

# SF Fellows Informational Session for FY2025-2026



- Purpose
- Expectations
- Program Introduction
- Application Timeline
- Fellows Testimonials
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- To provide an overview of the San Francisco Fellows hiring process and timeline.
- To review some of the frequently asked questions about the program (posted on our website).
- To learn about the San Francisco Fellows program experience.

- We will post these slides on the website, but we will not be sharing them via email.
- We look forward to answering your clarifying questions. We will not be able to answer questions about the program that are not available online.
- We will be reading questions from the chat and answering them.
- You won't be able to come off mute during the meeting.



# What is the San Francisco Fellows Program?



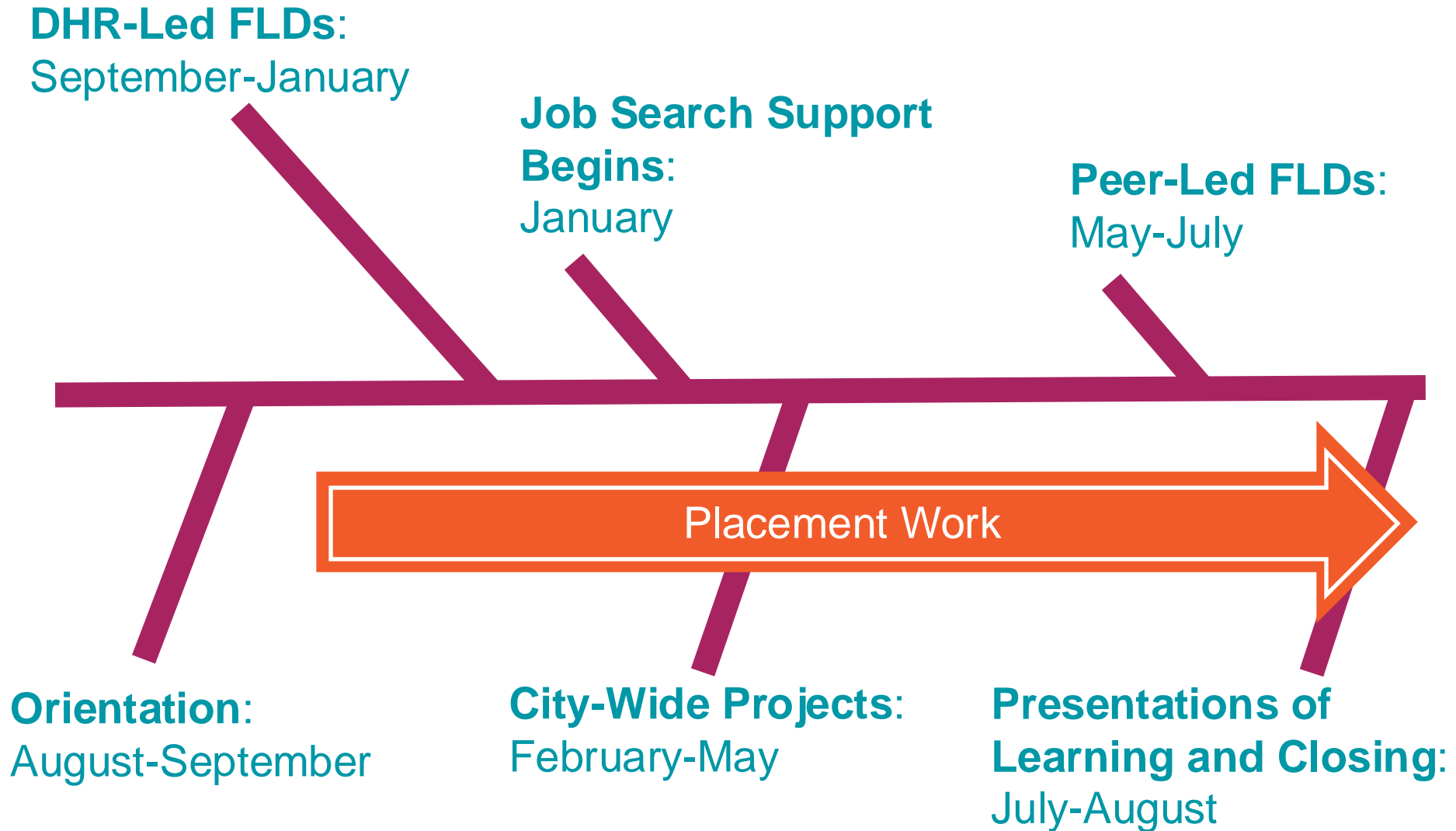


# What is the San Francisco Fellows Program?

- One-year fellowship: Aug 2025 – Aug 2026
- Fellows start with 3 weeks of Orientation at DHR
- Fellows are 1801 Administrative Analyst Trainees
- Goal: Immerse Fellows in a meaningful one-year learning experience that develops their knowledge, skills, and abilities as administrative analyst trainees, and enables them to gain one year of professional experience to advance in the Administrative Analyst series



# Year-Long Schedule



**FELLOWSHIP AREAS  
OF LEARNING**

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graph LR; A[FELLOWSHIP AREAS OF LEARNING] --- B(Governance of San Francisco); A --- C(Fellowship Structure); A --- D(Professional Development);
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Governance of  
San Francisco

Fellowship Structure

Professional  
Development





# Application Timeline

- **December 2<sup>nd</sup>, 2024:** Application opens
- **January 17<sup>th</sup>, 2025:** Application closes at 11:59pm PST
- **January-March 2025:** Selected applicants will complete an online exam and participate in a phone interview with a member of the Selection Committee
- **March-April 2025:** Selected applicants will be invited to participate in a half-day virtual group interview process
- **May-June 2025:** Finalists will receive conditional offer letters
- **Mid to late August 2025:** Fellowship begins

# Frequently Asked Questions



# The Ideal Candidate

## **Who is an ideal candidate for the San Francisco Fellows program?**

To qualify for the Fellowship, candidates must have earned their undergraduate degree within the last five years (between May 1, 2020, and June 30, 2025). Ideal candidates will have less than five years of full-time professional work experience, as this program is designed as a learning opportunity for individuals with limited work experience. Ideal candidates should have a strong desire to learn and perform analysis work, and be flexible and open to placement in any City department.



# Internship? Fellowship?

## **Is the San Francisco Fellows Program an internship?**

No, the Fellows program is a full-time professional work experience opportunity. You will serve the City & County of San Francisco as a full-time employee working on various public administration projects that directly impacts a City department's goals and mission.



# Program Timeline

## **How long is the program and when does it start and end?**

The Fellows Program lasts approximately 11.5 months. The Program begins in mid-August and kicks off with 3 weeks of group orientation and training with the entire cohort. The Program finishes in early August the following year, with a graduation ceremony to recognize your achievements for the year.



# Public Policy? Administration?

## **Is this a public policy fellowship?**

No, the program provides professional experience in public administration rather than public policy. Fellows work within real program implementation versus policy research and development.



# Departments, Pt I

## **Which department will I work in?**

Final participating departments will not be known until program orientation starts in August. Fellows are selected in part on their ability to work in any department. During orientation, Fellows go through a placement process to determine which department they will work in.



# Past Host Departments

- Department of Children, Youth, and Their Families
- Department of Emergency Management
- Department of Homelessness and Supportive Housing
- Department of Human Resources
- Department of Public Health
- Department of Public Works
- Juvenile Probation
- Municipal Transportation Agency (SFMTA)
- Office of Assessor Recorder
- Office of Civic Engagement and Immigrant Affairs
- Office of the Controller
- Office of Economic and Workforce Development
- Port of San Francisco
- San Francisco Public Utilities Commission
- Recreation & Parks Department
- San Francisco Arts Commission
- San Francisco International Airport (SFO)
- San Francisco Public Library



## **Do I get a choice of what department I will work in?**

Department placements are determined during Fellows orientation in August. Fellows interview with participating departments & supervisors during orientation to discuss each department's needs and the Fellows' interests. Through a matching process, Fellows are then assigned to their placement department for the year.

## **What is the selection process for the Fellows Program?**

The application period will open on December 2, 2024. Exact details of the required application will be provided once the application period opens. Applicants will complete an online application which requires submission of the following:

- Resume
- Undergraduate degree transcripts (unofficial/non-sealed transcripts are acceptable) that show your degree earned or will be earned between May 1, 2020 and June 30, 2025
- Responses to essay questions

## **What is the selection process for the Fellows Program?**

In addition, as part of the selection process you may be required to do any/all of the following:

- Online analytical skills assessment
- Phone/Video interview(s)
- Submission of references
- Final Interviews comprising of group activities and panel interviews

## **What is the selection process for the Fellows Program?**

We will send acceptance notices between mid-May to June to selected finalists and begin the pre-employment vetting process. If not initially selected for the program, some candidates will be asked if they want to be placed on a waitlist for the program.

Selected candidates will be given a conditional offer of employment and go through a background clearance and reference check required of all City employees. Finalists will receive a formal offer of employment with the San Francisco Fellows program upon completion of the background clearance process.

## What if I need an accommodation?

If you need a reasonable accommodation during the application process, reach out to the HR analyst on the job posting. Please view the City's reasonable accommodation policy:

<https://www.sf.gov/reports/may-2023/reasonable-accommodation-policy>





# Time Off

## **Can I take time off during the Fellowship?**

Fellows are expected to attend all three weeks of the initial in-person orientation. After that, Fellows are expected to work full time, and like all City employees must request approval for time off from their supervisors. Fellows receive up to 12 paid observed holidays and 5 paid floating holidays. Paid sick days are available after 90 days. Additional unpaid days off are made available at the discretion of department placement supervisors.

If you continue employment with the City after the end of the Program with no break in service, you will become eligible for paid vacation days after 12 months of full-time employment (per SF City Charter).



# Hybrid Work

## **Is this position in-person or remote?**

Generally, all City and County of San Francisco employees are expected to work in-person at least 3 days a week. This is current City policy and may be subject to change during the fellowship year. The 3-week Fellows Orientation at the beginning of the program is in-person every day, hosted at various locations around the City. Once Fellows are placed at their assigned departments, reporting to the office varies by departments (days of the week, location, etc). The weekly Fellows Learning and Development sessions are also in-person.

**If I am relocating from another State or City, can the program assist with my relocation expenses?**

No, the City is unable to provide relocation assistance. Fellows are responsible for finding their own local housing during the fellowship year.





# Work Visa Sponsorship

## **Will the San Francisco Fellows Program sponsor a work visa for me?**

The City and County of San Francisco does not sponsor visas. If you have an F1 student visa, the City will not sponsor the “optional practical training” requirement through work as a Fellow in the San Francisco Fellows program, so an F1 visa therefore does not demonstrate eligibility to work as an employee of the City and County of San Francisco. All Fellows must be able to demonstrate that they are legally able to work in the United States without visa sponsorship by the employer.



# Master's Degree

## **What if I have a Master's Degree?**

Many past Fellows have had Master's Degrees, but it is not a requirement of the program. The minimum requirement of the program is that an undergraduate degree was earned within the past 5 years, between May 1, 2020 to June 30, 2025.

## **What if my undergraduate degree is not from an American institution?**

Your undergraduate degree must have been earned from an accredited school. If it is not an American institution or from an accredited school, your degree may still be acceptable.



# Work Experience Required?

## **I never had a full-time job before - am I qualified?**

Prior work experience is not required. Cohorts have a diversity of experiences in and out of the classroom. For many past Fellows, this program was their first full-time work experience. The program is designed for recent college graduates with less than five years of professional experience.



# Applying from Outside San Francisco

**May I apply if I am not from and/or do not live in San Francisco/Bay Area?**

Yes, you are welcome to apply even if you are not from here or do not live here now.



# After the Fellowship

## **What happens after the Fellowship is over?**

Fellows are not guaranteed employment with the City after completion of the program.

The SF Fellows program recruits talented recent college graduates to join our City workforce. However, we actively support Fellows who are interested in staying with the City and County of San Francisco beyond the fellowship year to apply for permanent jobs. We provide guidance and career counseling on the City's job application process throughout the program year.

# Testimonials

# Questions



# Final Resources



# Application Link



[SF.GOV](#)   [SF | DHR](#)   [My applications](#)

## Career Opportunity

# San Francisco Fellows Program FY 2025-2026 - 1801 Analyst Trainee

Recruitment: RTF0153256-01133705

*Published: December 05, 2024*

<https://careers.sf.gov/role/?id=3743990006070266>



# Contact Information

- Contact: [dhr-sanfranciscofellows@sfgov.org](mailto:dhr-sanfranciscofellows@sfgov.org)
- Website: <https://www.sf.gov/san-francisco-fellows>



## San Francisco Fellows



### SF Fellows Program

Recent college graduates with an interest in supporting San Francisco communities through public service work as analyst trainees make up our annual cohorts of fellows. Application is open until January 17, 2024 at 11:59 pm!

[Apply now!](#)

## City career center



### Welcome to the City career center

Learn about job opportunities within the City and County of San Francisco and receive guidance to grow your City career.

Visit us at 1 Dr. Carlton B. Goodlett Place, City Hall, Room 110 between 8:00 am to 5:00 pm. Drop-in hours are from 9:00 am to 4:00 pm.

Please note: On December 12, the career center is closed for a DHR All Staff Meeting from 11:30 am to 1:00 pm.

[View job openings](#)

[Careers.sf.gov/city-career-center](https://careers.sf.gov/city-career-center)





# SF Gov Careers Website

## Careers with purpose

### Be part of something big

San Francisco's City departments and agencies impact the lives of the City's nearly million residents and commuters. City team members have the ability to touch lives and enrich communities in one of the most diverse places in the country.



[careers.sf.gov](https://careers.sf.gov)



### Learn

Hiring process

Benefits

Career pathways

Job classes

### Engage

Join a community

Notify me of jobs

Visit career center

Get assistance