PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

2011 AGENCY JOB FAIR OVERVIEW

[**NOTE:** This Overview will be updated to reflect the official venue once announced.]

All agency partners of the PMF Program are invited to participate in the PMF Class of 2011 Finalists Job Fair on April 19-21, 2011 (Tuesday-Thursday), in Washington, DC. This Overview is designed to help agencies prepare for the upcoming annual Job Fair. We look forward to seeing you!

GENERAL INFORMATION:
The Job Fair is an annual event open to all Executive, Legislative, and Judicial Federal Agencies interested in participating in the PMF Program and hiring Class of 2011 Finalists. The Job Fair presents agencies with the opportunity to advertise available positions and interview hundreds of candidates. Surveys show a majority of Fellows are hired as a result of the Job Fair.

Coordinators can grant resume access to potential hiring officials to view Finalists' resumes on-line. Authorized users can search by graduate and undergraduate degrees, foreign languages, Indian or adjudicated veterans' preference, geographic employment preference, U.S. citizenship, and up to 30 skills sets/competencies; multiple search criteria can also be queried. Finalists can also view agencies' projected positions on the PMF website (See JOB FAIR TIPS below).

The Job Fair agenda outlines the schedule of events for these three days. All times refer to Eastern Standard Time. General highlights include:

(VENUE LOCATIONS TBD)

- **Day 1 (Tuesday, April 19, 2011)**
  - Finalists attend a Welcoming Remarks & Training Session from 1pm to 4pm
  - Agencies begin setting up booths at approximately 4pm
  - Agencies and Finalists attend a Meet and Greet Reception starting at 4pm
- **Day 2 (Wednesday, April 20, 2011)**
  - Agencies set up booths from 7am to 9am
  - Exhibit floor opens to Finalists at 9am
  - Agencies staff exhibit booths and conduct interviews from 9am to 4pm
  - Exhibit floor closes to agencies and Finalists at 4pm
- **Day 3 (Thursday, April 21, 2011)**
  - Exhibit floor opens to agencies and Finalists at 9am
  - Agencies staff exhibit booths and conduct interviews from 9am to 4pm
  - Job fair ends at 4pm, agencies begin move-out

JOB FAIR TIPS:

- **WORK WITH YOUR AGENCY PMF COORDINATOR.** Interested hiring officials should work with their Agency PMF Coordinator to plan for the Job Fair event. Agency PMF Coordinators serve as the liaison between interested supervisors and Finalists. Finalists are encouraged to contact the Agency PMF Coordinators to inquire about available positions and/or the contact(s) identified in the Projected Positions System (see below). Go to the "Agencies" section on the PMF website for a list of current Coordinators.

- **POST YOUR POSTIONS.** Agencies are encouraged to post available positions on the Projected Positions System (PPS) on the PMF website. Posted positions should include specific details of all the requirements for the position to help agencies attract and hire the most qualified candidates. Agency PMF Coordinators can grant new user's access to the PPS. Online instructions for using PPS can be found on the PMF website and allow agencies to enter PMF position descriptions, location of positions, level of background investigation (if needed), and contact information. Previous entries can also be updated and reposted. NOTE: Please bring

copies of all your posted positions, including those already entered into PPS and especially any positions posted a few days prior to or during the Job Fair. Finalists will most likely be in transit to the Job Fair and may not have access to the PMF website to check for recently posted positions.

- **REVIEW FINALIST RESUMES.** The latest class of Finalists is announced annually, prior to the PMF Job Fair. Once agencies have been notified of the Finalists, they can begin recruiting and arranging interviews. The on-line resumes can be searched by name, graduate degree, undergraduate degree, Indian and adjudicated veterans' preference, U.S. citizenship, foreign language(s), geographic employment preference, and up to 30 skills sets/competencies; as well as select multiple search criteria. Agency PMF Coordinators can grant hiring officials access to resumes; however, access will be automatically deactivated after 6 months of inactivity. Finalists must be appointed within twelve months of the official announcement of their selection as Finalists. For the PMF Class of 2011, Finalists were selected on March 31, 2011, and have until March 31, 2012, to be appointed.

- **UNDERSTAND THE PMF PROGRAM REQUIREMENTS.** For information about the PMF reimbursement fee and other program requirements for hiring officials and supervisors, please see our "Hiring a Presidential Management Fellow" fact sheet. In addition, our "Meeting Your Agency's Succession Planning Needs" brochure provides general program information. As a reminder, the PMF reimbursement fee to hire a Class of 2011 Finalist is $7,000. The most common financial forms are located under the "Resources" section of this website. All reimbursement questions and financial forms can be sent to pmffee@opm.gov.

GET ORGANIZED FOR THE JOB FAIR:

Interviewers should work with their Agency PMF Coordinator to prepare for the Job Fair. Interviewers should bring:

- Position descriptions,
- Interview questions,
- Information about the agency, and
- A system to organize candidates' information and interview appointments.

- **Determine application and interview procedures.** While agencies can interview Finalists at any time during the year, some agencies only interview Finalists at the Job Fair. Interviewers should bring methods for reviewing resumes, sign-up sheets for interviews, and strategies for follow-up with individual candidates. Please review the agenda for the dates/times available for scheduling interviews. All interviews during the Job Fair should be conducted during official Job Fair hours only. Interviews conducted before the Exhibit Floor opens up to all Finalists and after the day's closing will not be permitted. Typically, the Agency PMF Coordinator manages an agency's booth and coordinates interview times. We have provided an Interview Scheduling Sheet to assist agencies during the Job Fair; this can be found on the "Find Candidates" webpage.

- **Be upfront about a position's requirements.** Interviewers are encouraged to use structured or behavioral interviewing techniques to identify Finalists who best match the positions' requirements. Avoid surprises and difficulties after hiring by being clear from the beginning about what the PMF should expect in the position. PMF's have a high expectation for use of their skills and talents and want to put them to use upon entering the position.

- **Understand agency specific PMF policies.** Agencies must develop internal policies on starting grades, promotions, developmental assignments, training, tuition reimbursement, relocation assistance, student loan repayment, and other issues; specifically promotion of PMFs since accelerated promotion is available.

- **Review the veterans' preference procedures.** Generally speaking, an agency's candidate pool for a position includes all Finalists who express an interest in that specific position. An on-line list of Finalists showing their adjudicated veterans' preference can be accessed by Agency PMF Coordinators. Additional guidance for agencies on veterans' preference can be found in the *PMF Guide for Agencies*.

- **Close the deal with candidates.** Interviewers should determine ahead of time which agency representative(s) have authority to make an offer of employment and the internal agency steps necessary to extend an offer. It is

important to pre-establish these authorities because time may be of the essence during the Job Fair as other agencies may be making offers to the same Finalists.

- **Be flexible.** Finalists will most likely apply to more than one agency and it is possible your agency's top choices will accept other positions. It is important for hiring officials to develop and implement a good backup plan in case their first choice becomes unavailable.

- **Follow up on background investigations.** Please provide the appropriate background investigation forms or link to the on-line system to your prospective hires either during or as soon as possible after the Job Fair. As is true for other hiring actions, it is not uncommon for investigations to take *several* months before Finalists can come on board as Fellows. The security "Forms" are available on our website: SF 85 (Questionnaire for Non-Sensitive Positions), SF 85P (Questionnaire for Public Trust Positions), SF 86 (Questionnaire for National Security Positions), and supplemental/continuation forms, although some agencies use their own forms. To avoid delay, the PMF Program Office highly encourages Finalists to start gathering information requested in the SF 85 and SF 86 as soon as they are selected as Finalists. Lengthy background investigations are the #1 reason for delaying a Finalists' onboarding with agencies. If a background investigation will delay a Finalist from starting by the March 31, 2012 deadline, please inform your Agency PMF Coordinator to contact the PMF Program Office for an appointment extension.

- **Agency Job Fair Shipping & Move-Out Instructions.** Agencies participating in the Job Fair can utilize our vendor for shipping and moving materials. Shipment is at the expense of the agency. Complete instructions and mailing labels can be found in this document under the "Find Candidates" webpage.

- **Miscellaneous.** Approximately 2,500 people attend the Job Fair, including 80-90% of Finalists. Message boards will be on display at the registration counters and on the exhibit floor to post messages. Please review the agenda and note the schedule.

INTERNET SERVICE:
Typically the venue offers some kind of internet service at a cost. Once a venue is announced, this paragraph will be updated with such services. Instructions for internet service will be posted to the Message Boards.

BUSINESS CENTERS:
A list of business\copy centers will be available at the PMF Help Desk on the exhibit floor.

PMF HELP DESK:
The PMF Program Office will have several tables centrally located on the exhibit floor to answer general Program questions and help attendees on the exhibit floor. In addition, there will be a variety of resources available for Finalists (e.g., relocation information, fact sheets, and maps of local restaurants and copy centers).

TRANSPORTATION, LOCAL RESTAURANTS, AND BUSINESS\COPY CENTERS:
We highly encourage all attendees to use public transportation. To obtain information about Washington, DC's Metro, go to: www.metroopensdoors.com.

We will provide a map and listing of local restaurants and business\copy centers at the "PMF Help Desk" on the Job Fair's exhibit floor.

PRESIDENTIAL MANAGEMENT ALUMNI GROUP (PMAG):
This is a membership organization comprised of former and current Presidential Management Fellows and others interested in recruiting and developing Federal Government career managers. To find out more, go to www.pmag.org.

The following questions (provided courtesy of PMAG) are recommended questions Finalists should ask agencies at the Job Fair. We are including a copy here to help agencies prepare for questions from the Finalists during the interviews.

Questions to Ask a Prospective Employer During Your PMF Job Hunt

1. What is the position's title and classification series?
   What is the full performance level of the position or the highest grade (or equivalent) that I can expect to reach?
   What are specific duties of this position and the range of work I could expect?
   Are there other PMF positions I should know about in your agency?

2. What grade (or equivalent) am I qualified for in this position?
   At what grade (between 9 and 12) would you be hiring me?

3. Is this the position that I would be converted into after my two year fellowship (target position)?
   If not, what do you expect my target position to be?

4. Who would be my immediate supervisor? What is his or her leadership style?
   What can you tell me about the team/division and its organizational culture?
   Are there opportunities to meet others on the team (before making a decision)?

5. Has your agency approved its new promotion policy under the new regulations?
   What is your agency's promotion policy for Fellows?

6. When would be the earliest/latest that I could start work in this position?
   What is the required security clearance level and process for this position?
   How long does obtaining this level of security clearance take?
   Could I begin work with a partial or interim clearance?

7. How many assignments or rotations can I expect during the two years?
   Do you encourage developmental assignments or rotations outside the agency?
   Does this position provide opportunities to travel – where and how often?
   What are some examples of rotations taken by other Fellows from your office?

8. What training opportunities should I expect during my time as a Fellow?
   How do you ensure that your Fellows receive their 80 hours of formal classroom training each year?
   Can you give me examples of training opportunities other Fellows have had here?
   Tell me about interesting or noteworthy training experiences in your agency…

9. How would you describe your Agency's PMF Coordinator role?
   How long has the Coordinator served in the position?
   What percentage of the Coordinator's time is focused on the PMF Program?
   How available are they to support Fellows' training, rotations, and promotions?
   What is the Executive Review Board process in your agency for conversion?
   How does the PMF Program fit into your agency's recruiting and hiring goals?
   What proportion of Fellows who converted there are still with the agency?
   What would you identify as the strengths, weaknesses of your agency's participation in the PMF Program?

10. How do Fellows from this agency collaborate or network with each other?
    What would current and former Fellows tell me candidly about your agency?
    Can you provide contact information for Fellows who have served in your office?

FEEDBACK

Feedback is welcomed from all attendees. A survey will be sent to all attendees who provide an email address shortly after the Job Fair.