

The U.S. Department of Labor’s Chief Evaluation Office 2024 Summer Fellowship

Frequently Asked Questions Online Application Form

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ABOUT THE PROGRAM

How does the program work?

Manhattan Strategy Group (MSG) is administering the 2024 Summer Fellowship Program on behalf of the U.S. Department of Labor (DOL) Chief Evaluation Office (CEO). Applicants will submit proposals to MSG by the **deadline of 11:59 p.m. EDT on December 17, 2023**, and MSG will announce the winning applicants in late January. The program runs for 10 weeks, from June 10, 2024, through August 16, 2024. You will work with the CEO to support DOL's work with research, evaluation, and analytical activities.

Why should I apply?

As a CEO Summer Fellow, you will have the opportunity to gain valuable experience related to your field of study, gain exposure to DOL's agencies, or complete an independent research project on a topic relevant to your dissertation or determined in collaboration with CEO. Summer Fellows will work with one of the following teams within CEO:

- Evaluation Research
- Data Analytics

Fellows working within the **Evaluation Research** side of CEO will complete an independent research project and also have the opportunity to learn more about the Department's program evaluation portfolio, which includes a [wide range of studies](#) as well as a [behavioral insights program](#) and [Clearinghouse for Labor Evaluation and Research](#). Fellows working on the **Data Analytics** team will have the opportunity to contribute to Data Analytics projects for DOL agencies, gain exposure to public data analytics projects, and significantly contribute to an ongoing research project during their fellowship.

Learn more about why you should apply from [CEO 2023 Summer Fellows testimonials](#).

How long is the fellowship?

The program runs for 10 weeks, from June 10, 2024, through August 16, 2024.

What does DOL's Chief Evaluation Office do?

Learn more about CEO on its website at <https://www.dol.gov/agencies/oasp/evaluation>.

What team/who will I be working with?

Summer Fellows will work with one of the following teams within CEO: Evaluation Research or Data Analytics. Applicants should specify their preference on the application. All Fellows will have the opportunity to meet and work with a range of CEO staff and leadership.

What will I do in the fellowship?

As a CEO Summer Fellow, you will have the opportunity to gain valuable experience related to your field of study, gain exposure to DOL's agencies, or complete an independent research project on **either (a) a topic relevant to your dissertation or (b) determined in collaboration with CEO based on the agency's current work**. All Fellows will complete and present a research project and could work on some other activities, per the below.

- Fellows working within the **Evaluation Research** side of CEO will have the opportunity to learn more about the Department's program evaluation portfolio, which includes a [wide range of studies](#) as well as a [behavioral insights program](#) and [Clearinghouse for Labor Evaluation and Research](#). As a Fellow, you will complete a research project, such as an analysis of existing data, literature review, or white paper, and also gain exposure to the work of CEO's evaluation research staff; plan, develop, and coordinate evidence-building research events; and/or help improve CEO's efforts to translate and communicate research to nontechnical audiences. Ideal Evaluation Research Fellows will have advanced training in social science research methods and theories and a genuine interest in labor issues and program evaluation or behavioral insights. For example, Ph.D. candidates from a broad range of social science backgrounds who are interested in exploring a particular labor topic for their dissertation could be excellent candidates.
- Fellows working on the **Data Analytics** team will have the opportunity to contribute to Data Analytics projects for DOL agencies, gain exposure to public data analytics projects, and significantly contribute to an ongoing research project during their fellowship. Example projects that Fellows may participate in include equity analyses of state unemployment insurance data, collecting and cleaning medical licensee data, analyzing hospital-level prices by county demographics, and parsing information from collective bargaining agreement documents into usable data. Activities could include modeling, data quality assessments, web scraping, data merging/wrangling, econometric modeling, data visualizations, and machine learning. Ideal Data Analytics Fellows will have substantial training in advanced statistics/econometrics, strong programming skills, experience cleaning and testing raw data, and a solid theoretical social science background to understand why the tasks they are assigned to are useful. For example, Ph.D. candidates in the social sciences who are interested in building and using innovative datasets for their dissertations could be excellent candidates.

What skills are you looking for?

CEO values the contributions made by Ph.D. students and recent graduates of many backgrounds. Skills Fellows bring could include, but are not limited to:

- **Rigorous social science research methodologies and evaluation designs:** Expertise in rigorous social science research methodologies and evaluation designs, such as sampling methods, power calculations, randomized controlled trials, and quasi-experimental methods, such as propensity score

matching and difference-in-difference designs. Rigorous qualitative methods and mixed-method expertise is also welcome to inform CEO's program evaluation portfolio oversight.

- **Statistical and analytical methods:** Expertise in a wide range of statistical and analytical areas, including survey research methodology, statistical inference and analysis, power analysis, and understanding the relative strengths and weaknesses of analytical approaches with respect to the goal of the analysis, the quality of the data, and issues that will impact measurement reliability and validity and internal and external validity.
- **Specific labor-related topical expertise:** Expertise in a specific area can be helpful to support a particular DOL agency's research interests, including in developing your research project or in designing and coordinating research-related events, such as forums, workshops, roundtables, symposiums, and conferences.
- **Related areas of expertise:** Fellows may be interested in learning more about program evaluation but bring expertise in adult and online learning for technical topics to support the development of professional trainings for DOL staff, or they may have expertise in communicating and disseminating complex evaluation findings to a range of stakeholders through the development of compelling graphics and communications materials.

What topic(s) will I be working on?

Fellows may propose research projects on any labor-related topic. CEO works on a wide variety of [topic areas](#), such as apprenticeship; behavioral intervention; community college; data, methods, and tools; disability and employment; employer compliance – earnings and wages; employment and training; international labor issues; substance use disorder; reentry; research on performance management; unemployment insurance; worker leave; and worker protection.

Fellows may either work on a project for their dissertations that can be completed in 10 weeks or on current CEO projects.

ABOUT ELIGIBILITY

Do applicants have to be U.S. citizens?

No, you may apply if you are a U.S. citizen or legally eligible to work and/or study in the U.S. **Non-U.S. citizens must have three consecutive years of residency within the U.S.** for consideration of federal contract employment with DOL.

Can I participate remotely if I am not in the Washington, DC, area?

Yes, Fellows will participate fully remotely. DOL will provide laptops to all Fellows.

Is this program only for people who have their Ph.D.s?

No. Both recent Ph.D. recipients (receipt in the past 2 years) and current Ph.D. students are eligible to apply. We welcome applications from a diverse set of applicants, and we

will consider diversity in applicants' backgrounds, disciplines, methods, and institutions.

Do I need to have a specific major or degree field?

No. CEO Fellows may have a wide variety of backgrounds but are likely to come from a social science field.

What documents do I need to submit?

Submissions should include a curriculum vitae (CV) and a statement of interest for all applicants, uploaded to a completed [application form](#).

CVs must include the coursework you have completed that is relevant to the work CEO does in research and evaluation and data analytics as well as your dissertation topic and dataset(s). The dataset(s) are important to maximize the time CEO Fellows have to work on research. Only with access to a dataset can CEO Fellows choose to work on a project related to their dissertation.

How will the applications be assessed?

Applications will be judged on the following criteria: (a) the area interest (the domain and availability of CEO staff to supervise and mentor) and (b) the relationship of proposed work to the experience and skills in the applicant's CV. CVs must include the the coursework you have completed that is relevant to the work CEO does in research and evaluation and data analytics as well as your dissertation topic and dataset(s).

DOL will competitively select Fellows based on the above factors while ensuring a reflection of diversity in perspective and topics, including the Fellows' backgrounds, disciplines, methods, and institutions.

Qualified applicants will receive consideration without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, disability, age, or protected veteran status.

Employment will be contingent on the outcome of a background investigation and reference checks. Fellows must complete the E-Verify process and an I-9 form. [Review acceptable documents for the process](#).

Will I be a federal employee?

No, Fellows will have a contractual relationship with Manhattan Strategy Group, contingent on the outcome of a background investigation.

Fellows must complete the [e-QIP application](#) as a federal contractor. For more information, review the [Completing your Investigation Request in e-QIP Guide](#).

Is the fellowship a pathway to federal employment?

No, there is no expectation of an offer of federal employment at the end of the fellowship.

LOGISTICS AND COMPENSATION

What are the fellowship's work hours, location, and compensation?

CEO Summer Fellows are expected to work full-time (40 hours a week) for 10 weeks (from June 10, 2024, to August 16, 2024). Summer Fellows will be compensated at a rate of \$35 per hour, plus [benefits](#). Summer Fellows will work with CEO and will be hired by MSG as full-time employees.

Are the fellowship start and end dates flexible?

The start date is not flexible, but the end date may be flexible pending discussion with CEO.

Does the fellowship provide other benefits, such as insurance, retirement, tuition reimbursement, or student loan assistance?

No, the fellowship reimbursement is limited to the \$35/hour rate, plus [benefits](#).

Will there be an interview process?

Select applicants will be contacted for a brief interview for additional information.

For additional general information about the application process or the program, please consider joining one of the scheduled CEO Summer Fellows Information Sessions ([October 23, 2023](#), or [November 15, 2023](#)). You can register for a session via the website. You may also contact summerfellowship@manhattanstrategy.com.