Secretary Salazar’s initiative to hire more youth into the workplace.
Overview – why are we doing this?

- It is estimated that over 50% of the US workforce will be eligible to retire by 2012.

- Secretary Salazar has challenged us to hire 50% more youth employees in 2010 than in 2009.

- It’s good for conservation, good for business, and good for the Service!
How is the Service implementing the initiative?

- National Conservation Training Center (NCTC) has the lead role in developing the education/training programs.

- National Wildlife Refuge System (NWRS) has the lead role in developing performance measures and on-the-ground work projects.

- Division of Human Capital (DHC) has the lead role in working with both NCTC and NWRS advising on hiring programs and developing outreach and recruitment materials.
Hiring Program – What guidance will HR be providing? HR Toolkit

1. Job evaluation steps.

2. Non federal hiring programs for youth
   - YCC – Youth Conservation Corps
   - Working with Partners to increase youth employment.
     - PLC – Public Lands Corps
     - SCA – Student Conservation Association
     - Corps Network

3. Reaching out, resources – How do we get the diverse youth applicants we want and need?

4. Development – How to “grow” the employee into a long term employment relationship.
1. Job Evaluation Steps:

Managers should evaluate the needs of their division/area and decide what type of work is needed, what the job duties are, and what type of employee would be best for the position.

Things to consider are:

- current and future workload
- skills/abilities needed for the position
- new projects/initiatives
- existing team members skills/abilities
- time required to train the new employee
- best position type - is this temporary, permanent, seasonal?
Non-Federal Hiring Program: Youth Conservation Corps (YCC)

- Youth participate in conservation work projects and environmental education programs in public lands, including national park sites.

- Summer Employment to youth, ages 15-18 from a variety of backgrounds

- YCC programs are conducted for 8-10 weeks during the summer.
Non-Federal Hiring Program: Public Land Corps (PLC)

- Many facilities and natural resources are in disrepair and in need of intensive rehabilitation, restoration, and enhancement.

- Public Land Corps (PLC) assists the Department of the Interior (DOI) by working on backlogged maintenance projects.

- Youth employment and education programs can include:
  - Trail work,
  - Wildlife monitoring and habitat restoration,
  - Cultural resource protection.
  - Other programs

- Without PLC assistance, these projects might not otherwise be completed.
Non-Federal Hiring Program: Public Land Corps (PLC)

- Participants must be between 16-25 years old.

- Participants are recruited through non-profit organizations that have partnership agreements with the Department.

- Participants gain vocational training, education, and life skills.
Reaching out - Where do I start?

- Be clear about what type of employee you are looking for.
- Be prepared to explain the work clearly and promote the positives!
- Get to know the people in your local community, schools, universities, community centers, career centers, churches, go wherever your local community gets together.
- Meeting with school guidance counselors, teachers in fields of study where the courses would be helpful to the position you are trying to fill, etc.
What organizations can I contact to find diverse applicants?

- The internet is a great search tool, and a multitude of organizations can be reached through their National websites.

- Don’t just focus on the National Organizations, contact their local chapters, and reach out to the local area groups as well.
Ideas for community outreach

Schools – Public and Private

College and University Faculty and Career Counselors

College and University Student Organizations
  Student Alliances
  Minority Student Organizations
  Student Government Organizations
  Minority Sororities and Fraternities
  Service Organizations

Government Agency Programs
  Department of Education TRIO Program

Non-profit organizations
  The Gates Foundation – Millennium Scholar Program

Scientific organizations
  NSTA – National Science Teachers Association

Agricultural organizations
  National FFA Organizations

Environmental Organizations
  Student Conservation Association

Youth Organizations
  Posse Foundation Career Program
  United States Students Association
  National Service Organizations like Key Club
  Campus Outreach Opportunity League
How do I build a relationship with the organization to obtain student referrals?

- Contact the school, organization, group, etc and let them know that you have some job opportunities for students and young adults.

- Tell them about the Fish and Wildlife Service and what work you are doing locally. (Share your passion about your work!)

- Share with them what work is currently available and find out if they might have some ideas about getting students involved.

- Be sure to give them your contact information, and some handouts about FWS with website links and e-mail contact information that they can share with students.

- Ask to stop back periodically to check in (possibly once a quarter) and give your contact an update on any new activities or items of interest.

- Invite them to any special FWS events and attend any community events they may hold.

- Get their contact information, especially phone and e-mails and keep a record of all these contacts.
How do I maintain this relationship?

- STAY IN TOUCH! Stop back periodically to meet with the organization, school, or group.
- Send an email with new FWS information and upcoming items of interest.
- Invite them to any special events and attend any community events they may have.
- Offer to give presentations on Service Opportunities and Careers at FWS.
- Help students learn what careers there are at FWS, most have absolutely no idea about the service or careers in government.
- Follow up and notify them immediately if you have any student opportunities.
- Provide clear and simple instructions on how to apply for any opportunities.
How do I grow a Youth Hire into a long term FWS employee?

- Get to know the employee.
- Find out what work tasks they really enjoy doing, find ways to help them do what they enjoy whenever possible.
- Find the things they are good at and encourage them.
- Find opportunities to train them on something new.
- Look for ways to challenge them and keep them interested in their work.
- Help them see the bigger FWS picture and their future potential role in it.
### Other ideas to get energized about work

#### Committees
- Work groups
- Presentations

#### Cross-Training
- Changing functions
- Shift changes
- Working with new people

#### Develop in Place
- Mentoring
- Individual projects
- Perspective building
- Tough challenge
- Shift in size of job

#### Formal Training/Development
- Professional
- Technical
- Leadership
- Executive

#### Off the Job Opportunities
- Joining/leading community groups
- Trying a new skill in a volunteer organization
- Giving presentations to civic groups

#### On the Job Opportunities
- Taking on new projects or assignments
- Temporary assignments e.g. – filling in for someone on vacation
- Assuming lead role responsibilities
- Improving a process or procedure

#### Self-Development
- Readings/Self-study
- Professional organizations
- College/University Programs
- Seminars

#### Start ups
- New team
- New system/service/process
Youth Hiring

- Secretary Salazar has challenged us to hire 50% more youth employees in 2010 than in 2009.

- The Service has a long and positive history of engaging youth in conservation through employment, education, and volunteer programs.

- It’s good for conservation, good for business, and good for the Service!

- We can do it!