

What tips could you provide to students to help them find an internship/employment in your company or agency?

(2018/2019 Careers Luncheon Panel)

Brandy Barnes (Draper Aden Associates): The best way would be to apply online, <https://daa.com/careers/>. We have a proactive recruitment team that reviews resumes as they come in, and also works closely with the hiring managers for each division. Additionally, finding a connection via conferences, networking events, field trips, or linkedin, can give you a huge advantage!

Terry Briggs (Newmont Goldcorp): Do not wait until the end of your degree, Newmont Mining Corporation North American and Corporate offices begin searching for next year's summer interns in September of the previous year with offers going out starting in October. Most interns will work May through August. Newmont also offers a separate program for new graduates. The best starting place for applications is on-line, but I strongly encourage students to meet with company geoscientists at industry forums such as GSA / GSN meetings. Newmont's careers page is where we direct all applicants <https://jobs.newmont.com>.

J.P. Dube (Chesapeake Energy): Start by making sure you are following a path in your education that excites you. Your enthusiasm as a geoscientist will be important to stand out over individuals who are just looking for a job. Get involved in geoscience organizations nationally and at your school and be proactive looking for opportunities to attend conferences and expos. Networking is always a great way to find internships and jobs so make it out to events, present your work and meet people from the industry whenever you can.

Alicia Kahn (Chevron Energy Corporation): It is difficult on the website so if you can get a face to face interview you are far more likely to be considered. Be direct but not pushy. Go to conferences and student expos if your school does not get recruiters on campus.

Greg Liggett (Bureau of Land Management): There are a number of government or government-sponsored programs that benefit students and professionals just beginning their careers. One of the best ways to "get your foot in the door" is to get an internship with an agency. Many agencies within the Department of Interior (DOI) and the Department of Agriculture (USDA) have geoscience-related needs.

"Internal Internships." This type of internship is initiated by an agency to assist with an identified need. Internships are for current students 16 years of age or older, so high school students can apply. The internship can be open-ended as to hours worked (indefinite intern), or be limited to "so-many hours worked," sometimes referred to as Not-To-Exceed or temporary interns. There are also recent graduate internships, available for those who are within 2 years of their graduation date. All of these internships, as well as other currently open regular positions, will be posted to <https://www.usajobs.gov/>. You can create an account there, and set the system to email you when positions of interest come up. There are filters on the website to limit results to student opportunities, certain agencies, specific locations, etc. Sometimes there are short deadlines to apply for a

position, so I recommend that you have your resume and all documents uploaded and ready to go when an opportunity presents itself.

A note about applying. Study the position announcement closely. Take careful note of the experience that they want to see you have. If the announcement says the applicant should have “at least one year of experience working with fossils” then make sure in your resume you explicitly say “I have X years of experience working with fossils.” Use the words and language in the announcement in your application. Why? You might see awkward language, like a geologist would never say something that way, and it is because the position description may not have been written by a specialist. And your application will not get its initial review by a specialist. It will be some poor HR person who doesn’t know the job at all, and all they can do is look for the experience that the position description asked for. You have to have your application make it through this first cut where it will then be sent to someone who may actually know the job. Don’t expect the

HR people to “read between the lines” on your experience. Sure you have published papers or given talks, but an HR person cannot see through that to understand the experiences behind those activities.

“External Internships.” This type of internship is managed by a partner, who recruits interns for agency-identified needs. This type of intern is not a federal employee, as all of the recruiting is done by another organization. These internships are not posted at USAjobs.gov, and often target historically underserved populations. An example of this is the Geological Society of America GeoCorps program. Here is a link for to begin exploring these external internships: <https://www.blm.gov/careers/students-and-grads/direct-hire-program>.

Public Land Corps is another program focused on people between ages 16 and 39 years to work on conservation projects on public land. To learn more about this program go to <http://www.21csc.org/>

Within DOI, successful completion any of the above external internship programs, along with the completion of a degree, qualifies the intern for a Direct Hire Authority (DHA) for two years following the internship, allowing non-competitive appointment to a position. That is a huge advantage for getting a permanent position.

Another internship opportunity to be aware of is those offered by the National Council for Preservation Education (NCPE). Agencies identify needs that an intern can fill, and twice a year positions are posted to their website: <http://www.preservenet.cornell.edu/employ/ncpe.php>. There are many different tasks in these listings, many not science related. Check them out as you never know. For the last several years, DOI has funded interns to work at partner museums around the country, preparing and curating DOI-owned museum collections.

The final internship opportunity is offered through the Office of Personnel Management (OPM) and is the Presidential Management Fellows (PMF) Program. This is available to those who have completed an advanced degree by August 31st of the year following the annual application, or those who have completed an advanced degree during the two years previous to the opening data of the annual application announcement. These internships are highly competitive. More details are at <https://www.pmf.gov/>

Here are a couple of other links for information:

- <https://www.blm.gov/careers/students-and-grads>
- <https://www.usajobs.gov/StudentsAndGrads>

Bruce Schumacher (U.S. Forest Service): Be certain you are pursuing a career path that is exciting to you. Forget about choosing a focus area purely because of potential for monetary gain – if you’re not passionate about your work, it will not prove fulfilling or lasting.

Be willing to accept entry-level Internship positions. Quite often, small steps like this are necessary to find permanent full-time employment.

Create a USAJobs account, and have all of the personal information entered and ready to go when a job opportunity is posted. Be ready to adapt your resume/cover letter to emphasize those skill sets most pertinent to particular jobs.

Limaris (Lima) Soto (National Park Service): I recommend volunteering for an agency, as it is a good way to network and get the experience it is also the “way to get your foot in the door.” I also recommend being flexible and applying for positions in places that you might not have thought you will be working. Once you have your first federal job and have gained some work experience, you can always apply for positions in your chosen career field and where you have always wanted to work.

Lisa White (UC Museum of Paleontology): Look for opportunities to network with agencies, companies, or the labs where you are seeking an internship. See if any of the groups will be at GSA or other conferences you plan to attend and contact individuals associated with the groups. Ask to meet, find out more about their project work and if they have internship opportunities. Cold calling or e-mailing an individual at the agency or company with a request for information often does not produce the same results as an in-person introduction, but don’t rule it out.

Bret Dixon (Anadarko Petroleum Corporation): You need to start thinking about an internship as early as your junior or senior year during your undergraduate education. Local, national and international geoscience and industry professional organizations are open to student/younger members and are a great source of information and networking opportunities. Join student chapters of AAPG, SEPM, SEG, SPE, IAS and GSA. Present at and/or attend geoscience and industry conventions, conferences, meetings and expos. Research potential companies online, understand their business and where they operate, and call or email the HR or other departments to find out about recruiting times and venues. Make sure to select a graduate school that conducts industry related research or has industry supported consortia, has professors that have industry connections, invites industry companies to come recruit, has a solid track record of placing their graduates in the industry, and whose graduates have succeeded professionally within the industry. Find a thesis topic you are passionate about, an advisor who will help feed your passion, and find a way to make that research relevant and accessible to industry companies. Network, network, network!

Leslie Hsu (U.S. Geological Survey): Keep an eye on the USGS Student and Recent Graduates opportunities, the Pathways Program and the Internship Program. These are good ways to start working at the USGS. Talk with USGS staff wherever you see them, for instance at the booth at GSA, or any other meetings you attend, and ask about opportunities. One of my colleagues started off by asking to volunteer to help with field work at a local USGS Science Center, and this later transformed into a permanent USGS position!

Jason Kenworthy (National Park Service): It is very rare for folks to apply to, and be selected for, a permanent federal position right out of school. Many people use internships, student opportunities, volunteering, seasonal or temporary positions to build experience with an agency. There are relatively few geoscientists in public land management agencies (for example, there are more than 20,000 federal employees in the NPS, but only ~250 are physical scientists) so the nearly 200 geoscience internship positions offered every year are very helpful to build experience and start networking.

In the National Park Service, there are 2 primary NPS internship programs for geoscientists: the Geoscientists-In-the-Parks (GIP) program (<http://go.nps.gov/gip>) and Mosaics in Science (for under-represented youth; <http://go.nps.gov/mosaics>). GSA GeoCorps is another excellent program for internships with other public land management agencies: <https://www.geosociety.org/geocorps/>. Summer positions are typically advertised starting in December the year before so now is the time to think about next summer. There are many other internship opportunities to work with land management agencies if you aren't looking for a geoscience-specific program: <https://www.nps.gov/subjects/youthprograms/index.htm>. If you have a park you are interested in working with, I recommend contacting the natural resource manager (or the park volunteer program coordinator) and explaining your interests and career goals, and offering to volunteer with them if they have work available. Volunteering isn't an option for everyone but this is another way to get know the agency and what type of work we do, and to develop a relationship with a park

The agency also hires students through the Pathways Program—the federal government can direct place current students with parks or central offices, and those positions may be converted over to permanent, full-time positions. For recent graduates of graduate programs, The Presidential Management Fellows (PMF) Program (<https://www.pmf.gov/>) is a highly competitive flagship leadership development program at the entry-level for advanced degree candidates

All federal jobs (seasonal, temporary, or permanent) are advertised on <https://www.usajobs.gov/>. A quick note about federal job terminology. Science positions in the federal government are almost all “General Schedule” or “GS” positions. Federal jobs are described by the schedule (“GS”) and then a 4-digit series number (jobs starting with 1300 are physical science; “1350” is geologist) and then a 2-digit grade which indicates the position's pay rate (higher numbers equal higher salary). So an early career geologist position could be a GS-1350-07 and a hydrologist program lead may be a GS-1315-12.

Ken Ridgway (Purdue University): From a university perspective, participating in undergraduate research is an opportunity to learn more about possible career pathways and scientific interests. Talk to your professors about research opportunities to work in their labs, with their graduate students, and/or to serve as a field assistant. It might not be a perfect fit for your current career vision but one door opens to another door, and you will be surprised where the journey takes you.

Todd Thompson (Indiana Geological and Water Survey): We do not have formal internships, and our temporary employment is primarily on an hourly basis associated with specific projects. On the job training if you will. Timing is everything when you are available and when the project starts and ends. Although we are on a university campus, our projects rarely follow the academic year. We accept unsolicited resumes' all year long, and advertise using the university's employment system. It never hurts to contact individual scientists to see what they may have going on in the works.

