



PMF Class of 2018 Finalist Informational Webinar

Welcome! Again, congratulations on your selection as a Finalist for the PMF Class of 2018!

*This webinar is scheduled for **Wednesday, December 20, 2017, from 2:00-4:00pm (ET)** and will not be recorded or posted afterwards. An additional informational webinar will be scheduled in early 2018.*

You may listen to the audio portion through your computer/device speakers.

NOTE: Finalists will not be able to ask questions orally during the call due to the large number of participants anticipated. Instead, please submit your questions in the Q&A messaging Pod once activated. Our staff will be working on answering those questions in real time as much as possible and we will respond to questions out loud for all to hear as much as we can if time allows. Any personal or sensitive questions will either be responded back directly or you may be asked to send us a separate email.

We strongly advise Finalists to listen to the entire presentation and wait to ask questions when the "Q&A Pod" is activated. We anticipate most of your questions will be answered by the presentation. A copy of these slides can be found under the "Become a PMF\Resources" section on the PMF website at www.pmf.gov (the last document posted on the webpage)

As a reminder, please review the "Become a PMF\Find a Job" section and the "Become a PMF\FAQs" section on the PMF website at www.pmf.gov. Thank you!



Presidential Management Fellows (PMF) Program

Class of 2018 Finalist
Informational Webinar



Agenda

- Welcome and Introductions
- Class of 2018 Stats
- Recent Program Updates
- Overview of the PMF Program
- Appointment Process
- The Fellowship
- Resources
- Open Q&A



PMF Program Office Team

- Dr. Sydney Heimbrock, Executive Director
- Arianne Gallagher, Program Manager
- Cheronn Collins, Team Leader
- Rob Timmins, Operations & Policy
- Ida Dalessandro-Felix, Training & Development
- Marilyn Wiley, Agency Relations
- Evelyn Armstrong, Financials
- Cynthia Gloster, Project Management



Class of 2018 Stats

- 6,040 Applicants
- 425 Finalists
 - Selected on Monday, December 18, 2017
- Representing 69 Disciplines
- Covering 161 Academic Institutions
- 15% Veterans



Recent Program Updates

- Privacy Concerns
 - Collection of Permissions
 - Interactive List of Current Finalists (<https://apply.pmf.gov/finalists.aspx>)
 - Combined Official List of 2018 Finalists
- Adjudication of Veterans' Preference
- Enhancements in the PMF TMS
 - Copy Feature for Agencies
 - Automated Appointment Email Notification for Finalists



Program Overview

- Finalists have one-year eligibility period
 - Accept and start a PMF appointment by December 18, **2018**
- Two-year, full-time, paid position with benefits
- Appointed at GS-9, GS-11, or GS-12 (or equivalent)
- Veterans' Preference applies
- All degree requirements must be met by August 31, 2018, before onboarding



Program Overview

- Appointments are under the Pathways Programs, Schedule D Hiring Authority
- Two Year Fellowship
 - Extensions
- Probationary Period
- Benefits
- Finalists' Status Emails



Appointment Process

- PMF Appointment Opportunities
- Contacting Agencies
- Networking between Finalists/Fellows
- Interviews
- Appointment Job Offers
- Background Investigation
- Onboarding
- Status Change
- OPM Form 1306, PMF Appointment Intake Form



Appointment Process

- Offer Terms and Conditions
- Recruitment Incentives
- PMF Website
 - Current PMFs Section
- Withdrawals
- Appointment Eligibility Extensions
- Participant Agreement



Appointment Process

Screen shots on how to search for appointment opportunities via the Apply Site at <https://apply.pmf.gov> (part of the PMF Talent Management System (TMS))

[Agency Login]

Welcome

Welcome to the PMF Program's Talent Management System (PMF TMS). The PMF TMS consists of two parts: (1) the Apply Site, which is used by applicants, current Finalists, and current Fellows, and (2) the Portal Site, which is used by the PMF Program Office and Federal agencies. This Apply Site is initially used by applicants interested in applying to the PMF Program. Upon login, you acknowledge and agree to the "Full Terms and Conditions of Use" per the statement appearing at the bottom of this screen.

Applicants:

The PMF application is conducted annually. Prior to the next application cycle, individuals interested in applying will be able to register for an Applicant User Account here. To learn more about eligibility and how to apply, please review the "Become a PMF" section by clicking the **Become a PMF** link on the top menu bar above. Current applicants can log into their applicant user account below to check their application status.

Existing Applicants, Finalists, or Fellows:

If you are a current user (e.g., applicant user account since 10/2017, a current Finalist, or a current Fellow), please log in below. Please note that log in properties are case-sensitive.

Email Address:

Password:

[Log In](#)

If you have forgotten your password, click the following button: [Forgot Password](#)

CURRENT FINALISTS AND LIST OF AGENCY PMF COORDINATORS

Click the **Finalists** button below to view a variety of sorted lists for current Finalists (e.g., Sort by Name, Sort by Academic Institution, Sort by Status, or Sort by Agency when Finalists obtain PMF appointments).

[Finalists](#)

Click the **Coordinators** button below to view the current list of all Agency PMF Coordinators, which also reflects current participating Federal Agencies.

[Coordinators](#)



Appointment Process

Become a PMF

Eligibility

Application Process

Assessment Process

FAQs

Current PMFs

Help

User Dashboard

Welcome, Finalist!

Click the **Contact Information** button below to update your contact information (e.g., personal information, mailing address, and phone numbers).

Click the **Search Opportunities** button below to search for opportunities.

After the appointment eligibility deadline, any remaining Finalists' applicant user accounts will be disabled after 30-days. Those remaining Finalists who are eligible may re-create an applicant user account and re-apply during the next annual PMF application.

If you wish to change your email address or password, click the **Manage Settings** button (⚙️) in the upper right-hand corner of this screen.

If you wish to log out of the PMF TMS, click the **Log Out** button in the upper right-hand corner of this screen.

NOTE: You will automatically be logged out after 30 minutes of inactivity.

Contact Information

Search Opportunities



Appointment Process

- [Become a PMF](#)
- [Eligibility](#)
- [Application Process](#)
- [Assessment Process](#)
- [FAQs](#)
- [Current PMFs](#)
- [Help](#)

Search Opportunities

There are three opportunity categories:

(1) **Appointment Opportunities:** These are *strictly for current Finalists* seeking their initial appointment. Appointment opportunities are posted by participating Federal agencies throughout the year. If you have a specific question about an appointment opportunity and/or agency, please contact the Agency PMF Coordinator directly. A current list of Agency PMF Coordinators can be obtained by clicking on "Coordinators" on the top menu bar above. Once a Finalist is recorded as accepting or starting their PMF appointment, their status will change from Finalist to Fellow. Fellows will then only have access to the following two additional opportunity categories.

NOTE: Appointment opportunities fluctuate throughout the year. The PMF Program Office is constantly working with participating Federal agencies to post such opportunities. Finalists obtaining a PMF appointment are not guaranteed.

(2) **Rotational Opportunities:** These are *strictly for current Fellows* seeking a rotation. Rotational opportunities consist of developmental assignments or other short-term rotations and posted by participating Federal agencies throughout the year. Completing at least one developmental assignment is required for all Fellows to complete during their fellowship and should be documented on their Individual Development Plan (IDP). If you have a specific question about a rotational opportunity and/or agency, please contact the Agency PMF Coordinator directly. A current list of Coordinators can be obtained by clicking on "Coordinators" on the top menu bar above.

(3) **Training Opportunities:** These are *strictly for current Fellows* seeking training opportunities. Training opportunities may be offered to all Fellows or agency-specific Fellows. Federal agencies may post such training opportunities throughout the year. Fellows may be able to count their participation towards the program's training requirements and document on their Individual Development Plan (IDP). If you have a specific question about a training opportunity, please contact the person/organization identified in the posting.

If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. If you wish to **Return to User Dashboard**, click on the button below.

Note: you will automatically be logged out after 30 minutes of inactivity.

Appointment Opportunities

Rotational Opportunities

Training Opportunities

Return to User Dashboard



Appointment Process

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Search for Opportunities

To refine your search, select from the drop-down menus below. The drop-down options will only populate with active options. A sub-agency will populate based on the agency selection, if any. An option will only appear if that agency has an active opportunity available. If you have a specific question about an opportunity (including those that have closed), please contact the Agency PMF Coordinator directly. A current list of Agency PMF Coordinators can be obtained by clicking on "Coordinators" on the top menu bar above.

If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. If you wish to **Return to User Dashboard**, click on the button below.

Agency:

Sub-Agency:

Location:

Series:

Date Posted:

Search

Return to User Dashboard

[Privacy Statement and Important Links](#)



Appointment Process

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Available Opportunities

Your search returned the following.

Select the row to view the details of the opportunity you are interested in. If you have a specific question about an opportunity, please contact the person/organization identified in the posting.

If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. If you wish to conduct another search, click on the **Back to Search** button below. If you wish to **Return to User Dashboard**, click on the button below.

Search:

Agency/Sub-Agency	Position Title	Announcement Number	Series/Grade	Date Posted	Opening Date	Closing Date
Office of Personnel Management	Program Analyst	PMF-2017-0019	0343	1/13/2017	1/13/2017	1/20/2017

Showing 1 to 1 of 1 entries

[Back to Search](#)

[Return to User Dashboard](#)



Appointment Process

Appointment Opportunity

Announcement Details

SAMPLE

Job Opportunity Announcement (JOA) Number	PMF-2017-0019	Type of Opportunity	Appointment Opportunity
Position Title	Program Analyst	Agency/Sub-Agency	Office of Personnel Management
Opening Date	1/13/2017	Hosting Office (if applicable)	
Closing Date	1/20/2017		
Number of Positions and Location(s)	1 in Washington, DC	Job Series and Occupational Group	0343 - Management And Program Analysis
Agency Contact	Name: John Doe Phone: 202-555-1212 Fax: 202-555-1212 Email: john.doe@opm.gov	Background Investigation/Security Clearance Required	Public Trust
Recruitment Incentive	No	Travel Required	Occasionally
Pay Plan, Grade Level, and Salary Range	GS-09 \$54,972 - \$71,467	Promotion Potential	GS-11



Appointment Process

Description of Organization

This is where Finalists will read a description of the agency, sub-agency, and/or organization for where the position resides.

Description of Position

This is where Finalists will a description of the position, to include: any recruitment incentives, details for any required travel, specific information and/or forms for a background investigation, and the roles and duties of the position.

Qualifications for the Position

This is where Finalists will read the qualifications needed for the position. Finalists should make sure their resume accounts for all of the qualifications to be further considered.

Selective placement factor: So how does this appear

Where does it appear

Etc.

How to Apply Instructions

This is where Finalists will read the instructions on how to apply to the position. The most common approach agencies use is for the Finalist to send an email to a specific contact and include their current resume. Follow these instructions exactly. If you have any questions about this opportunity, contact the agency contact identified and/or the Agency PMF Coordinator.

NOTE: Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator.

Back

SAMPLE



The Fellowship

- Agency PMF Coordinator
- PMF Orientation
- Position Description
- Promotions
- Mentor
- Individual Development Plan (IDP)
- 80 hours formal *interactive* training per year
- Developmental Assignment
- Optional Rotational Opportunities



The Fellowship

- Agency-specific Requirements
- Successful Performance Appraisals
- Certification and Conversion
- Reappointments
- Assist with Events
- Training Events



The Fellowship

- PMF LDP (Leadership Development Program)
 - Open to all 2017 and 2018 Fellows
 - Covers both years of the fellowship
 - Fulfills the bulk of the required training hours
 - Networking amongst peers (Fellows)
 - Includes a leadership assessment
 - Potential certification in Human Centered Design and/or Lean Six Sigma



Resources

- Agency PMF Coordinators
- Standard Forms 85/86
- OPM Form 1306
- Frequently Asked Questions (FAQs)
- “Current PMFs”
- Social Media
- PMAG (www.pmag.org)



Questions and Answers (Q&A)

Please submit questions through the Q&A pod on your screen.

Most questions can be answered by reviewing the “Become a PMF” section on the PMF website at www.pmf.gov, including the FAQs section.

We will try to answer questions out loud for all to hear and/or respond to questions in the pod. You may need to scroll through the questions for previous answers.