National Aeronautics and Space Administration

Explore a Career at NASA

NASA's Pathways Internship Program

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NASA Vision

“To discover and expand knowledge for the benefit of humanity. ”

It’s an exciting time to be part of NASA!

To the Moon: Take the Next Giant Leap with Us

Through the Artemis program, NASA will land the first woman and first person of color on the Moon, using innovative technologies to explore more of the lunar surface than ever before. Then, we will use what we learn on and around the Moon for the next giant leap: sending the first astronauts to Mars.

NASA’s **Space Launch System (SLS)** rocket is part of NASA’s backbone for deep space exploration and Artemis. With its unprecedented capabilities, SLS is the only rocket that can send Orion, astronauts, and cargo directly to the Moon in a single launch.

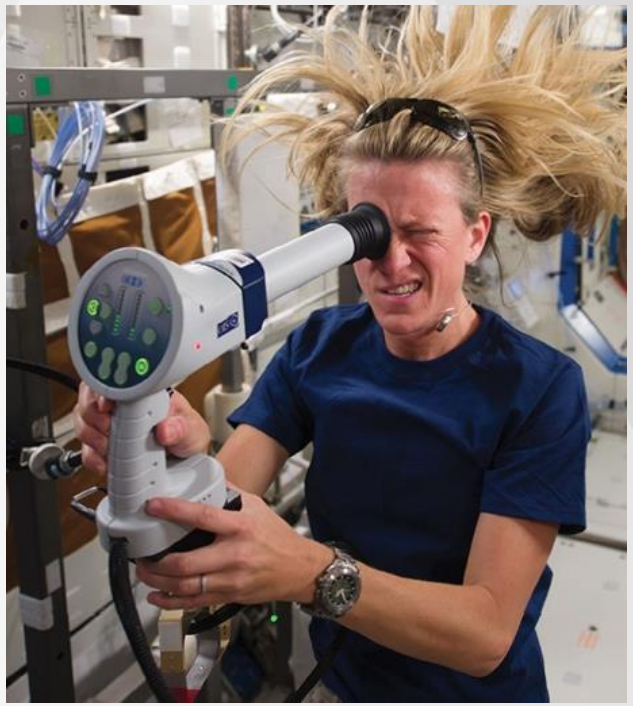
ARTEMIS

And we’re making an impact, right here on Earth!

- **Monitoring Sea Level Rise:** Operation IceBridge is yielding an unprecedented view of Arctic and Antarctic ice. IceBridge collects critical data used to predict the response of Earth’s polar ice to climate change and resulting sea-level rise.

- **Detecting Famine Conditions:** NASA is part of an interagency effort funded by USAID that provides early warning on instances of global acute food insecurity.

- **Image-Analysis Software Sees Cancer in 3D**: Using filters created to study the shape of astronauts eyes in space, researchers found they could also identify the 3D shape of a tumor within an image series.



Life at NASA

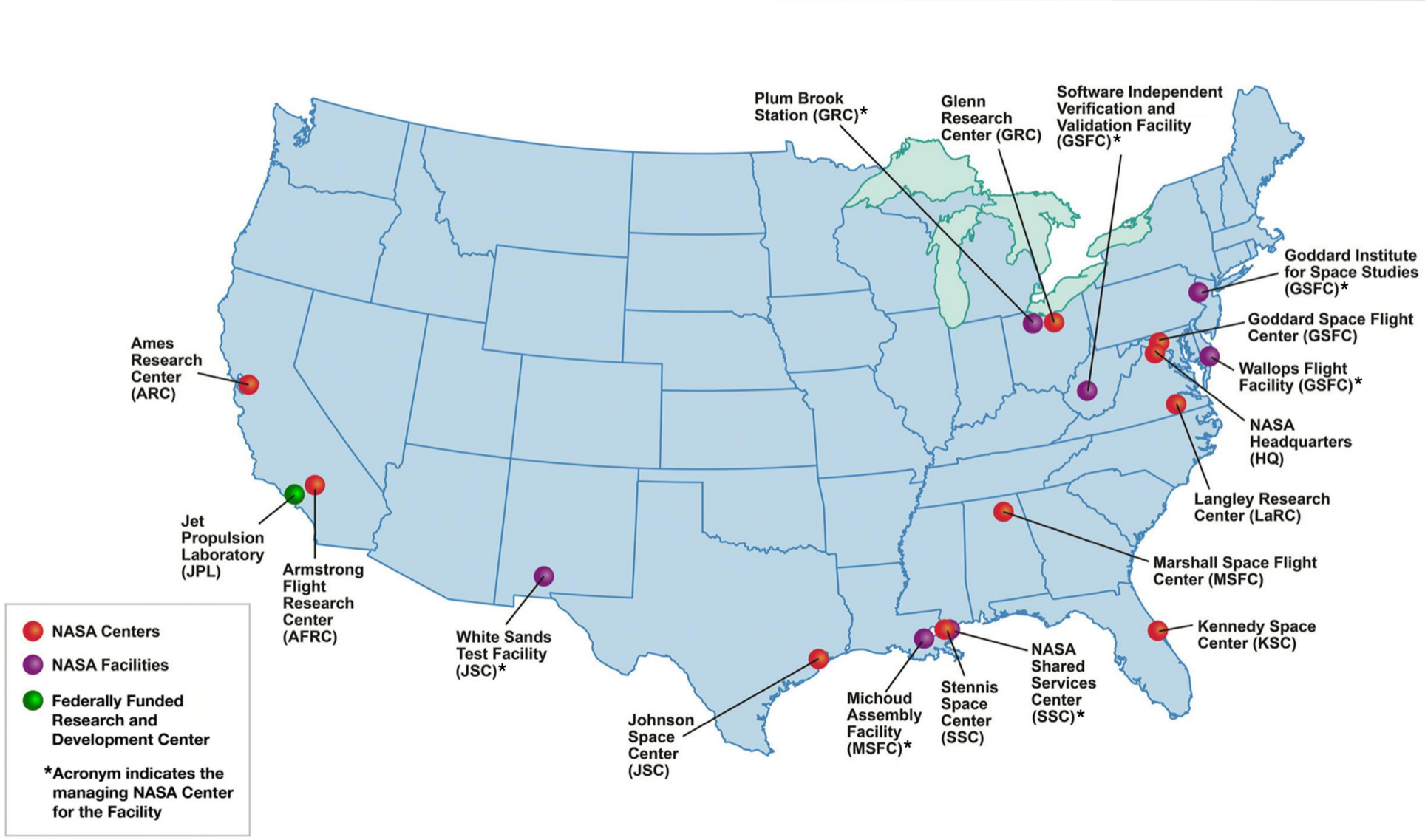
At NASA, we explore the infinite every day, and our work is more than just profession—it's a lifelong pursuit and a passion.

We're a diverse team united by a shared purpose. You'll join a culture that values diversity and inclusion as critical to mission success. NASA has a robust strategy to ensure diversity, equity, and inclusion is incorporated into our culture and business practices at all levels.

NASA's Core Values:

- Safety
- Integrity
- Teamwork
- Excellence
- Inclusion

NASA Locations



What is the Pathways Internship Program?

Specializing in multi-semester experiences, the Pathways Internship Program prepares you for a career at NASA and offers a direct pipeline to full-time employment at NASA upon graduation.

Quick Facts:

- Pathways interns are civil servants
- Opportunities are available for both STEM and non-STEM majors (we currently have a 70/30 breakdown)
- Degree levels: College sophomores through Post Graduate
- Applications Dates: The majority of opportunities are announced in the fall, around September or October, for appointments that begin in January and again around February and March for appointments that begin in August.

Minimum Qualifications

Overall Eligibility

- Be a U.S. Citizen
- At least 16 years of age on start date

Program Eligibility

- Pursuing a degree or certificate in an accredited program
- Enrolled at least half- to full-time in school
- Have and maintain a GPA of 2.9 or higher on a 4.0 scale
- Can work a MINIMUM of 640 hours BEFORE graduation
- Can begin work on the date specified by the announcement

Majors May Include:

Technical*

- Aerospace Engineering
- Chemical Engineering
- Computer Engineering
- Electrical Engineering
- Environmental Engineering
- Industrial Engineering
- Materials Engineering
- Mechanical Engineering
- Physics

Business*

- Accounting and Budget
- Communications/Media
- Computer Science
- Human Resources
- Procurement

*** Job opportunities may vary in having a REQUIRED or PREFERRED major.**

NASA Internship Value

- ✓ Contribute to **meaningful work** that will have an impact
- ✓ Be part of a **diverse workforce** and a culture that values teamwork and inclusion
- ✓ Foster and **inspire innovation** and new ideas at NASA
- ✓ Access to **continuous learning opportunities** and mentorship

NASA is Consistently Voted the Best Place to Work in the Federal Government!

Pathways Internship Benefits

In addition to pay and valuable work experience, you may receive the same benefits as permanent employees:

- Completion of the Pathways Program may lead to a NASA job offer.
- Autonomy to define your own career trajectory. We'll work with you to define assignments and training opportunities that will help you achieve YOUR career goals.
- Promotion eligibility while in the Pathways Program
- Health and life insurance
- Federal Employees Retirement System and Thrift Savings Plan
- Paid Federal Holidays
- Annual, Sick, and Military Leave

Promoting Agency Cross-Center Connections (PAXC)

PAXC is a student-led organization that connects students from all NASA centers to encourage communication, knowledge-sharing, and ultimately promote a more unified NASA organization as a whole. PAXC organizes engaging events for young professionals at NASA including guest speakers, center trips, games nights, and more!

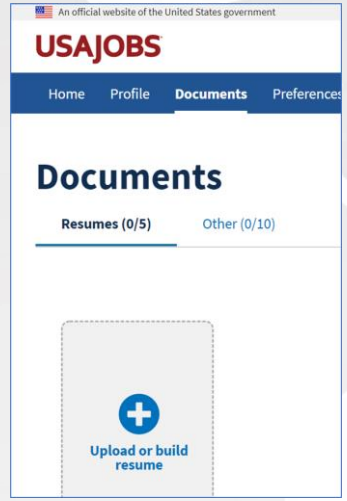
Other PAXC activities include:

- Ongoing communications including bi-weekly meetings and newsletters
- Virtual speed networking events, “pen-pals” program to meet other interns
- Recognition via “Intern of the Week” spotlights
- Movie and game nights
- Meditation Series

The Application Process

Preparing to Apply on USAJOBS

- Create your USAJOBS Profile at www.usajobs.gov
  - If you do NOT have an account, you MUST create one
- Upload your documents
  - Allows up to 5 “Resumes” and storage of 10 “Other” documents
  - Get your documents ready ahead of time and upload to USAJobs:
    - Resume **(Required)**
    - Transcript **(Required)**
    - Veteran’s Preference Documents (Accepted)
      - Required ONLY if claiming preference eligibility
    - Reasonable Accommodation Documents (Accepted)
      - Required ONLY for an accommodation to complete the Online Assessment
- **Give yourself plenty of time to complete the application process!**

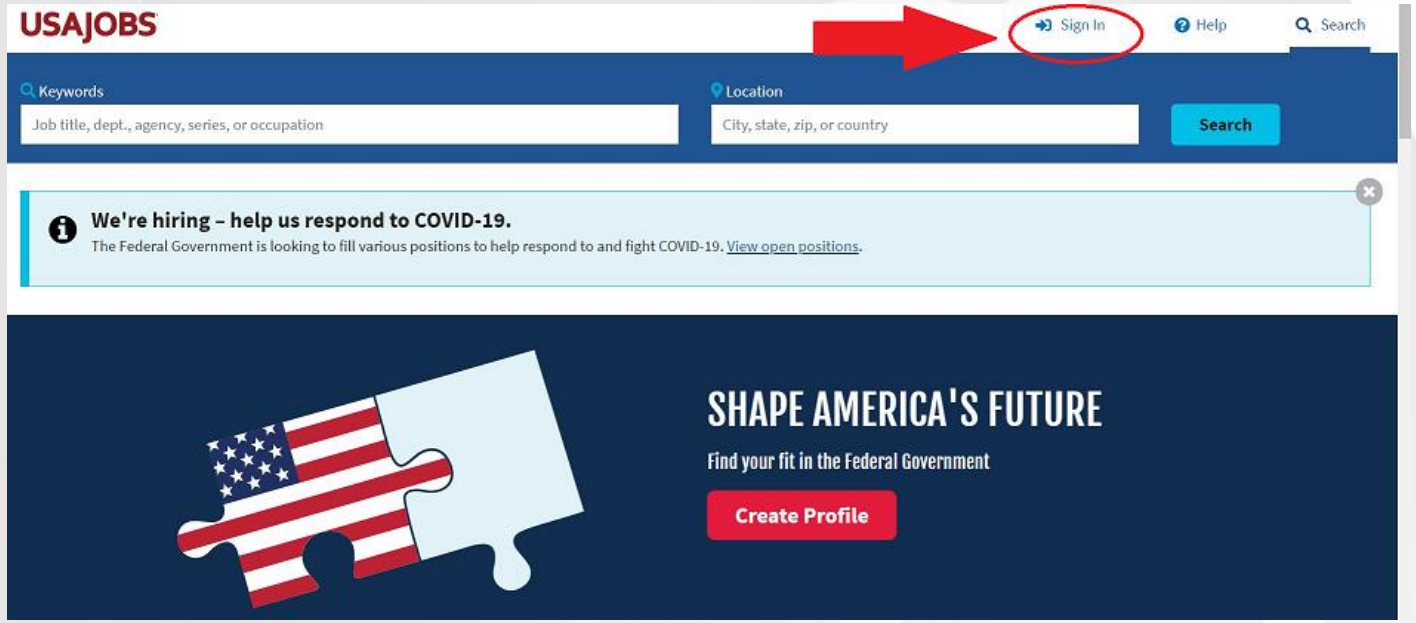


How to Apply for NASA Pathways Jobs

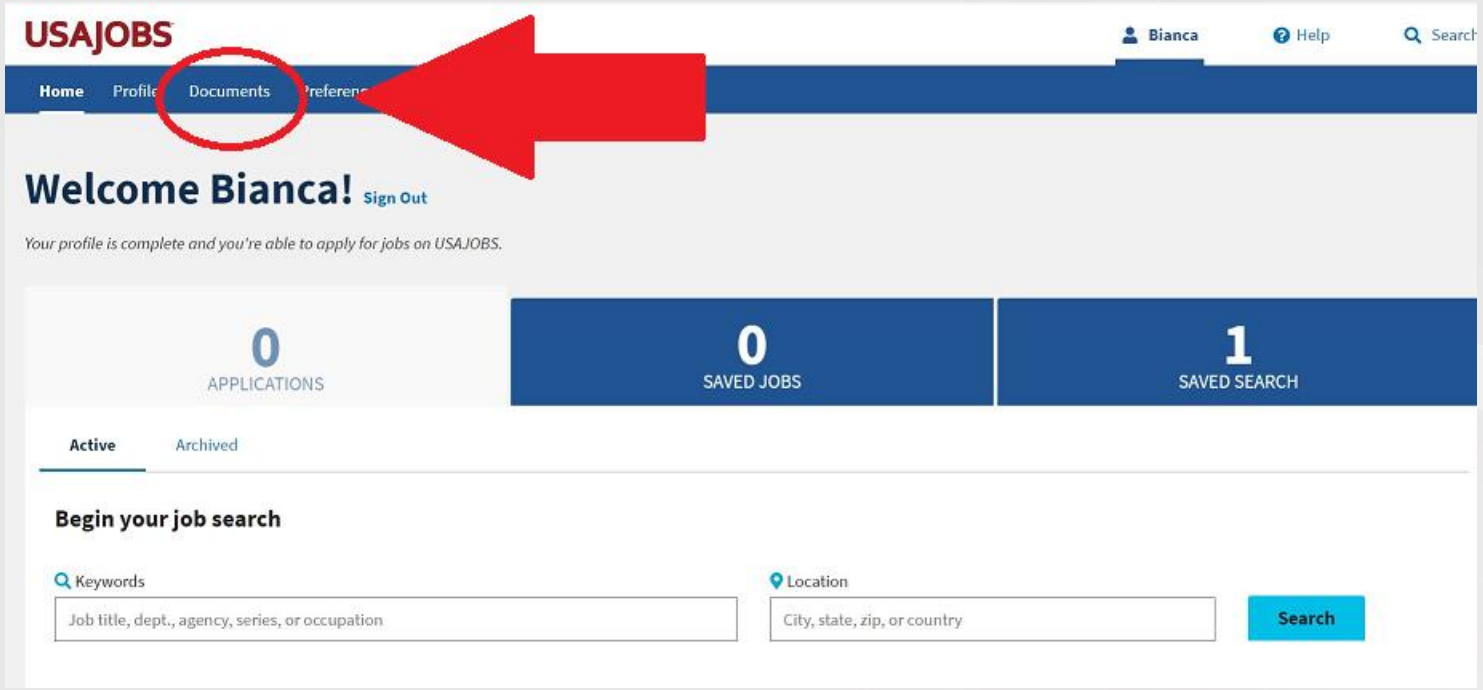
1. **Do your research**
   - ❖Visit nasa.gov/careers/pathways and browse our internship opportunities
   - ❖Search for Pathways job opportunities at www.usajobs.gov
2. **Prepare your application**
   - ❖Build your profile and resume in USAJobs
3. **Apply to a job during the open application window**
   - ❖Apply to jobs ALIGNED with your academic major or career interests
   - ❖Select your TOP 3 work locations
4. **Complete the application questionnaire**
   - ❖Describe your education, availability, and previous internship experience

USAJOBS: Logging In

1. Go to www.USAJobs.gov to create an account.
2. Create a profile (fill in the fields). Make sure you indicate veteran's preference status.
3. Create an alert so that you receive an email when opportunities match your criteria
4. Look for announcements titled "Student Trainee."
5. Once you find an opportunity, follow the instructions in the "How to Apply" section of the announcement.

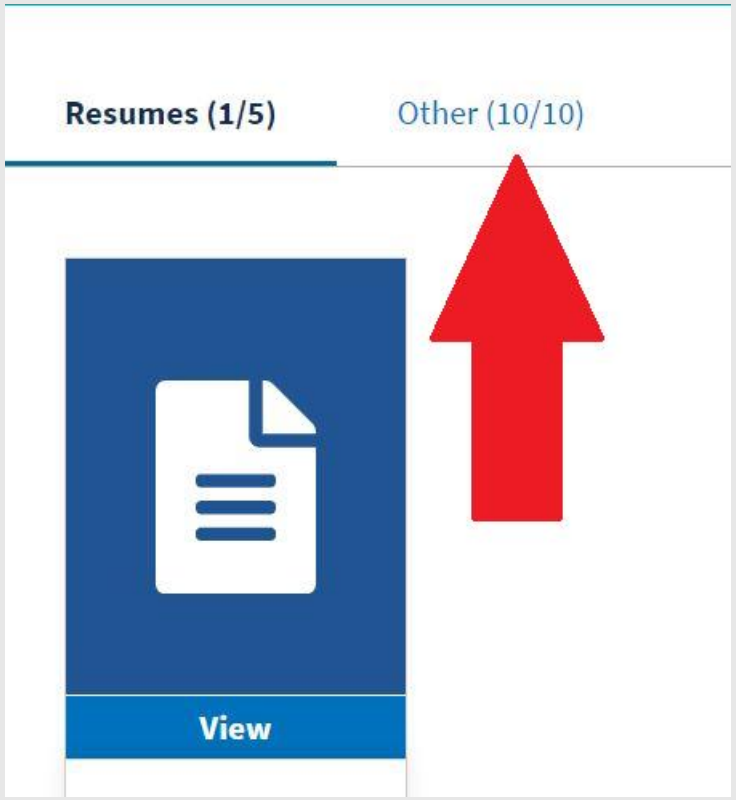


Adding Documents

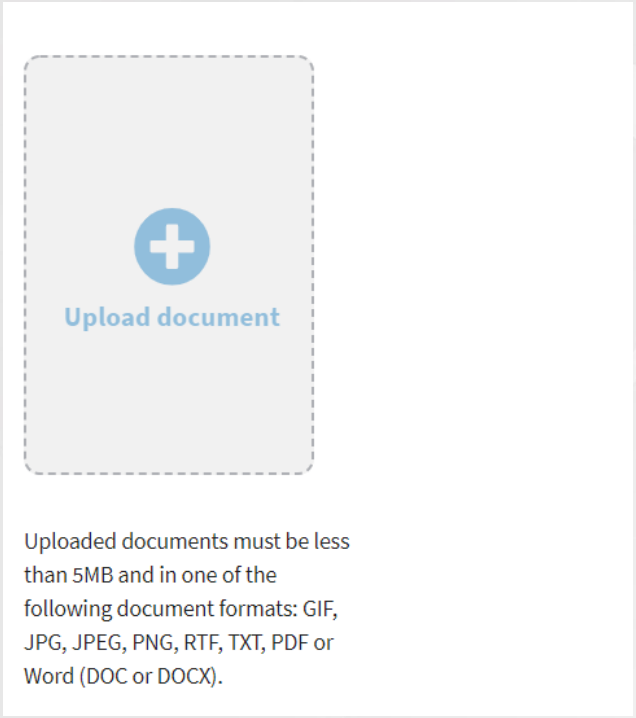


- Upload documents to your profile
- Use when applying for positions
- Now REQUIRED
- Up to 5 Resumes and 10 other documents

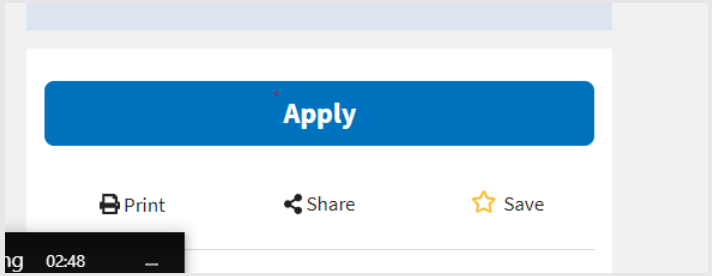
Uploading Documents to USAJobs



To add documents to your USAJOBS profile such as DD-214s, Transcripts, SF-50, certifications/licenses, etc., click on “Other”. You may add up to ten documents to your profile to re-use with every application submitted.



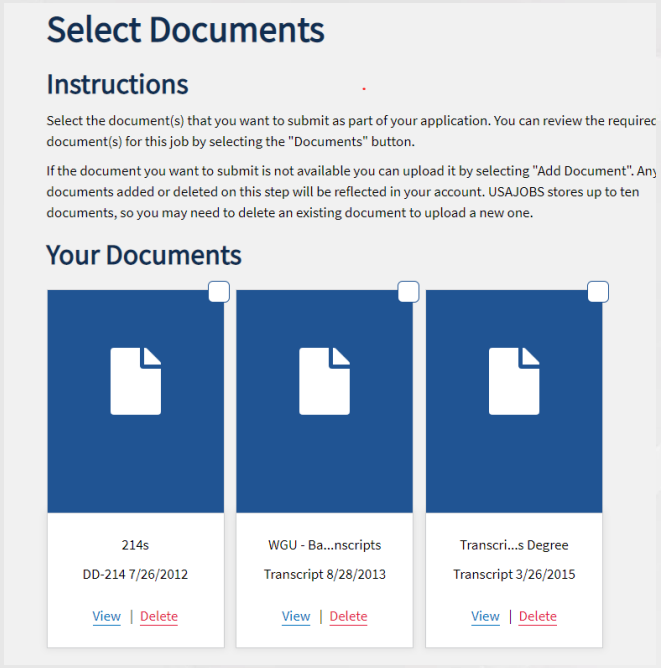
Applying for Positions



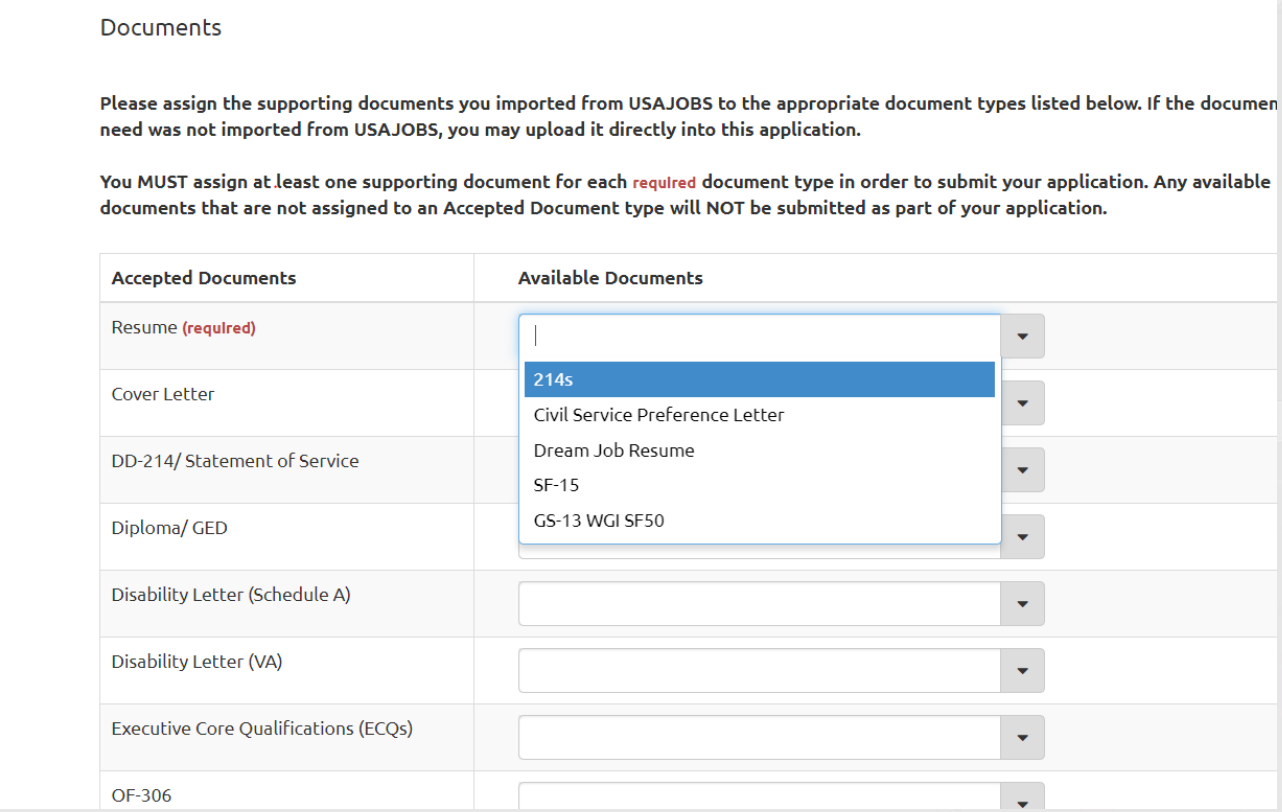
Once you click on the “Apply Button”, you will be taken to the next phase of the application process.

Prior to moving forward with the application process, you will select the documents you wish to submit.

To continue, follow the prompts, read the questions, and provide appropriate responses.



Applying for Positions (continued)



After completing the assessment questions, you will be taken to the “Documents” tab of the application process.

At this point you will click on the dropdown menu and select the documents you previously uploaded to the application.

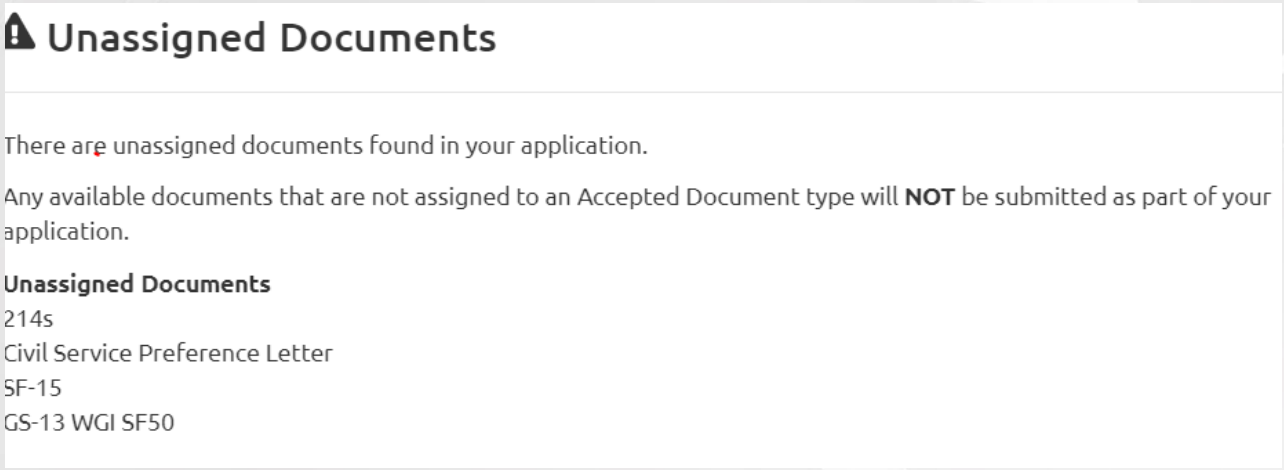
Select the appropriate document and do the same for the rest.

****Note: You may upload multiple documents to The accepted documents tab.**

Applying for Positions (continued)

Click on “continue”

You will receive a warning message if you previously selected documents, but now did not assign them. If you wish to assign these documents, you may do so at this time.



Click on “continue”. You will have the chance to review your documents again.

Click on the acknowledgement tab and submit.

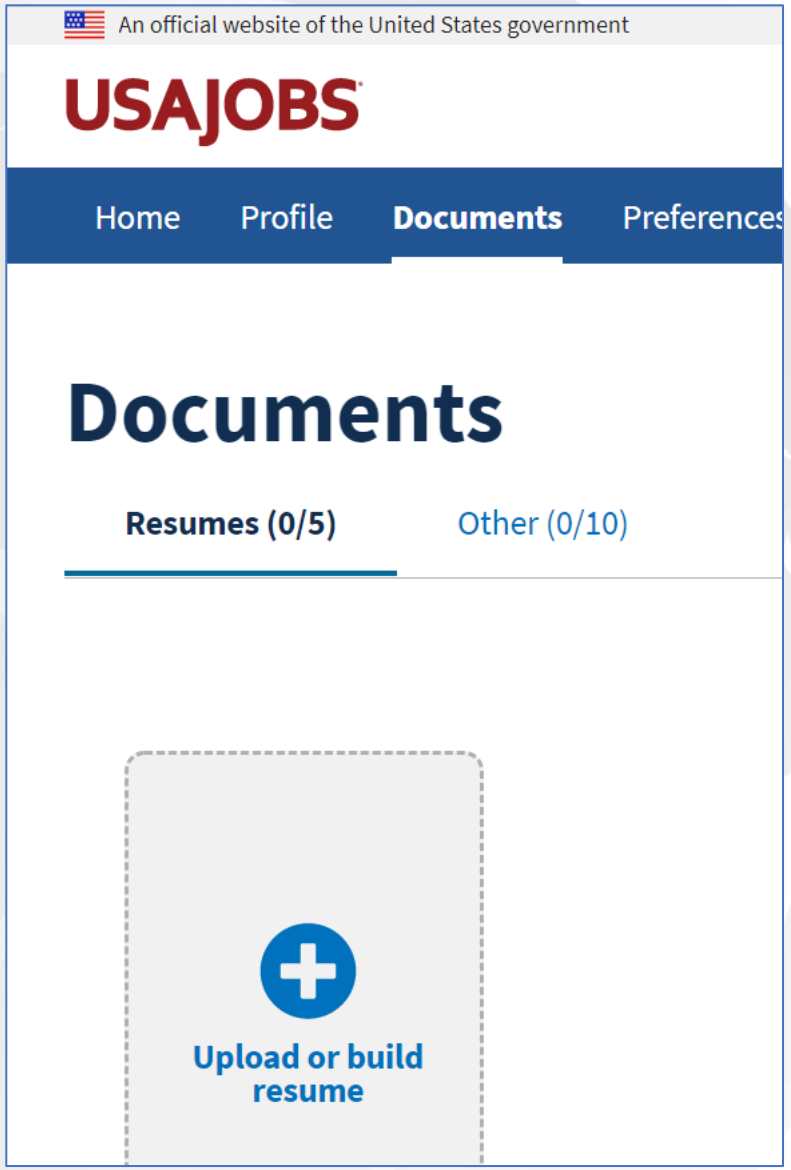
You have now finished the preliminary application process. You will receive additional email correspondence if there are additional steps in the application process. You will NOT be notified if you are missing documents

National Aeronautics and
Space Administration

Resume Tips

Resume Format

- Federal resumes can be longer than the standard 1-page resume. They typically require more information than private sector/non-profit resumes.
- **Use a narrative format** to share your professional journey and how it aligns with the position NASA is hiring for.
  - Review the job announcement and related job description and duties
  - Review your resume and consider your academic, research, and work experiences
  - Use examples from school, extracurriculars, research, and other work experiences
  - Include skills, tools, software, and knowledge you have gained
- We encourage you to **use the Resume Builder on USAJOBS** so you can be sure you have included all of the importance information.



Resume Tips: The Basics

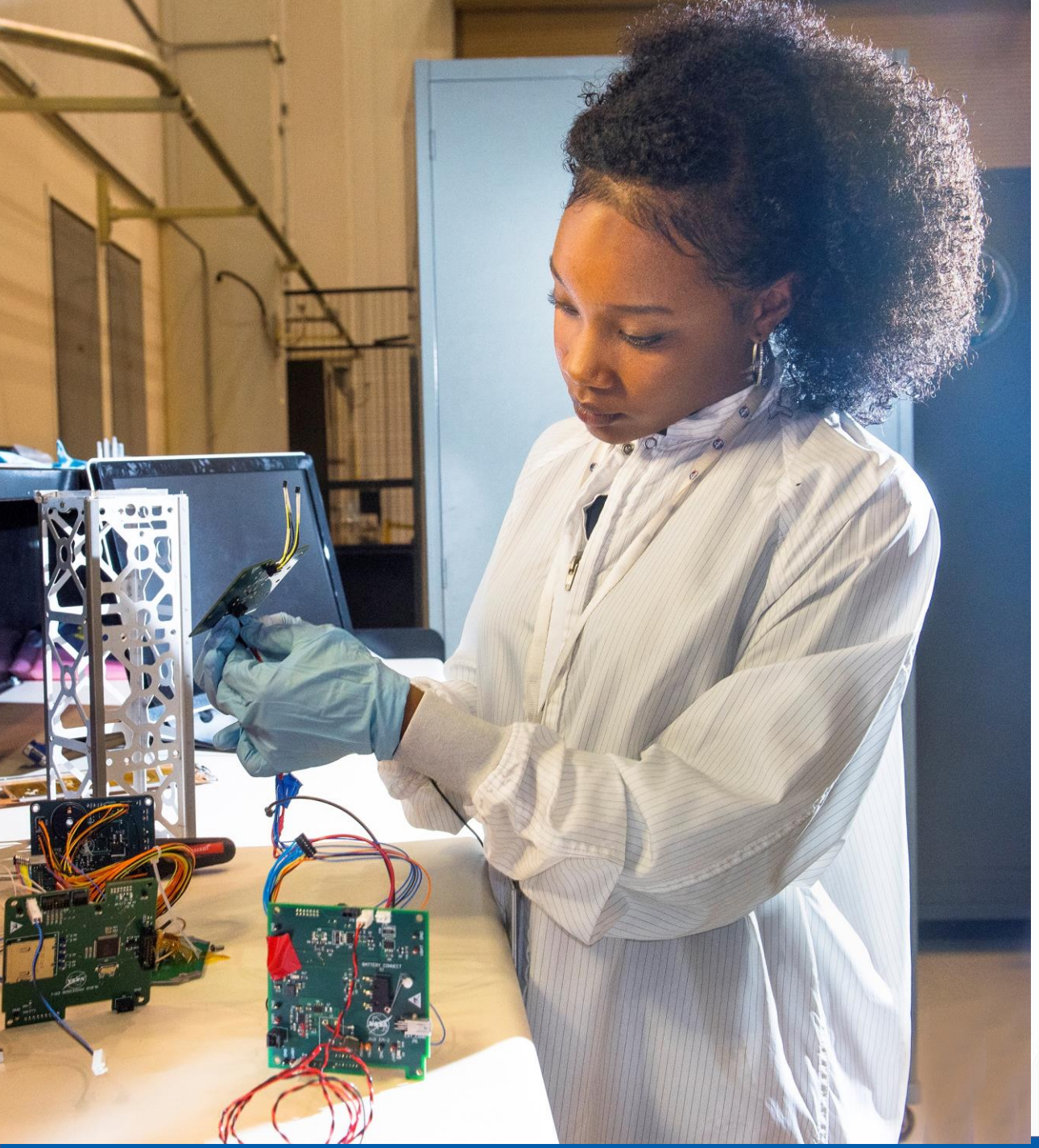
- Include your contact information (City, State, Zip Code)
- Use a professional email address
- Create a professional message on your voicemail
- Check with your references before using their names
- Check your spelling and grammar
- Include all major education factors (GPA, graduation date, degree level, major, relevant coursework)
- Please make sure to read the entire vacancy.

Resume Tips: Stand Out

- Work Experience (you are not limited to 1 page)
  - Document all related jobs
  - Use school projects if you lack job experience
  - Describe unrelated jobs the right way
- Think like an employer (tailor your application to the position)

Important sections for STEM

- **Computer Skills**: Describe your knowledge of any computer skills, software languages, hardware, or any specialized computer programs.
- **Technical Skills**: Include any knowledge or capabilities to perform specialized tasks. This may include laboratory experience, special tools machine shop, etc.
- **Other Skills**: List any other skills needed. This includes soft skills (communication, leadership, teamwork, etc.)
- Previous NASA Program Experience
- List any NASA program experience – Space Grant

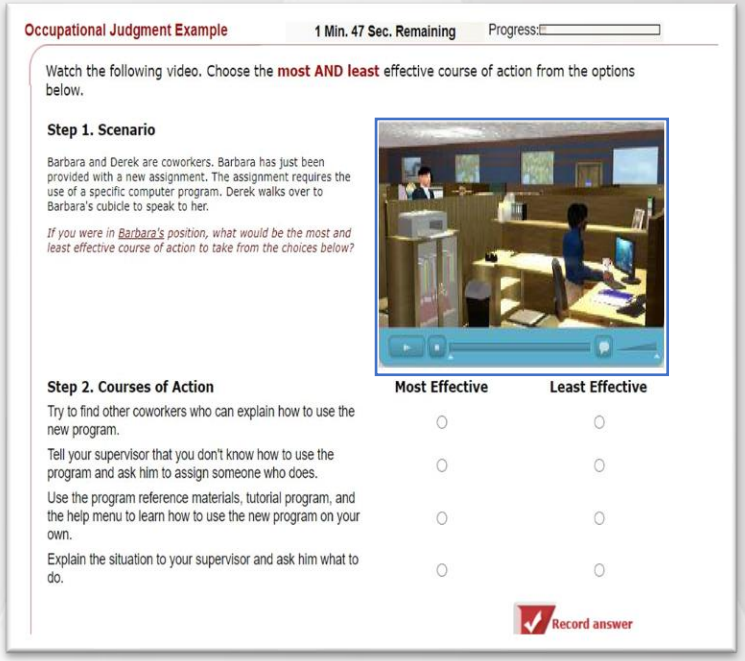


Resume Tips: Describing Your Experience

- Focus on the qualification requirements section of the vacancy announcement - your resume should describe how you meet the requirements
- Resume should be results driven - Use the C.A.R method: Describe the **C**hallenge, **A**ction and **R**esult.
- Use action words to describe work experience: managed, assisted, responded, planned, coordinated, met with, implemented, communicated with, tested, developed, spearheaded, etc.
- Include special skills like computer proficiency and language ability
- Plan ahead - Allow plenty of time to thoroughly proof read and complete your application
- Apply by the deadline or better yet – early!

Online Assessment: USA Hire

- After you apply, you may be invited via email to complete the USA Hire assessment
- It measures **12 non-technical competencies** critical to our Pathways positions (e.g., Attention to Detail, Decision Making, Teamwork)
- It uses a variety of item formats (e.g., text, multi-media) and response types (e.g., multiple-choice, rating scales) to learn about you
- It is completed online and has a time limit for each item



Preparing to Complete Online Assessment (USA Hire)

- Set aside up to 3 hours to take the assessment
  - Even though MOST applicants need LESS than 2 hours
- Prepare for the assessment by:
  - Setting up a quiet workspace
  - Confirming you have a strong and reliable internet connection
  - Having scratch paper and pencil/pen available
  - Reviewing the available sample items
    - https://usahire.opm.gov/assess/default/sample/Sample.action
- Make sure you complete the assessment without help from others
- Remember your assessment results are kept on record for ONE YEAR
  - This means they are used for future Pathways positions requiring the same assessments
  - But if you recently completed USA Hire, you MAY have to retake it because of platform updates
- **SO PLEASE TAKE THIS ASSESSMENT SERIOUSLY!**
  - **AND GIVE IT YOUR BEST EFFORT!**

What Happens Next: The Timeline

- **2-4 weeks after you submit your application:**
  - ❖HR reviews eligible applicants for each job announcement
  - ❖You will receive an email notification if you do NOT move forward and the reason why
- **1-3 weeks after Hiring Managers receive list of eligible applicants:**
  - ❖Each Center conducts Panel Reviews
  - ❖Individuals are selected for Interviews
- **1-3 weeks after selecting candidates for Interviews:**
  - ❖Schedule all Interviews
  - ❖Conduct all Interviews
  - ❖Make final selection/hiring decisions
- **2-4 weeks after Interviews conclude:**
  - ❖Job offers made to candidates by HR
  - ❖All remaining candidates are notified of final status by HR
  - ❖Selectees begin working with their local Pathways Office to get ready for the internship!

Useful Resources

- **NASA Careers Website**
  - www.nasa.gov/careers
- **Pathways Program Internships**
  - www.nasa.gov/careers/pathways
- **How to Apply for Federal Jobs**
  - https://www.youtube.com/watch?v=Gih8-cwTCQU
- **Resume Writing**
  - https://www.youtube.com/watch?v=8YX7o1PBoFk
- **USAJobs YouTube Channel**
  - https://www.youtube.com/c/usajobs/videos
- **Sample Online Assessment (USA Hire) Questions**
  - https://usahire.opm.gov/assess/default/sample/Sample.action
- **NASA Pathways Program Information**
  - https://www.youtube.com/playlist?list=PLiuUQ9asub3QwSANq90zuA_jC3ZCqZ4xj

Thank you!

Connect and follow us at:

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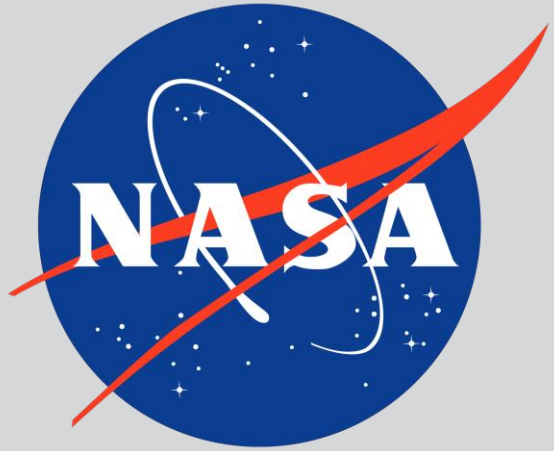
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