack of interest in the job		
Negative reaction to criticism			Inappropriate dress		
Negative reaction to supervision					
Comments (Explanations or Examples)					

SECTION D - Professional Development. What suggestions do you have for the student in order to increase his or her value to the organization and to further his or her professional development?

SECTION E - Certification and Recommendation. This section will serve as the supervisory certification regarding the retention of the student in the Federal Service. A recommendation for separation should be based on your overall evaluation of the student's performance taking into consideration all assigned ratings. Consult with your personnel office prior to discussing such a recommendation with the student.

I certify that the above-named student's performance, conduct, and general character traits have been found:

☐ Outstanding

☐ Very Satisfactory

☐ Satisfactory

☐ Barely Satisfactory

☐ Unsatisfactory

Check one of the boxes under A. if the work period the student has completed is not his/her last one prior to graduation. Check one of the boxes under B. If it is.

A. ☐ I recommend that the student be retained in the Federal Service.

☐ I cannot recommend student's retention in the Federal Service

B. ☐ I recommend that the student be converted to a career/career conditional appointment.

☐ I cannot recommend the student's conversion to the competitive service.

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PART II - TO BE COMPLETED BY STUDENT

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Prior to discussion of your evaluation with your supervisor, answer the following questions.

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1. Do you feel you have received adequate guidance relative to the work you are expected to perform? If not, identify areas in which you believe you need more guidance.
2. What additional training, either in the classroom or on the job, would be helpful?
3. Do you understand your supervisor's expectations for satisfactory performance in your position?
4. Do you have a good working relationship with your supervisor. With fellow employees.
5. Do you feel that you have adequate information on your rights, benefits and obligations (e.g., hours of work, pay, leave, insurance, code of conduct, promotions, incentive awards, employee organizations, appeal rights, training)?

REGION V

APPENDIX "F"

6. Do you feel free to call your personnel office to obtain this information?

NOTE: Use space below for additional comments or further response. After discussion with your supervisor please sign this report below.

STUDENT REMARKS:

PART III - SIGNATURES - After discussion of Parts I and II, supervisor and student sign below.

<u>Student</u>	<u>Date</u>	<u>Supervisor</u>	<u>Date</u>

PERSONNEL OFFICE  
USE ONLY

☐ No Action  
Required

☐ Further Action  
Required

PRIVACY ACT NOTIFICATION - Pursuant to Public Law 93-579 (Privacy Act 1974), the authority to collect this information is Title 5 U.S.C. Section 301, 1302, 3301, 3302, E.O. 10577, and E.O. 12015. This form is used to evaluate the performance of Region V's Co-operative Education Students and to certify whether they should be retained in the program and upon graduation whether they should be converted to career/career conditional status. It may be used to determine the need for additional guidance and training. Completion of Part II is voluntary. This form will be filed in the employee's Official Personnel Folder.