

D.C. DEPARTMENT OF HUMAN RESOURCES

CAREER PATHWAYS PROGRAM CHECKLIST

The Pathway to Government Employment Partnership Program ("Career Pathways Program") gives District residents who are graduates of District public high schools or recipients of a GED or high school equivalency credential from the District priority consideration for entry-level District government jobs. Using partnerships between the District government and District public schools, adult education schools, and nonprofit organizations that prepare District residents for District high school diplomas or high school equivalency credentials, the Career Pathways Program will promote employment applications from and the hiring of resident District graduates into entry-level jobs that serve as steppingstones to skilled, professional careers.

This checklist outlines how hiring agencies can begin participating in the Career Pathways Program.

Post for a Career Pathways Program position.

- ☐ Determine the position that meets the definition of entry level (CS grade 7 and below).
- ☐ Submit announcement to agency's DCHR assigned HR Specialist for approval.
- ☐ Ensure the following language is included in the posting:

"This position is part of the Pathway to Government Employment Partnership Program. District residents who received a high school diploma from the District of Columbia Public Schools or a District public charter school or received a GED or its equivalent from the District of Columbia will receive priority consideration for this entry-level position. Applicants must provide a high school transcript, GED certificate, high school diploma, or other applicable documentation along with verification of District residency before the District government may extend a final offer of employment."

- ☐ Post in eRecruit after approval.

Assess applicants for a Career Pathways Program position.

- ☐ Review applicants who claim D.C. residency.
- ☐ Review applicants who have indicated, in their response to the Pathways question, that they received one of the following:
 - o High school transcript;
 - o GED certificate;
 - o High school diploma;
 - o Official letter from the District of Columbia Public Schools or the Office of the State Superintendent of Education; or
 - o Equivalent documentation up to the discretion of the personnel authority.
- ☐ Assess applications.

- Review all applicants who claim D.C. residence, indicate a District diploma or equivalent from the District, and score "Qualified", "Well Qualified" or "Highly Qualified" (the score is inclusive of any preference points the applicants receive for claiming Veteran's Preference, Foster Care Youth Employment Preference, and/or Residency Preference).
- Schedule interviews for top candidates who indicated resident District graduate status.