

**OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management**

MEMORANDUM OM 13-31

February 13, 2013

TO: Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Anne Purcell, Associate General Counsel

SUBJECT: Pathways Interns (Legal, Field Examiner, and Support Staff)
and Student Volunteers

This memorandum replaces OM 03-07 regarding appraisals for students working for the Agency either through the Pathways Program or on a volunteer basis in a professional or administrative capacity. Given the introduction of the Pathways Program, the Agency needed to update its system for reporting appraisals. In addition, it has come to our attention that not all Regions are submitting appraisals for these individuals at the completion of their work periods.

These appraisals are extremely helpful to managers who are considering these individuals for permanent hire. Without the appraisals, it is difficult and time consuming to assess the qualifications of these individuals for permanent employment. The narrative need not be as lengthy as the appraisals for our permanent employees, but it should be sufficient so that any review of an individual's file would indicate how the individual performed and whether the Region recommends the individual for permanent employment.

Accordingly, an appraisal should be uploaded in the Appraisal eRoom within thirty (30) days after the completion of the internship. For all professional and support staff Pathway interns and volunteers, upload the appraisals in the "Pathways and Unpaid Interns" folder. To do so, please complete the database by clicking on the "new entry" tab and fill in the appropriate information. Once that is done, click on the student's name to bring up the database entry for that individual and upload the appraisals using the "add file" tab. When you have finished, notify your Assistant General Counsel or Deputy and HR Appraisal Notification by sending an alert through the eRoom.

Any questions regarding this issue should be directed to your Assistant General Counsel or Deputy.

/s/

A.P.