





*A New Day for the Civil Service*

## Presidential Management Fellows (PMF) Program

PMF Agency Meeting  
February 25, 2011

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



### Student Programs Office Team

- Juanita Wheeler, Student and PMF Program Manager
- Eric Brown, Senior Advisor for Student Programs

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\* PMF on Developmental Assignment

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### Agenda

- New PMF Coordinators
  - Program Overview
  - Program Requirements
  - Program Resources
- PMF Agency Meeting
  - Program Changes
  - Class of 2010
  - Hiring Finalists - Class of 2011
  - Finalists Job Fair - Class of 2011
  - ERB Certifications & Conversions - Class of 2008
  - Graduation Ceremony - Class of 2008

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### New PMF Coordinators: Program Overview

- Two-year, paid full-time position in the excepted service
- Appointed at the GS-9, 11, or 12 (or equivalent), based on qualifications and agency need
- Agency flexibility for accelerated promotions with potential to the GS-13
- Must have PMF promotion policies
- *Typical* career path with limited prior experience
  - Appointment - GS-9, step 1 (or equivalent)
  - 1-year Anniversary - eligible for GS-11, step 1
  - Program Completion - eligible for GS-12, step 1

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### New PMF Coordinators: Statistics

PMF Class Year	Applicants	Finalists	Appointments
2007	3,725	792	443
2008	3,628	754	439
2009	5,111	786	494
2010	8,700	869	596 <small>(AS OF 02-16-11)</small>
2011	9,102	Approximately 750-800	TBD

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### New PMF Coordinators: Placement Process

- Finalists have access to an online PMF Projected Positions System (PPS) to identify agency positions
- Finalists have 12 months
- Finalists are invited to attend a PMF Job Fair in the spring
- Agencies may contact Finalists, conduct phone interviews, schedule interviews at Job Fair, and make appointment offers honoring Veteran's Preference

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## New PMF Coordinators: Program Requirements

To successfully complete the PMF Program and be non-competitively appointed to a full-time permanent position at the end of the two years, Fellows must:

- Complete an Individual Development Plan (IDP)
- Receive 80 hours of formal classroom training each year of their fellowship (160 hours total)
- Complete a 4-6 month Developmental Assignment
- Receive an annual performance plan and successful review
- Receive certification of successful completion by the agency's Executive Resources Board (ERB) or equivalent

## New PMF Coordinators: Reimbursement Fee

- PMF Reimbursement Fee
  - Remainder of 2010 appointments - \$6,000
  - Appointment fee for 2011 - \$7,000
- Reimbursement is due within 30 days of hiring or 2 weeks before a PMF's participation at one of our Orientation sessions, whichever occurs first
- Coordinators can query status reports under "Agency Reports" on PMF website
- For questions regarding the reimbursement process, please contact Todd Hewell at pmf@opm.gov

## New PMF Coordinators: Resources

- PMF Website
  - *PMF Guide for Agencies* (will be updated based on new Pathways regulations)
  - Agency System for Automated Processing (ASAP)
    - *Submit Appointments*
    - *Edit Current PMFs*
    - *Submit ERB Certifications & Conversions*
  - On-line Resume Searches
  - List of Agency PMF Coordinators
- Program Support
  - Agency PMF Meetings
  - Onsite Visits

## New PMF Coordinators

Questions?

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## Program Changes

- Fee Increase - 2011
- Web Enhancements
  - Automation of Rotational Opportunities *Coming Soon*
  - PMF Success Stories
- Class of 2012
- Recap impact of Pathways Executive Order
  - Expanded eligibility window
  - Academic calendar
  - Proposed elimination of nomination process

### Class of 2010

- March 5, 2011 is the deadline for Finalists to appoint as a Fellow
  - Requests for appointment deadline extensions were due February 5, 2011
  - February 28<sup>th</sup> - all 2010 data and resumes will be removed from PMF website in order to prepare for 2011
  - Please update any pending EODs of 12/31/2011
- Largest class of applicants, Finalists, and Fellows
  - 8,700 applicants, 869 Finalists, and 596 Fellows
- Introduced New PMF Orientation & Training Program
- Please review/delete any open PPS postings

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### Hiring Finalists - Class of 2011

- PMF Class of 2011 Finalists announced in the coming weeks
- Finalists will be notified a few days before announcing to agencies
- The list of 2011 Finalists and their resumes will be posted to the PMF website for registered agency users to browse
- Agency user accounts deactivate after 6 months of inactivity
- 1 year to obtain an appointment upon their selection
- Start entering new PPS postings for PMF Class of 2011 Finalists

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### Finalists Job Fair - Class of 2011

- Venue and decorator contractors to be announced
- Agencies will be able to access Job Fair related information under the "Agencies\Find Candidates" section
- The webpage will provide the following:
  - Agency Job Fair Overview
  - Agency Job Fair Checklist
  - Attend the Job Fair
  - Job Fair Agenda
  - Agency Job Fair Booth Assignments
  - Agency Job Fair Shipping & Move Out Instructions
  - Floor Plans

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### Finalists Job Fair - Class of 2011

- Solicit interest from Hiring Officials
- Post your positions on PMF Website via the PPS
- Review Finalists' resumes
- Indian and Veterans' Preference
- Conduct interviews
  - Phone interviews
  - Job Fair interviews
- Agency personnel to wear and display their agency's ID at all times
- Staff exhibit booths both days

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### Finalists Job Fair - Class of 2011

**Next Steps for Coordinators**

- Update Projected Positions System (PPS)
  - Are 2010 positions still active?
  - Do any old positions need to be deleted?
  - Are your supervisors ready to post new positions?
  - Is your agency description and guidance current?
- Use standard position titles
- Identify specific skills
- Grant resume access to hiring officials
- PPS available year round

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### Finalists Job Fair - Class of 2011

**Review Finalists' Resumes**

- Search and view resumes online by:
  - Name
  - Graduate or Undergraduate Degree
  - Indian or Adjudicated Veterans' Preference
  - U.S. Citizenship
  - Foreign Languages (up to 20 languages)
  - Geographic Employment Preference
  - 30 Skill Sets/Competencies
  - Multiple Search Criteria

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## Finalists Job Fair - Class of 2011

### Resources

- Decorator Service Booth (on exhibit floor)
- Rest Area (between exhibit and interview booths)
- Help Desk (on exhibit floor)
- Showcase Management Office (also serves as Lost and Found)
- Future "Job Fair 101" conference call for new Coordinators

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## Finalists Job Fair - Class of 2011

### Come Prepared

- Post your positions on the Projected Positions System (PPS)
- Organize resumes and schedule interviews
- Know your agency's PMF policies
- Answer finalists' questions
- Know who can make the offer
- Know the benefits your agency can offer
- Prepare for any finalists needing special accommodations
- Staff your exhibit booths both days

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## ERB Certifications and Conversions Class of 2008

- 2008 PMFs convert two years from EOD anniversary date
- The agency's Executive Resources Board (ERB), or equivalent, must certify Fellows who successfully complete the Program
- Complete evaluation, and notify the Fellow of decision no later than 30 calendar days prior to the expiration of the Fellow's appointment
- If ERB determines the Fellow did not successfully complete the program, Fellow may request reconsideration by the OPM Director
- Coordinators should enter results of the ERB certification and conversion into ASAP
- All 2008 PMFs must have ERB data recorded before participating in Graduation Ceremony and/or receiving a certificate of completion
- Coordinators can query a report of all 2008 PMFs and their status via the "Agency Reports" section on the PMF website

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## Graduation Ceremony - Class of 2008

- Graduation Ceremony details will be posted on PMF website at "Current PMFs/Owning Your Experience/Graduation"
- **Class of 2008 Fellows that are ERB certified before graduation ceremony are eligible to attend**
- Agencies should submit the Fellows' ERB certification and conversion data via ASAP one week prior to graduation ceremony
- Graduation ceremony will be held at the same venue as the PMF Class of 2011 Finalists Job Fair (reception will follow ceremony)
- On-line registration for Fellows will open in the coming weeks
- Fellows must be ERB certified, register on-line and check-in at registration counter to participate in the graduation ceremony
- Travel expenses are the responsibility of the Agency
- For questions on ERB certifications/conversions and graduation, please contact Deidre Sexton at [pmf@opm.gov](mailto:pmf@opm.gov)

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## PMF Agency Meeting

# Questions?

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## Contact Information



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MANAGEMENT  
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