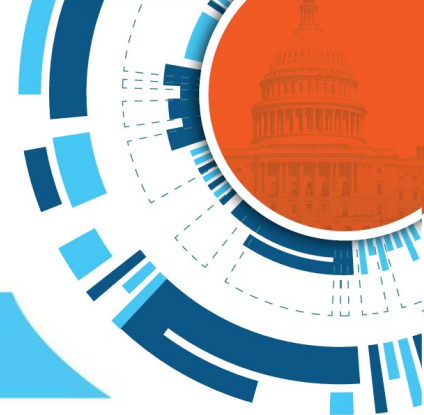




Science & Technology
Policy Fellowships

ENHANCING POLICY, TRANSFORMING CAREERS



2023-2024 STPF Placement Process Overview

February 22, 2023

Christine Rovner, STPF Senior Program Manager

This webinar is being recorded.

Program
Overview

Portal
Registration

Position
Descriptions

Scheduling
Interviews

Interview
Week

Rankings
Submission

Placement
Process

Agency
Onboarding

Q&A after major segments and at the end!



Enhancing Policy, Transforming Careers

Goal:

Foster scientifically informed, evidence-based policy and practice.

Strategy:

Engage scientists and engineers from a broad range of disciplines, backgrounds and career stages to:



- Contribute knowledge and analytical skills to the federal government.
- Learn first-hand about policymaking and implementation at the federal level.
- Build S&T leadership equipped to address complex societal challenges.

Who are Fellows?

Fellows are:

- Doctoral-level scientists and engineers: leverage their expertise!
- At various career levels.
- Here for professional development and to learn.
- Eager contributors, offering flexibility, creativity, perspective, patience and perseverance, political awareness and experience.

They are **not**:

- Familiar with government or agencies
- All the same: each fellow is an individual.



- **Two-week Orientation**
- **STPF Monthly Professional Development Workshops**
 - Policy and the Federal Government
 - Communication
 - Leadership
 - Networking and Career Strategies
- **Travel & Training**
 - Travel for office, when available
 - Internal agency trainings
- **Affinity Groups**





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Portal Registration & Submitting Work Statements

- **February 1:** Portal registration opened
 - All staff who will review applications should register for their own accounts
 - Office not on the list? Contact Christine Rovner (crovner@aaas.org)
- **March 14:** Last day to register for portal

Sign-up/Reactivate Portal Account: <https://fellowshipapp.aaas.org/liaison>

✓ *Avoid acronyms* ✓ *Review program FAQs* ✓ *Add key dates to your calendar!*

Submitting Work Statements & Hosting Agreements

- **March 3:** Last day to submit SOWs to STAS office for review
 - Send to JC Vargas, VargasJC3@state.gov

- **March 15:** Deadline to submit your work statement and other template information (“position description”) in the portal

- **March 24:** Deadline to submit Hosting & Funding Agreement
 - Send to JC Vargas, VargasJC3@state.gov

** Find documents on the STAS Fellowships and Internships Sharepoint site*

Describing the Position

- **Assess your office's needs** to help you envision how a scientist or engineer may add their expertise or skills to the mix. Consider cross-cutting and collaborative opportunities for fellows.
- **Use clear language and descriptions** to ensure that fellows with little or no experience in government can understand your office's mission, programs, and their anticipated role. Highlight where the office engages/interacts with policy.



Position Description Tips

- Indicate the clearance needed to accomplish the office's work
- Changes after finalizing? Contact Christine Rovner (crovner@aaas.org)
- "Clone" to create similar positions.
 - But use unique position names!
- Default is to allow finalists to contact offices to request interviews. Select "Do not contact" if you do not want finalists to request interviews.

Add New Position

Position ID	Position Name	Status	Action
P0000490	STPF Fellow #2	Drafted	Edit Clone
P0000489	STPF Fellow #1	Open	View Clone Withdraw

Export Positions To CSV

Print To PDF

Office & Fellow Commitments



- All fellowship terms are for one year with the opportunity to renew for a second year
- Some applicants in the portal may only wish to serve one year – ask in the interview
- Offices may elect to use a bureau-funded FTE; please note on the Hosting & Funding Form

Short question break!

Portal Registration & Submitting Work Statements

Scheduling Interviews

- **March 17:** Offices may begin review of finalist materials in the portal
- **March 22:** Offices may begin to schedule interviews
- **April 12 at Noon ET:** Pre-scheduling period closes
- **April 17-21:** Finalist Interview Week

**STPF will resume an in-person
Finalist Interview Week!**

Interview Tips

- **Include colleagues** in interviews.
- **Highlight projects** with potential for a high amount of ownership for the fellow.
- **Discuss collaborations** with partners outside your office, engagement in the interagency.
- **Give finalists a holistic view** of office activities
- **Highlight past fellow experiences** and any alumni currently in the office.



Current fellows may not participate in finalist interviews, review finalist materials, or participate in the evaluation process in any way.

Interview Tips cont.



- **Be flexible** when considering a fellow's background. A fellow with an unexpected discipline or experience may still have the skills that your office seeks.
- **Mentoring matters** in this professional development program. Let fellows know that your office has the capacity to provide them with appropriate training and meaningful feedback.
- **Reach out** to your program manager with your questions about the STPF program!

Short question break!

Interview Scheduling & Interview Week

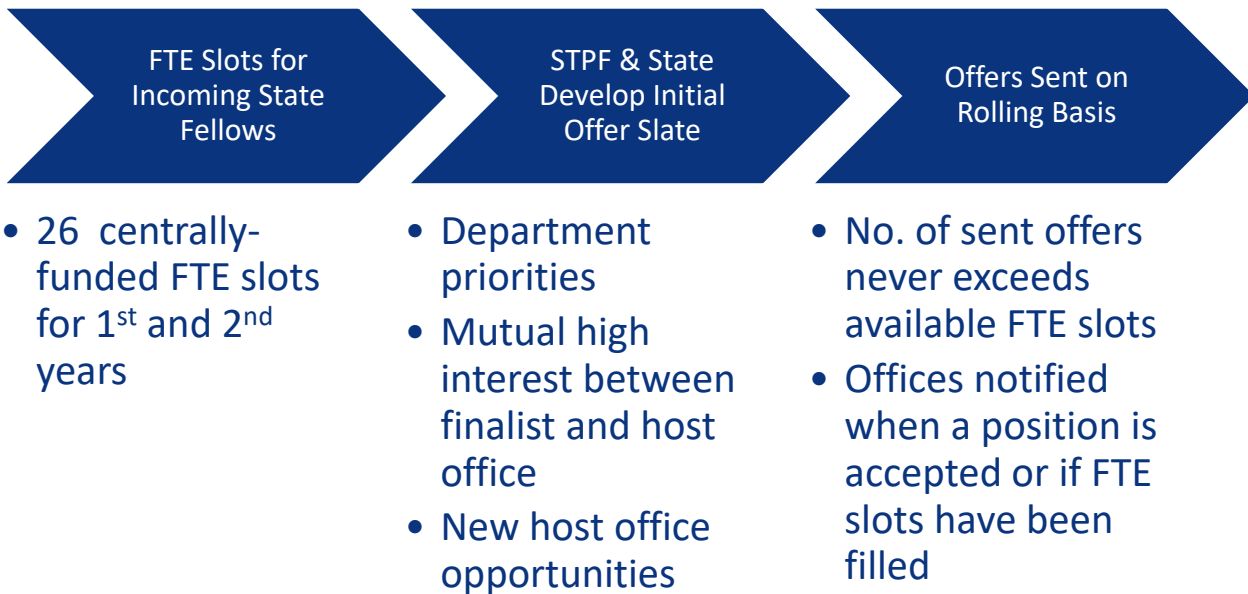
April 26: Rankings Due

- Must be entered by person who added position to portal.
- Do not tell finalists how your office ranked them or how “highly interested” you are.
- Do not rank finalists you do not wish to host.

May 3: STPF Begins Offer Sending Process

- All placement offers are made by STPF on behalf of host offices.

May 3: STPF Begins Sending Offers



May 3: STPF Begins Sending Offers



- **All fellowship placement offers are made by AAAS STPF on behalf of prospective host offices.**
- Finalists may receive multiple offers at the same time.
- Finalists may reach out to offices during this period with additional questions.
- We appreciate your patience as the process unfolds!

Short question break!

Rankings Submission & Placement Offer Process

- STPF will send a formal fellowship placement offer and terms to fellows in June
- Placements begin on August 28, 2023*
 - STPF Orientation –September 5-8 and September 11-13 (excluding Labor Day)
 - Agency-specific onboarding – TBD

* State Department fellows hired under the Schedule A mechanism begin their first fellowship year on August 28 or after receiving their security clearance; fellowship renewal dates are based on the EOD date.



Summary of Key Dates

February 1, 2023	Portal registration & work statement submission begins
March 3	Draft work statements due to STAS office
March 14	Portal registration period closes
March 15	Position description submissions due
March 17	Offices may begin review of finalist materials
March 22	Offices may begin to schedule interviews
March 24	Hosting & Funding Agreements due to STAS office
April 12 at noon	Scheduling portal closes
April 17-21	In-Person Finalist Interview Week
April 26	Rankings due
May 3	STPF begins sending placement offers
September 1, 2023	2023-2024 program year begins!

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Thank you!

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www.aaas.org/stpf



[@AAAS_STPF](https://twitter.com/AAAS_STPF)



Mentoring resources site: www.aaaspolicyfellowships.org/mentorship