



Youth Hiring Initiative

**Division of Human Capital
Branch of Human Resources
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What is the Youth Hiring Initiative?

- 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

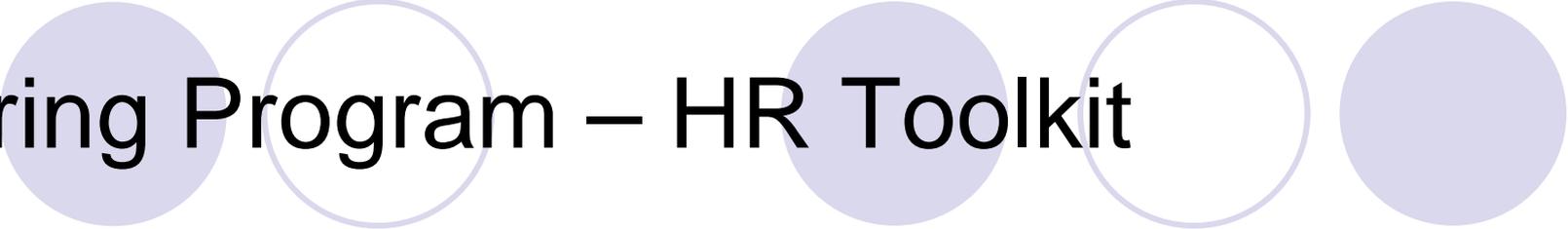
1. Job evaluation steps.

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.



Hiring Program – HR Toolkit

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:

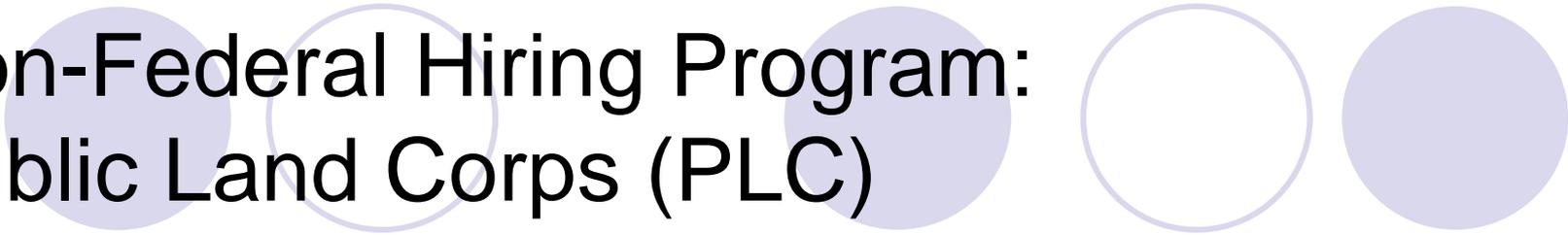
- current and future workload
- skills/abilities needed for the position
- new projects/initiatives
- existing team members skills/abilities
- time required to train the new employee
- best position type - is this temporary, permanent, seasonal?



Non-Federal Hiring Program: Youth Conservation Corps (YCC)

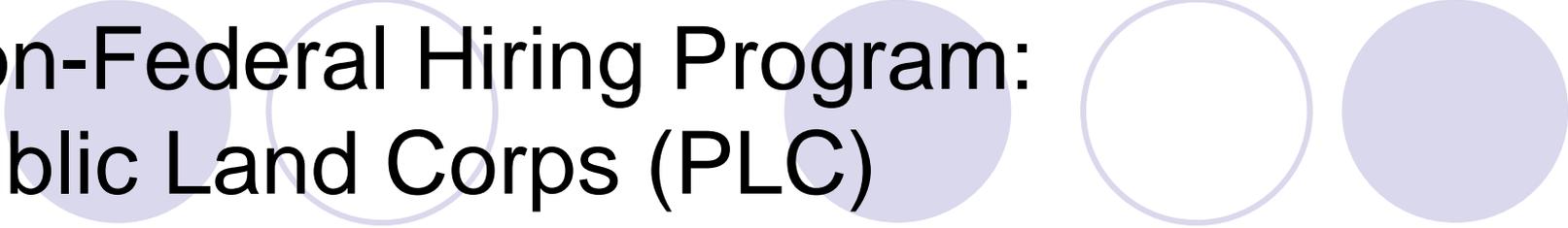
- Youth participate in conservation work projects and environmental education programs in public lands, including national park sites.
- Summer Employment to youth, ages 15-18 from a variety of backgrounds
- YCC programs are conducted for 8-10 weeks during the summer.

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.

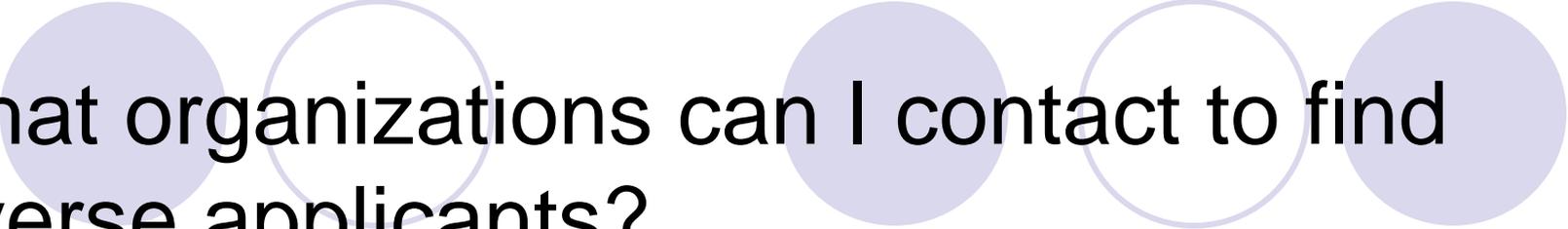
Non-Federal Hiring Program: Public Land Corps (PLC)



- 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.

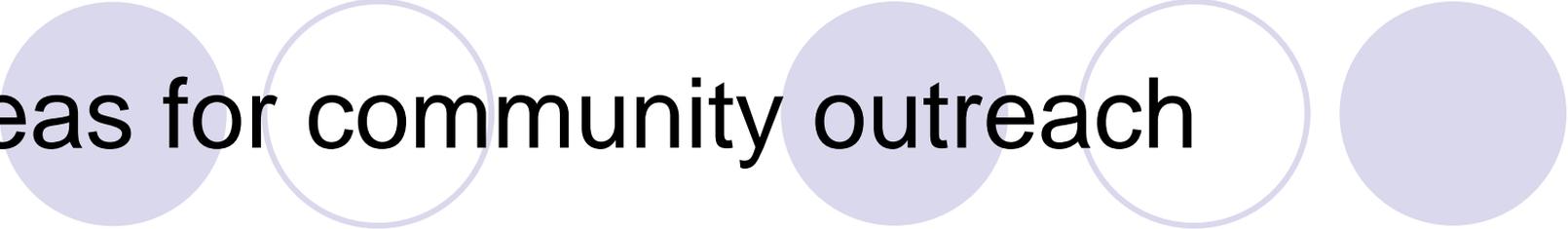
Reaching out - Where do I start?

- 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!