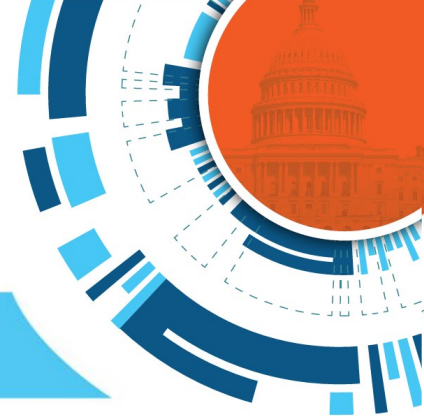




Science & Technology
Policy Fellowships

ENHANCING POLICY, TRANSFORMING CAREERS



2024-2025 STPF Placement Process Overview

Cynthia Bernardez, STPF Program Manager

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Program Manager Contacts

Program Manager	Host Offices/Agencies	
Cynthia Bernardez cbernardez@aaas.org or (202) 326-6230	DOC DOD DOJ	MCC NSF
Vanessa Furtado vfurtado@aaas.org or (202) 326-6525	DOI DOE EPA	NASA USDA
Lena Rothfarb lrothfarb@aaas.org or (202) 326-7009	DOT HHS	NIH VA
Christine Rovner crovner@aaas.org or (202) 326-6748	AoC DHS DOS	OSTP USDT

Program Overview

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.



- **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**



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.





Portal Registration

Portal Registration & Position Description Submission

- **February 1, 2024:** Portal registration opens and position description submission begins!
- **March 12, 2024:** Last day to register.
- **March 14, 2024:** Position description submission deadline.

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

Once activated:

- Edit your profile, avoiding acronyms.
- Review program FAQs --->
- Review the [placement timeline](#) and add key dates to your calendar!

FAQs

General Information

- What are the AAAS Science & Technology Policy Fellowships?
- How are finalists selected?
- How are fellows placed?
- When do you need a confirmation of host office funding?
- When will my fellow start?
- How do user permissions work in the Liaison Portal?

Registration Information

- Can my scheduler or administrative assistant manage my schedule online?
- I completed my registration, why can't I log in?
- Can we have multiple people register for accounts within one office?

Position Description Information

Position Description

- **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.

Describing the Position



Position Description Tips

- Changes after finalizing? Contact staff.
- "Clone" to create similar positions.
 - But use unique position names!
- Select "Do not contact" if you do not want finalists to request interviews.
 - Default is finalists are allowed to contact offices 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

Scheduling Interviews

Scheduling Interviews

- **March 19, 2024:** Offices may begin review of finalist materials.
- **March 25, 2024:** Offices may begin to schedule interviews.
- **April 10, 2024 at 12:00 pm ET:** Pre-scheduling period closes.

Interview Week

**STPF will continue with an
in-person Finalist Interview Week!**

April 15-19, 2024:

Finalist Interview Week in Washington, DC.

See all key dates on the [program timeline page](#).

Interview Tips and Best Practices

- You are encouraged to bring in your colleagues to interviews.
- Note projects where there is anticipated to be a high amount of ownership for the fellow.
- Discuss your office's collaborations with partners outside your immediate division, agency, federal government, etc.
- Give finalists a holistic view of office activities – public communications, responses to legislative branch, budget operations, etc.
- Highlight past fellow experiences and any alumni currently in the office.
- **Current fellows (both 1st and 2nd years) may not participate in interviewing finalists, reviewing finalist materials, or participating 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!

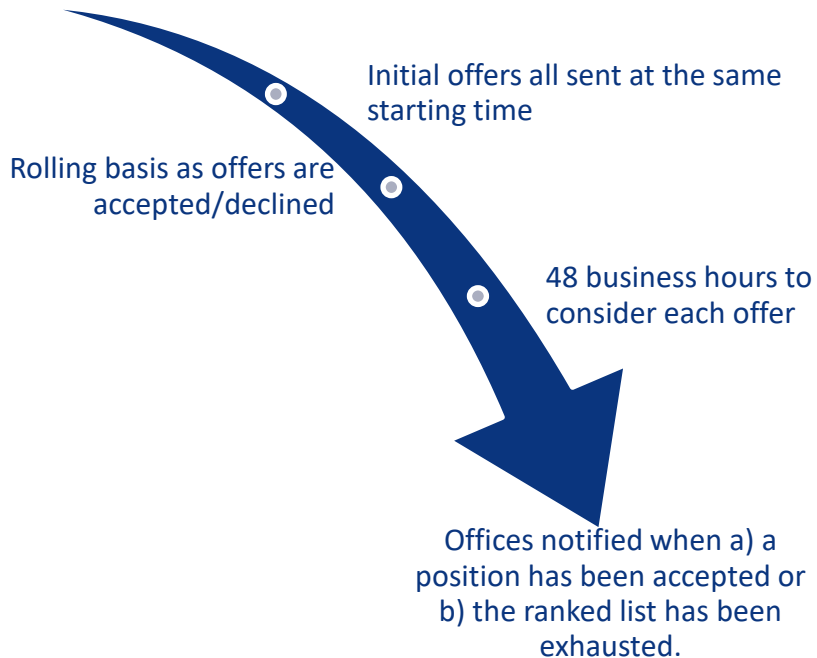
Rankings Submission

- **April 24, 2024:** 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 1, 2024:** STPF Begins Offer Sending Process
 - All placement offers are made by STPF on behalf of host offices.

Placement Process/Extending Offers

May 1, 2024: STPF Begins Sending Offers

Offers sent following
each position's ranked
list



- **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!

Secondary Placement Process

Following initial offer period, offices with positions that remain open may conduct secondary interviews with remaining finalists, if desired.

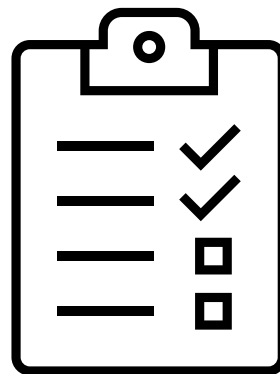
Agency Onboarding

- STPF will send a formal fellowship placement offer and terms to fellows in June 2024.
 - Placements begin on September 1, 2024.*
 - STPF Orientation –September 3-11, 2024.
 - Agency-specific onboarding – TBD.
- * NIH placements typically begin in mid-August, some agencies require clearances to be gained before starting.



Agency Onboarding

- While awaiting a fellow's arrival, offices should:
 - Initiate and ensure funding is secured for the fellow(s).
 - Initiate any background check/clearance process.
 - Congratulate fellow and introduce to future colleagues!
 - Obtain necessary identification cards, building passes and technical equipment.



Summary of Dates

Summary of Key Dates

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March 12, 2024	Portal registration period closes
March 14, 2024	Position description submissions due
March 19, 2024	Offices may begin review of finalist materials
March 25, 2024	Offices may begin to schedule interviews
April 10, 2024 at 12:00 pm ET	Scheduling portal closes
April 15-19, 2024	In-Person Finalist Interview Week
April 24, 2024	Rankings due
May 1, 2024	STPF begins sending placement offers
September 1, 2024*	2024-2025 program year begins! *Sept. 1 is a Sunday, so Orientation will start Tuesday, September 3, 2024