

2010 FINALISTS JOB FAIR CHECKLIST

This checklist is provided to participating finalists for their Job Fair preparations. Most references to links and additional information can be found at <https://www.pmf.opm.gov/Fellows.aspx>.

#:	Item:	✓:
1.	Official Notification. Did you receive your official notification of your selection as a PMF Class of 2010 Finalist? A list of 2010 finalists can be found at https://www.pmf.opm.gov/FFinalist.aspx .	
2.	Finalist Job Fair Overview. Review on the PMF website at https://www.pmf.opm.gov .	
3.	RSVP on whether or not you are attending the Job Fair by the Monday, March 22, 2010, deadline.	
4.	Hotel and Travel arrangements. You may want to add an extra day before or after the Job Fair for those agencies wishing to conduct interviews.	
5.	Keep your personal contact information current. Agencies may contact you by phone and email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date via the Information Worksheet .	
6.	Is your online resume current? To submit an updated resume, follow the instructions on the PMF website at: https://www.pmf.opm.gov/HProgramOverview.aspx . Submissions can take up to 2-3 business days to process.	
7.	Job Search. What participating agencies are you interested in? Search for positions using the Projected Positions System under the "Fellows/Job Search" section on the PMF website and start applying for the PMF positions that interest you. Some agencies will conduct interviews over the phone prior to the Job Fair and/or schedule specific interviews during the Job Fair. Find their exhibit booths on the Exhibit Floor Plan. Research the agency's website, mission, and any new developments.	
8.	Prepare your plan of action for this three day event. For example, familiarize yourself with the Metro, find local business centers, bring light refreshments to last the day, dress for success (business attire), bring a briefcase/bag to collect agency materials, and bring copies of your current resume.	
9.	Make a list of questions to ask the hiring officials during the Job Fair. Review the suggested Job Fair questions submitted by the Presidential Management Alumni Group, found in the Overview.	
10.	Accept an agency's offer in a timely manner , as (otherwise) agencies will make an offer to another finalist. Some agencies have an immediate need to fill positions.	
11.	Background Investigation. The common forms used for background investigations can be found under the "Forms" section on the PMF website. You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the process.	
12.	You may experience some down time upon accepting an offer and coming on board. Check with the Agency PMF Coordinator for any updates.	
13.	Contact the PMF Program Office upon "accepting" an appointment as a Fellow so we can update our records immediately. See the "Finalists Job Fair Overview" for instructions.	
14.	Prepare for your first day at the appointing agency. In the fall, the PMF Program Office will advertise registration for the PMF Class of 2010's Orientation and Training Program.	