

OPM Fact Sheet: Post-Secondary Student Hiring Authority

The Post-Secondary Student Hiring Authority will allow agencies to use strategic recruiting to hire certain post-secondary students into positions in the competitive service on a temporary or term basis. The regulations for this authority are found in [5 CFR 316 Subpart I](#)

Eligibility

- Students enrolled or accepted for enrollment in an institution of higher education (as defined in 20 U.S.C. § 1001(a)) and pursuing a baccalaureate or graduate degree on at least a part-time basis as determined by the academic institution.
- Students who have not yet started the course of study leading to the baccalaureate or graduate degree (or certificate as appropriate), may apply and be considered for a temporary appointment position in the weeks/months prior to the job being filled. These individuals must, however, complete their enrollment requirements prior to appointment.

Program Administration

- Agencies may use the authority to make a temporary appointment (for an initial period not to exceed 1 year) or a term appointment (for an initial period expected to last more than 1 year but less than 4 years) in the competitive service, to coincide with the individual's academic curriculum and calendar.
- Appointments are limited to positions on a time-limited basis, at the General Schedule (GS) 11 level or below (or equivalent).
- Each agency may publicly advertise positions in a manner that provides a diverse and qualified applicant pool. This may include strategic recruitment and outreach activities and posting information about the positions on the agency's website, third-party websites and/or USAJOBS.
- The number of appointments made each fiscal year may not exceed 15% of the number of student appointments (e.g. Pathway Internship appointments, Post-Secondary Student appointments, or other competitive service appointments of students) the agency head appointed during the previous fiscal year at the GS-11 level or below.
- An agency may non-competitively convert a post-secondary student to a permanent position within the same agency, provided the employee:
 - has completed a course of study leading to the baccalaureate or graduate degree (or certificate as appropriate);
 - has completed not less than 640 hours of current continuous employment;
 - meets the OPM qualification standards for the position the student will be converted to; and
 - meets time-in-grade requirements in accordance with 5 CFR part 300 subpart F.
- Agencies must submit annual reports to Congress and OPM that assess the impact and effectiveness of the authority.

Documenting Appointments

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Post-Secondary Students appointments are made under 5 CFR 316 Subpart I and will be documented with the appropriate codes and remarks from OPM’s Guide to Processing Personnel Actions. Chapters 9 and 10 of the Guide to Processing Personnel Actions are being updated to reflect the new Legal Authority Codes for Post-Secondary Student appointments and conversions. Please refer to the current version of the chapters to select applicable remarks to document the SF-50, using the appropriate legal authority code as listed below.

Temporary Appointments

Appointment is	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is
Based on a person’s eligibility for a Post-Secondary Student appointment (5 USC 3116)	Is not an employee of your agency	115	Appt NTE (date)	MAD	Reg. 316.901 – (Post-Secondary Student Temp Appt.)
	Is already employed in your agency	515	Conv to Appt NTE (date)		

Term Appointments

Appointment is	And the Person	Then Nature of Action Code is	Nature of Action is	Authority Code is	And Authority is
Based on a person’s eligibility for a Post-Secondary Student appointment (5 USC 3116)	Is not an employee of your agency	108	Term Appt NTE (date)	MAE	Reg. 316.901 (Post-Secondary Student Term Appt.)
	Is already employed in your agency	508	Conv to Term Appt NTE (date)		

Conversion to Permanent Competitive Service Position

If the Appointment is Based On	And the Person	And the Appointment Is	Then Nature of Action Code is	Nature of Action is	Authority Code Is	Authority Is
Service under the Post-Secondary Student Program under 5 USC 3116 that meets eligibility requirements for conversion to a competitive service position	Is already on the rolls of your agency	Career	500	Conv to Career Appt	LAQ	Reg. 316.910
		Career-Conditional	501	Conv to Career-Cond Appt		