Presidential Management Fellows (PMF) Talent Acquisition System (TAS)

User Guide for Agencies

April 9, 2013

U.S. Office of Personnel Management
1900 E. Street, NW, Room 6500
Washington, DC 20415
pmf@opm.gov

Table of Contents

Section **Page**

1. Introduction 1
   1.1 Public Facing Site – Apply (Seeker) 1
   1.2 PMF Administration – Portal 1
2. Roles and Responsibilities 3
   2.1 PMF Program Office 3
   2.2 Agency PMF Coordinator 3
   2.3 Agency Human Resources Recruiter 4
   2.4 Agency User 4
3. User Management 5
   3.1 Create an Account 5
   3.2 Edit an Account 12
   3.3 Reset a Password 14
   3.4 Deactivate/Activate an Account 15
   3.5 Update Organization and Contact Information 16
4. Hiring Management 19
   4.1 Search and Appoint Finalists 19
   4.2 Fellow Management 26
   4.3 Certification and Conversion 26
   4.4 Status 27
   4.5 Reappointment 30
   4.6 Comments 33
5. Vacancy/Opportunity (Hiring Management) 34
   5.1 Vacancy Template 34
   5.2 Announcement Information 37
   5.3 Announcement Text 44
   5.4 External Job Board Information 47
   5.5 Assign Questions 49
   5.6 Crediting Plan 49

5.7 Phasing, Tracking, and Notification Information 49
5.8 Administrative Settings 51
5.9 View of the Opportunity 52
5.10 Edit Opportunities 54
5.11 Copy an Opportunity 57
5.12 Building a New Template 60
6. Public Reports 67
6.1 Current Finalists 67
6.2 Total Current PMF Appointments by Agency 70
6.3 List of Agency PMF Coordinators 71
7. Finalist and Fellow Account Management 74
8. Appendix A: Glossary ..... A

1. Introduction

The Presidential Management Fellows Talent Acquisition System (PMF TAS) is a multi-purpose system used by a variety of stakeholders, including but not limited to: applicants, agencies, and the PMF Program Office (PMF PO). The integrated IT system consists of two components: 1) the PMF Program application and publically accessible information and 2) the PMF Program administration website. The PMF TAS is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on the system could result in criminal prosecution.

1.1 Public Facing Site – Apply (Seeker)

The public has access to view PMF Finalists and Agency PMF Coordinators at https://apply.pmf.gov/pmf. It is commonly referred to as the "Seeker" side of the system. Applicants' first created their account, applied to the program, and will return to view vacancy and developmental opportunities on this site. Accessing the link "View Finalists and Coordinators," reveals tabs to lists of Current Finalists, Total Current PMF Appointments by Agency, and Lists of Agency PMF Coordinators. "Current Finalists" tab offers the option to sort the list in a variety of ways: by name, university, status, or agency appointment. Agencies wishing to access additional information on a Finalist will do so through the PMF Program Administration website known as the "Portal."

The "Total Current PMF Appointments by Agency" tab provides the total number of appointments by Agency and Sub-Agency. Individual PMF names are not provided on this tab but may be found on the "Current Finalists" tab and "Sort by Agency" tab.

The "List of Agency PMF Coordinators" is a quick way to find the PMF Coordinator at the Agency or Sub-Agency level. This information is linked to the accounts created in the User Management module.

1.2 PMF Administration – Portal

PMF Administration at https://portal.pmf.gov/pmf-home is the site where Agency PMF Coordinators, Agency Human Resource (HR) Recruiters, Agency Users, and the PMF PO will manage the program. Functions include: creating agency users; accessing Finalists' files; entering appointment, rotational, and training opportunities; appointing Finalists and changing PMF status; and recording PMF developmental information.

In order to access this site, accounts must first be created for Agency users. For information on who can create an account, refer to "Roles and Responsibilities" Section 2 of this Guide. Once the account is created, users will log into the system using their user name and password. Since this is an official Government site, users must agree to Terms and Conditions by clicking "Accept" in order to proceed.

Users will be taken to the **Launch Pad** where they will see some or all of the following module options, depending on their level of access: Hiring Management, User Management, HR Admin, Collaborate, and Analytics. Most functions for the PMF Program are contained in either User Management or Hiring

Management. User Management is the module where accounts are created and is explained in Section 3 of this Guide. Hiring Management, explained in Section 4 and Section 5 of this Guide, is the module used for most of the operations of the program. In this module, Users will create the different type of vacancies, search for and appoint Finalists, and input all information for the life cycle of the Fellow.

Note: This is a commercial product and some options throughout the system will not be used for the PMF Program. In addition, a period of inactivity may cause users to be automatically timed out of the system. Inactivity may be defined as anything other than submitting a form by clicking a submit button or requesting a new page by clicking a link. Due to security purposes the session will expire if the maximum system inactivity time is exceeded. Users will NOT be notified prior to the system timing out. To prevent the session from expiring, click a submit button or click a link.

2. Roles and Responsibilities

The purpose of this section is to describe the different roles, responsibilities, and the permissions that each user has in the PMF TAS.

2.1 PMF Program Office

The PMF Program Office (PMF PO) has the highest level of access in the system and oversees all actions taken in the PMF TAS. The PMF PO is responsible for creating the headquarters-level Agency PMF Coordinators' accounts. Once the account is created, the headquarters Agency PMF Coordinator will receive an email with a User ID and password. The Agency PMF Coordinator will use this information to access their account at https://portal.pmf.gov/pmf-home. It is important that Agency PMF Coordinators access the account within 24 hours of receipt of the notice.

The PMF PO may add Agency Human Resources (HR) Recruiters or Agency Users but this role is primarily the responsibility of the Agency PMF Coordinator at the Agency/Sub-Agency level.

In cases where a Fellow reappoints to another agency, the PMF PO will perform the reappointment action from one agency to another within the PMF TAS. Personnel actions will be completed by the losing and gaining agencies.

In emergency situations, the PMF PO may access accounts to add users, grant permissions, take action on the Finalists/PMF, add/edit/delete opportunities, or reset user passwords.

2.2 Agency PMF Coordinator

Agency PMF Coordinators have access to the User Management, Hiring Management, and Collaboration modules. Agency PMF Coordinators will perform the following roles and responsibilities:

- Create accounts for Agency/Sub-Agency users in PMF TAS
- Maintain the Agency information
- Search and appoint Finalist as Fellows
- Maintain the Fellows' records

In the User Management module, the Agency PMF Coordinator will create Agency/Sub-Agency PMF Coordinators, Agency HR Recruiter, and Agency User accounts. As part of the account creation, the Agency PMF Coordinator will grant permissions in keeping with the guidelines of roles and responsibilities listed below for each role.

In the Hiring Management module, Agency PMF Coordinators have the ability to search Finalists; view and print resumes; appoint Finalists; update PMF Fellows' appointment information; enter information on mentors, training and development; and enter conversion information.

Agency PMF Coordinators will also use the Hiring Management module to post appointment, rotational, and training opportunities. Instruction for creating these opportunities is found in Section 5 of this Guide.

The Collaboration module will appear on the Launch Pad. Collaborate is the functionality that actually powers the PMF Program Review pages in Hiring Management and must be active. Clicking into that module from the Launch Pad will yield a blank dashboard, but module access must be assigned to agency users in all three roles (Coordinator, HR Recruiter, or User).

Note: The first time the Agency PMF Coordinator accesses their account, they will use the User ID and Password sent to them via email, keeping in mind that the password is **case sensitive**. Once in the system, they will accept Terms and Conditions followed by a screen requesting them to change their password. The next step is to go to the Launch Pad and select User Management to complete all required information. In addition, upon the first login, Agency PMF Coordinators will have to update their organizations and contact information. Template accounts have been created in some agencies and require the Agency PMF Coordinator to update the pertinent information.

Agency PMF Coordinators serve as the link between Finalists and their agency, Fellows, agency personnel, and the PMF Program Office. A list of Agency PMF Coordinator responsibilities can be found on the PMF website under the "Agencies" section. A current Fellow cannot serve as the agency's designated Agency PMF Coordinator.

2.3 Agency Human Resources Recruiter

Agency Human Resources (HR) Recruiters will have access to the Hiring Management and Collaboration modules. Agency HR Recruiters do not have to be HR personnel. Agency HR Recruiter is the title of the role in the PMF TAS. Agency HR Recruiters will perform the following roles and responsibilities:

- Search, view, and print Finalist information
- Post appointment, rotational, and/or training opportunities.

The Agency HR Recruiter is not able to appoint Finalists as Fellows, reappoint current Fellows, make changes to Fellows' records, or create user accounts in PMF TAS.

2.4 Agency User

Agency User is the role assigned to individuals who need access to search Finalists and view/print resumes. The Agency User will have access to the Hiring Manager and Collaboration modules, but will not be able to post announcements, record appointments, or make any changes to participant records.

3. User Management

The PMF TAS provides Agency PMF Coordinators the ability to create and edit accounts, reset passwords, and deactivate Agency and Sub-Agency (if applicable) users. Accounts for headquarters-level Agency PMF Coordinators will be established by the PMF Program Office (PMF PO). New Agency PMF Coordinators are required to update information upon first logging into the system.

Note: Agency HR Recruiters and Agency Users will not have access to this module.

3.1 Create an Account

Step 1. Navigate to the Launch Pad, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the User Management module, move to Step 2.

Note: Some users will automatically be routed to the "Launch Pad."

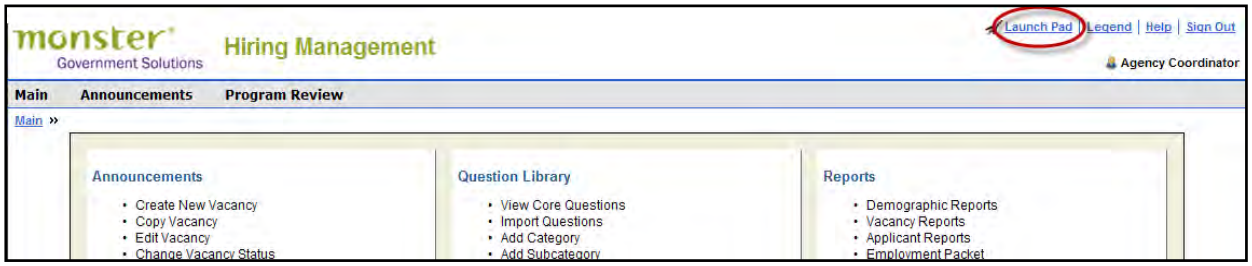

Figure 3.1 - 1

Step 2. Click "User Management" in the Launch Pad.

Note: If you are an Agency PMF Coordinator and do not have the User Management module, contact the PMF PO or Agency PMF Coordinator who created your account.

Figure 3.1 - 2

Step 3. Click on "Add User."

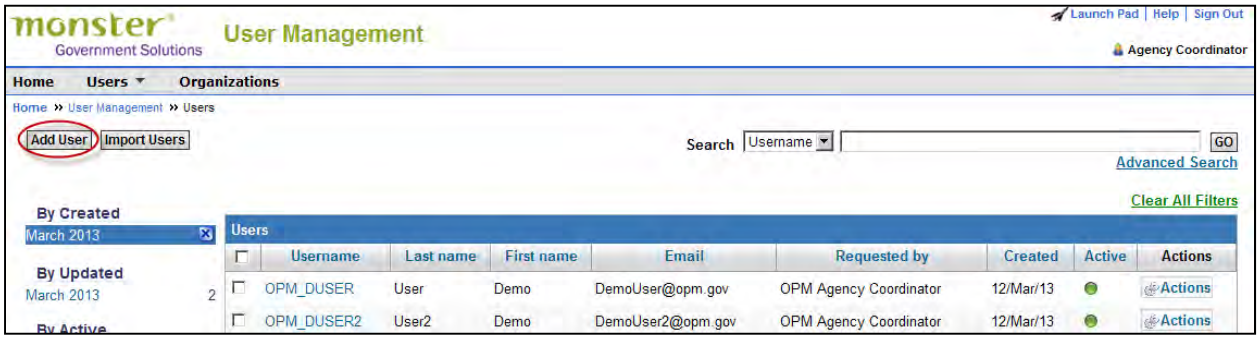

Figure 3.1 - 3

Step 4. Click on the "User Account" tab and enter the data required for PMF TAS in the following sections. Fields with a red asterisk (*) are required.

a. General User Details section.
   i. Userid: The Userid should be the first name, a period, and the last name (total cannot exceed 25 characters), e.g. John.Doe. (If there is more than one person with the same first initial and last name in an organization, the account will be created with the first and middle initial and last name.
   ii. First name:
   iii. Last name:
   iv. Email:
b. Active: Ensure there is a check mark in this box.
c. User Account Information section.
   i. Requested by: The format of this field should be Agency acronym and User Role (e.g., OPM Agency PMF Coordinator).
d. Client Specified User Details section. (The "Client" is the same person as the "User" whose account is being established.)
   i. Grade Level: Enter the grade level of the user.
e. Maximum system inactivity time: The default is 60 minutes. Please do **not** change this setting.

Note: Do **not** complete the sections on the right side of this page. Move to the next step **without** clicking save. Clicking save at this point will result in an error message.

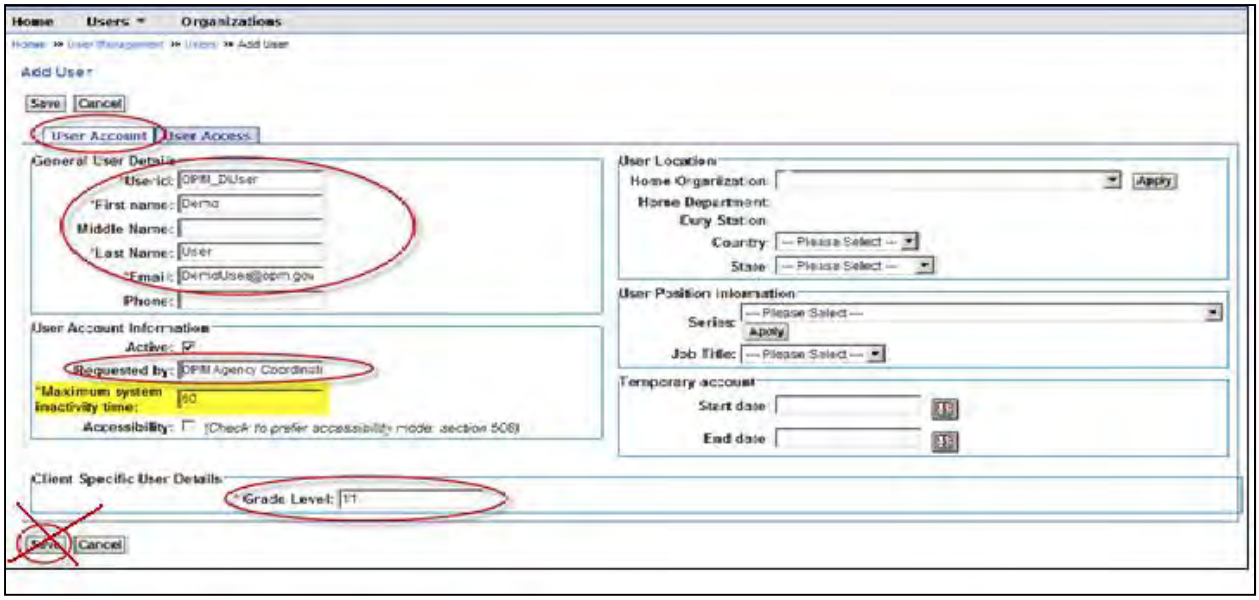

Figure 3.1 - 4

Step 5. Click on the "User Access" tab. In the "Module Access" section, check the boxes to select the appropriate modules.

a. Hiring Management – required for all User Roles.
b. Collaborate – required for all User Roles.
c. User Management – selected for Agency PMF Coordinator <u>only</u>. This should **not** be selected for Agency HR Recruiter or Agency Users.

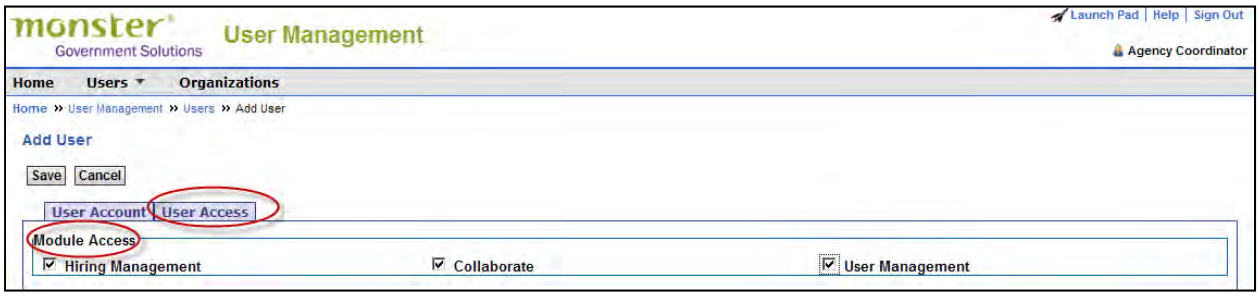

Figure 3.1 - 5

Step 6. In the "Organization" section of the "User Access" tab, click the pencil icon.

Note: If this is the first time you are using the systems, you will also need to update your Organization primary and secondary contact information. Please refer to <u>Section 3.5</u> of this Guide.

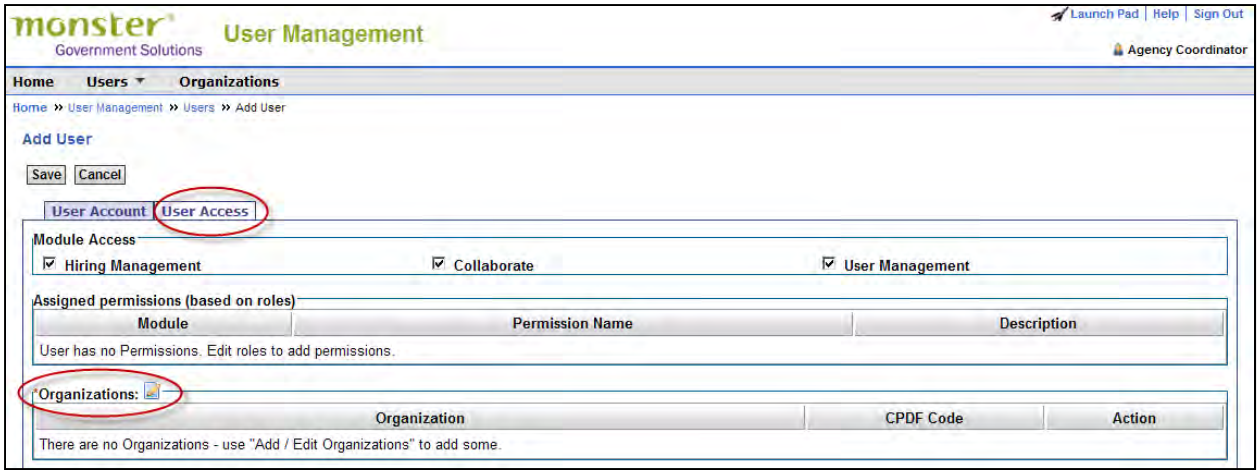

Figure 3.1 - 6

Step 7. In the "Available organizations" section, click the check box that corresponds to the agency the user is being granted access. Clicking on the primary agency grants access across the entire agency. Agency PMF Coordinators at the Sub-Agency level should only be granted access to the Sub-Agency. Click "Save."

Note: If granting permissions for another Agency PMF Coordinator at the headquarters level, the Agency and all Sub-Agencies should be checked. If granting access for the Agency HR Recruiter, it should only be checked for that particular Sub-Agency. Only those Agencies and Sub-Agencies under Title 5 and having a signed Memorandum of Understanding (MOU) should have user accounts. Excepted service agencies and those agencies found outside of the Executive Branch should contact the PMF PO. If the Agency/Sub-Agency name is not shown or has changed, please contact the PMF PO.

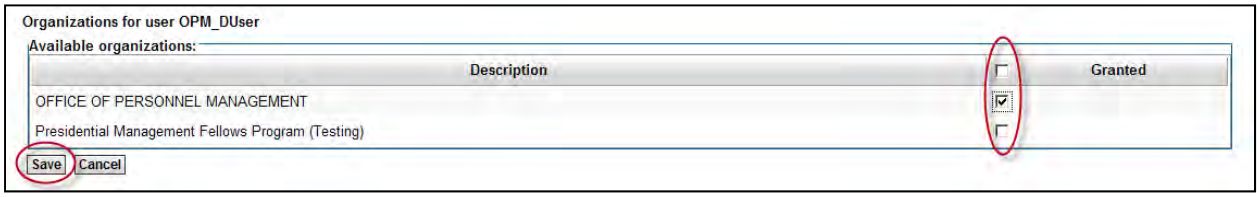

Figure 3.1 - 7

Step 8. Click on the name of the organization assigned (if multiple, you will need to do this for each).

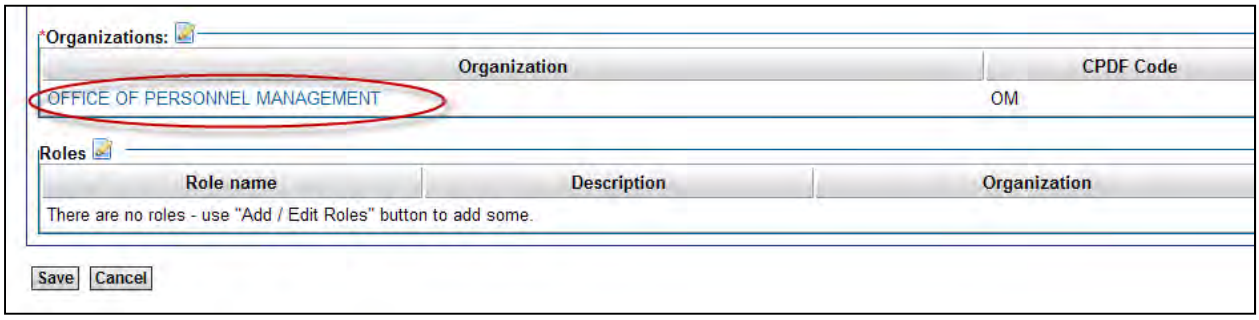

Figure 3.1 - 8

Step 9. For Agency PMF Coordinators and Agency HR Recruiter roles, click the pencil icon in the "Departments" section.

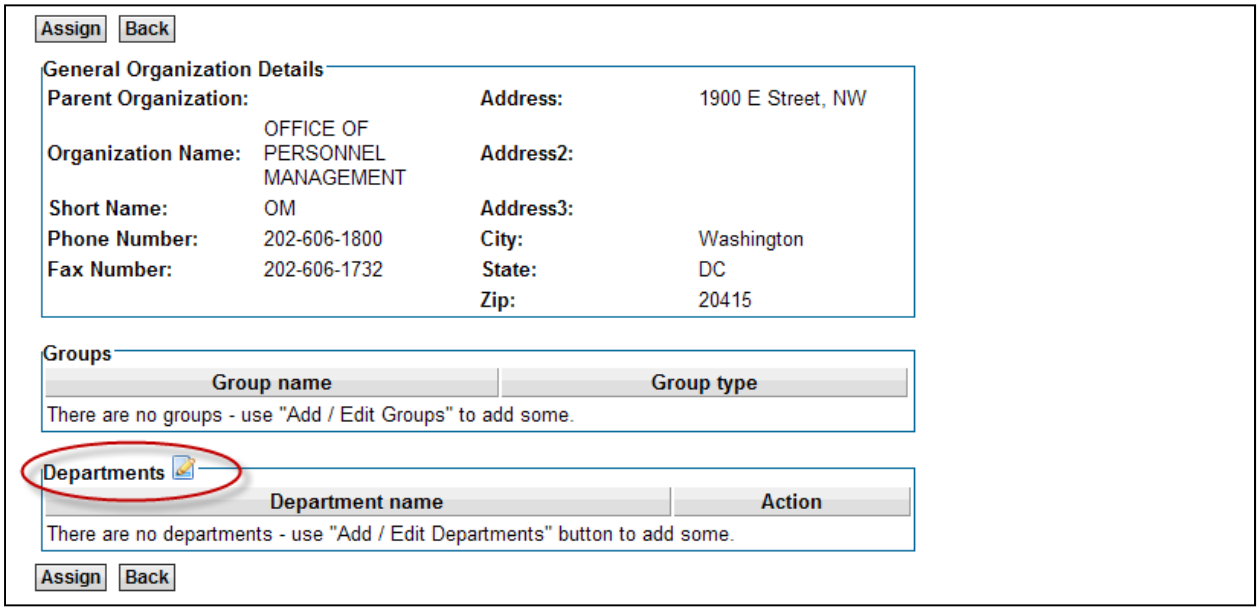

Figure 3.1 - 9

Step 10. Click the check box next to “Presidential Management Postings” and click “Assign.”

Note: If this step is missed, Users will not have access to the PMF Announcement template.

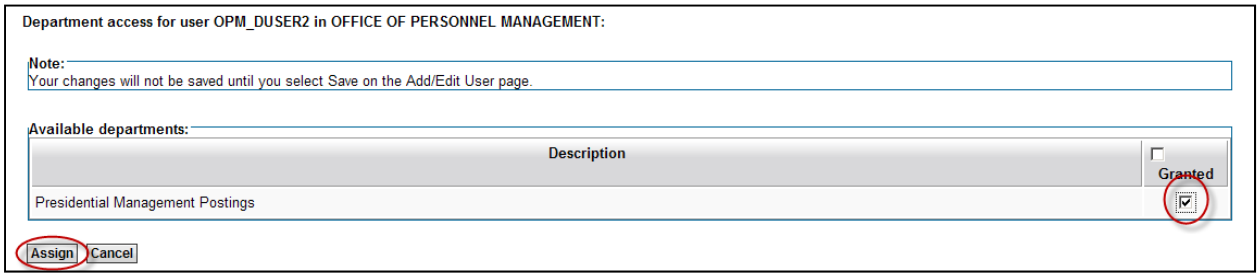

Figure 3.1 - 10

Step 11. In the “Roles” section of the User Access tab, click the pencil icon.

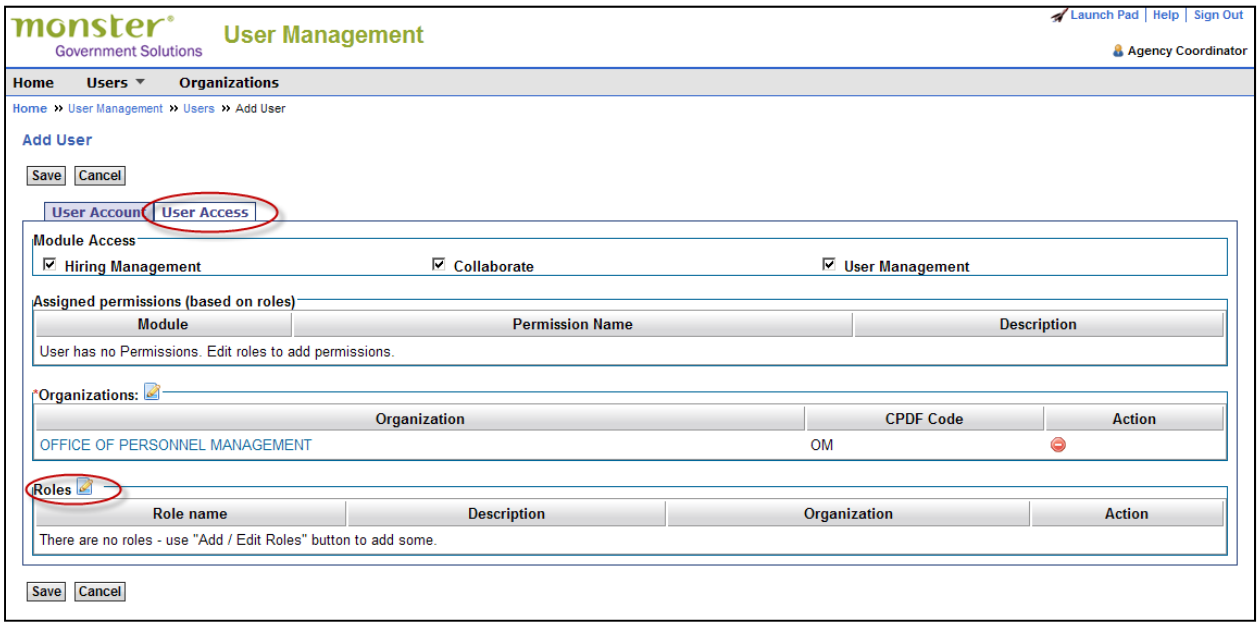

Figure 3.1 - 11

Step 12. This screen gives access to perform different tasks/functions in the PMF TAS. Select the appropriate role(s) by clicking the check box and click “Save.”

Note: If the user requires access to multiple Organizations, multiple selections are required.

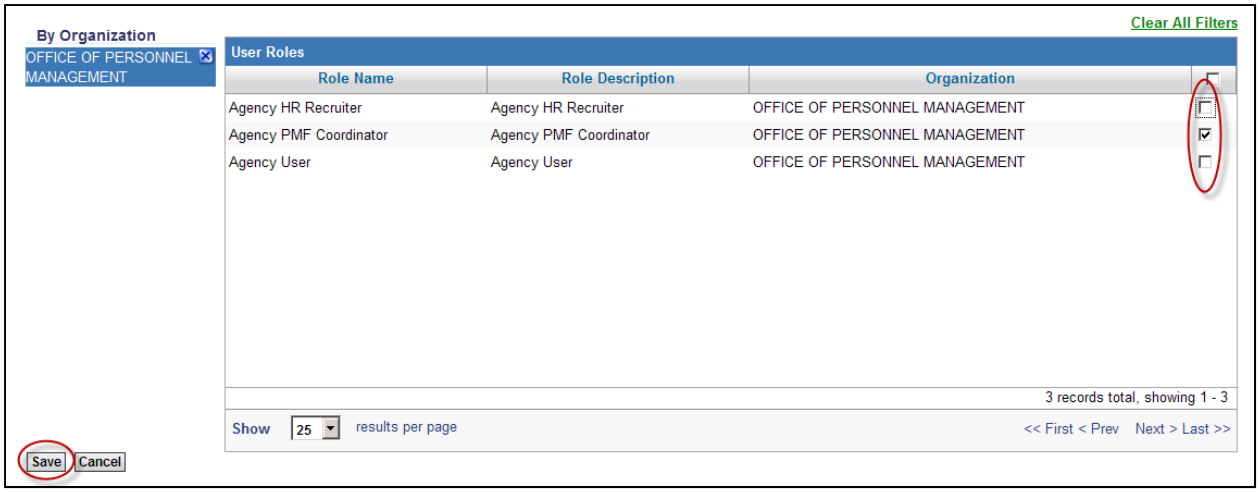

Figure 3.1 - 12

Step 13. Verify settings on "User Access" tab and click "Save."

Note: If the user requires access to multiple Organizations, multiple selections are required.

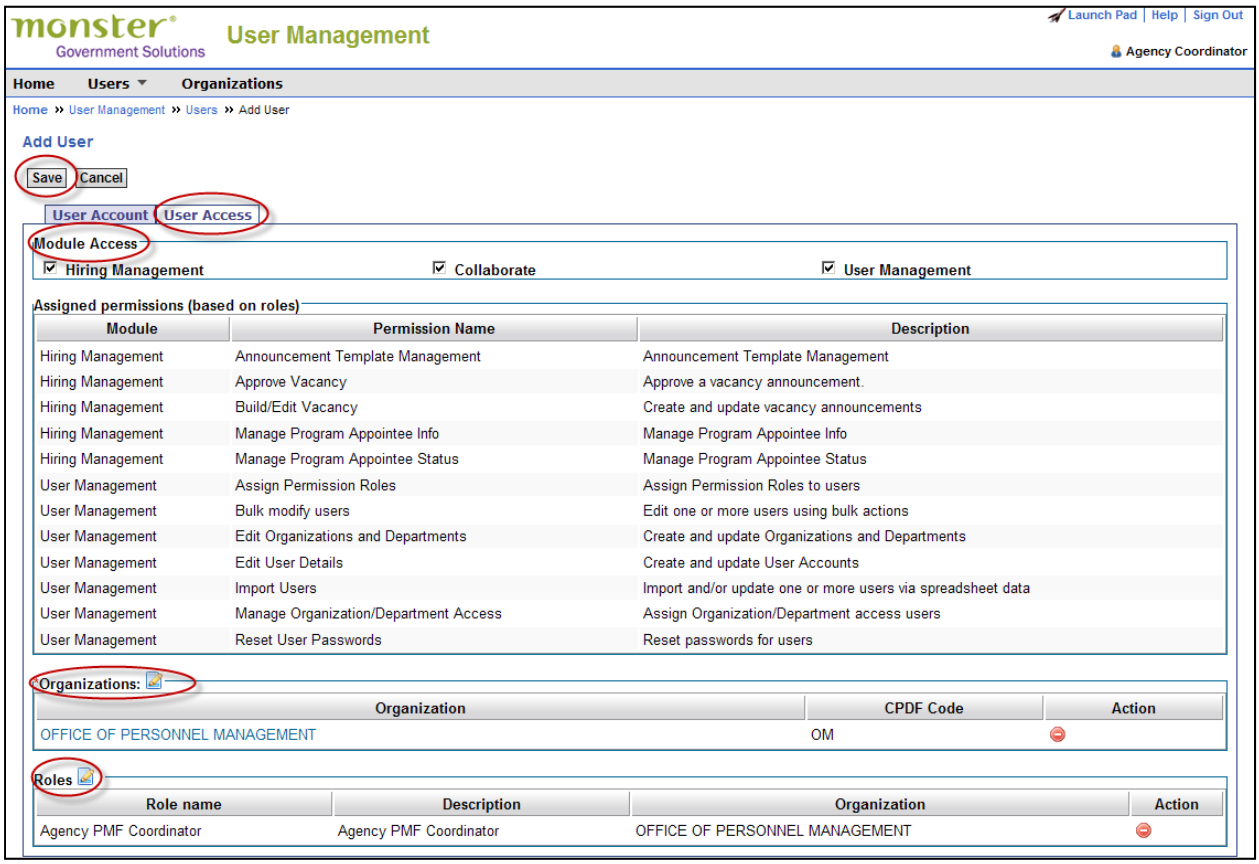

Figure 3.1 - 13

Step 14. The password will be generated. Provide the User ID and temporary password to the requestor in separate emails for security. *The system will **not** automatically send an email notification containing the user's User ID and/or Password.* The password **will only appear** on this screen so it is important to make note of it before leaving the screen. Click the "Back" button to return to User Management.

Note: Use the back button within the application, do not use the browsers back button.

Figure 3.1 - 14

3.2 Edit an Account

Step 1. On the User Management screen, click "Actions" next to the user you want to edit and click "Edit" in the dropdown.

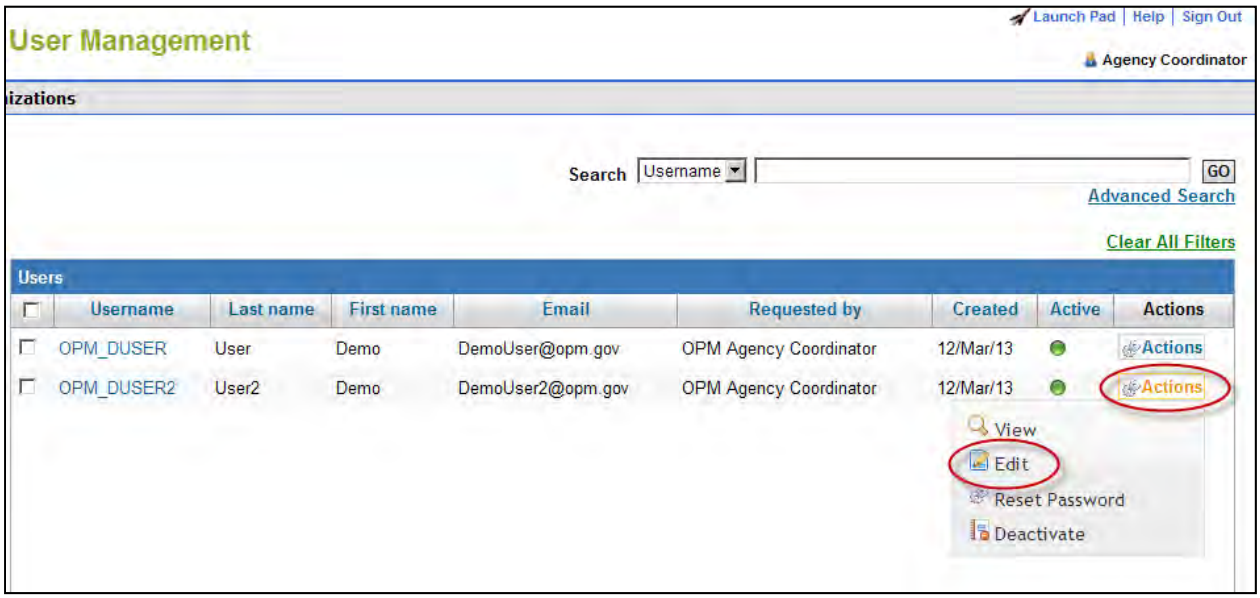

Figure 3.2 - 1

Step 2. If necessary, edit information on the "User Account" tab.

Note: Information related to set up of the User Account tab is explained in Steps 3 - 5 of Section 3.1.

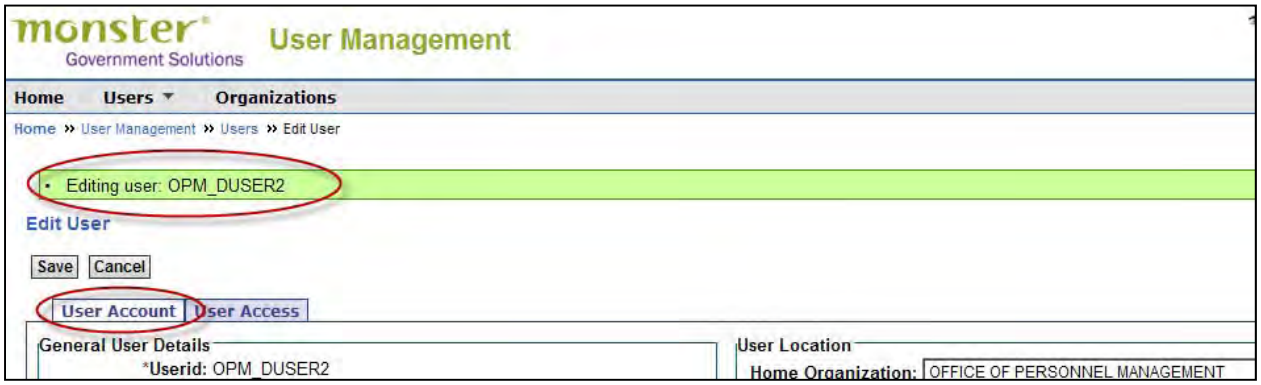

Figure 3.2 - 2

Step 3. Click the "User Access" tab. If necessary, edit information on the "User Access" tab and click "Save."

Note: Information related to set up of the "User Access" tab is explained in Steps 6-15 of Section 3.1.

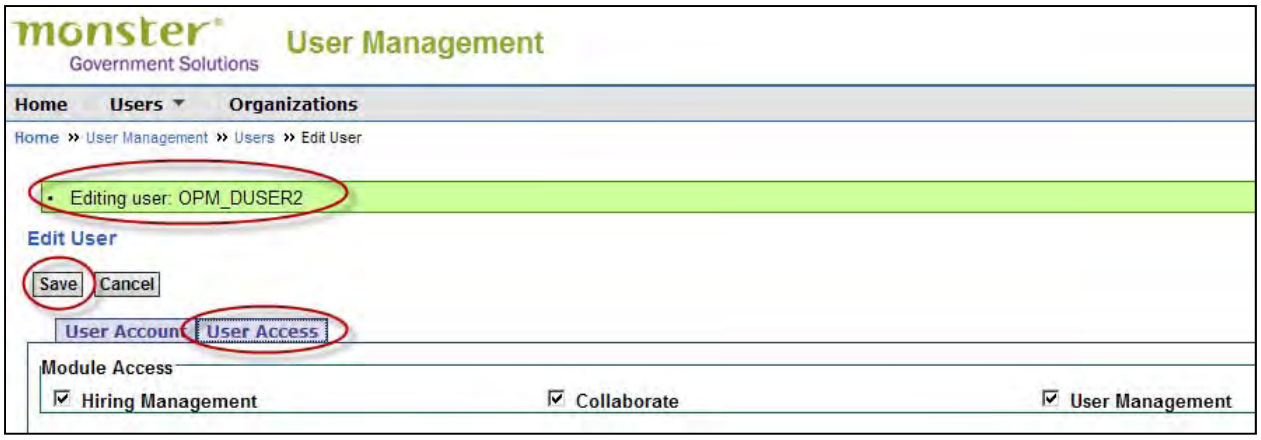

Figure 3.2 - 3

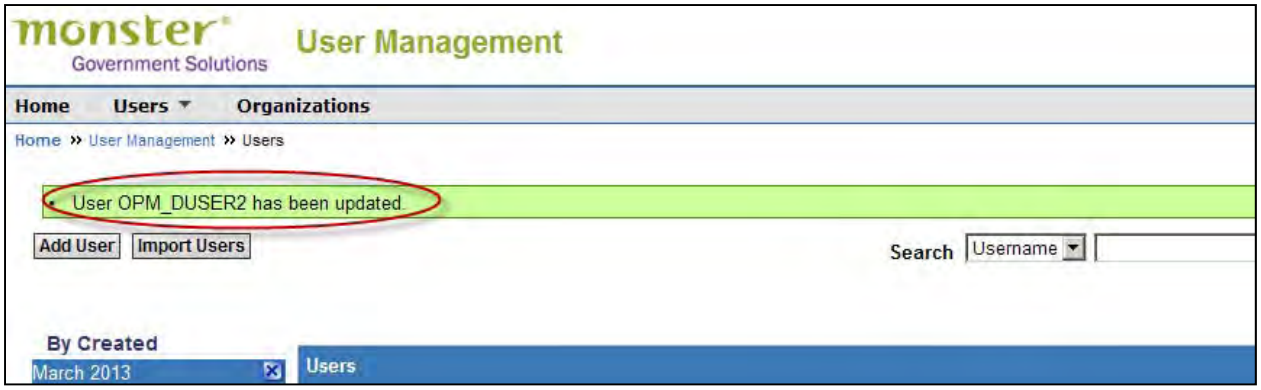

Figure 3.2 - 4

3.3 Reset a Password

After an account has been created, you may need to reset a password. To do so, follow the instructions in the steps below.

Step 1. In the User Management module, click "Actions" for the user you want to edit and click "Reset Password."

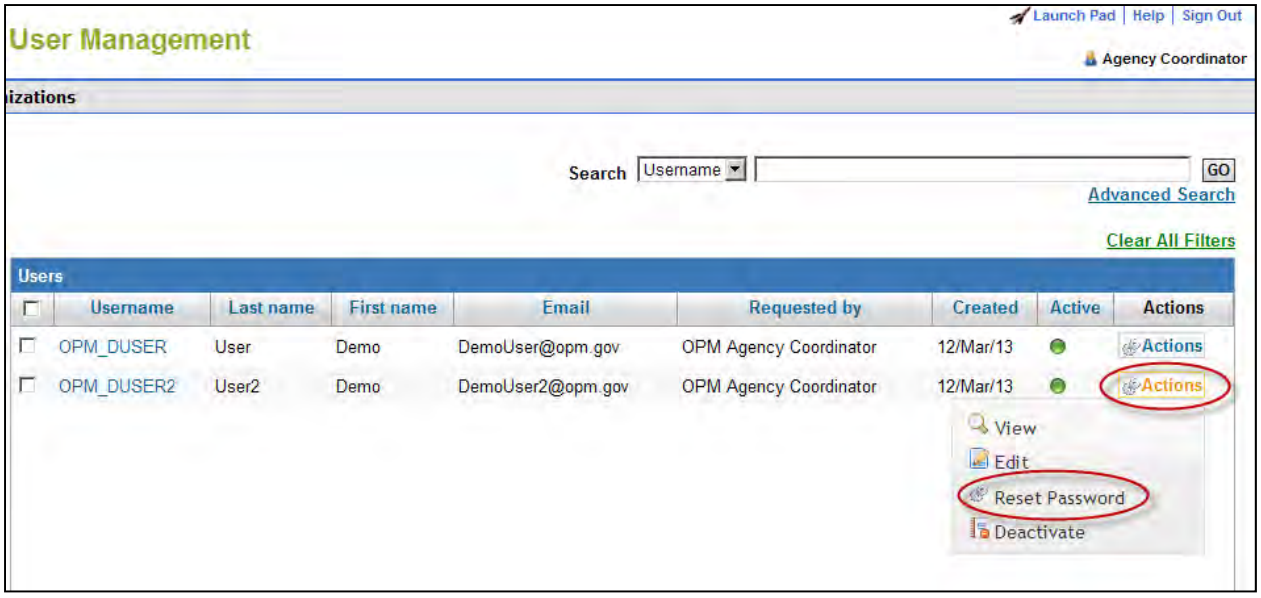

Figure 3.3 - 1

Step 2. Verify password reset is for the correct users and click "Confirm."

Note: After confirming the change, a system generated email will be sent to the user with a one-time temporary password. The user will be required to change the password upon logging in. If the user does not receive the password, please verify the user's email address. If the user does not take action within 72 hours, the temporary password will no longer be valid.

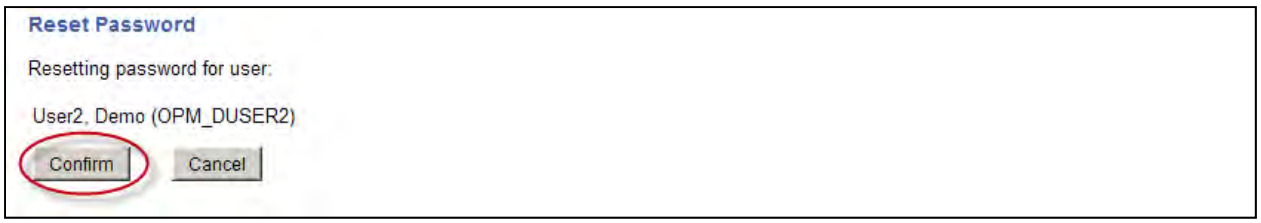

Figure 3.3 - 2

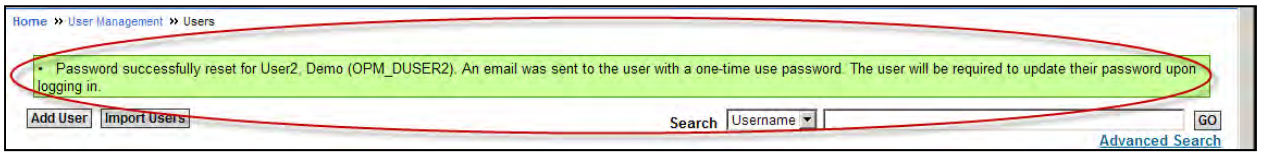

Figure 3.3 - 3

3.4 Deactivate/Activate an Account

Step 1. In the "User Management" module, click "Actions" for the user you want to deactivate and click "Deactivate."

A message will appear notifying that "User **** is now Inactive." Also, the "Active" status will change from green to red.

User accounts are deactivated after 6 months of inactivity in PMF TAS.

Note: If you want to activate an account, click "Actions" for the user you want to activate, and click "Activate." The "Active" status will change from red to green.

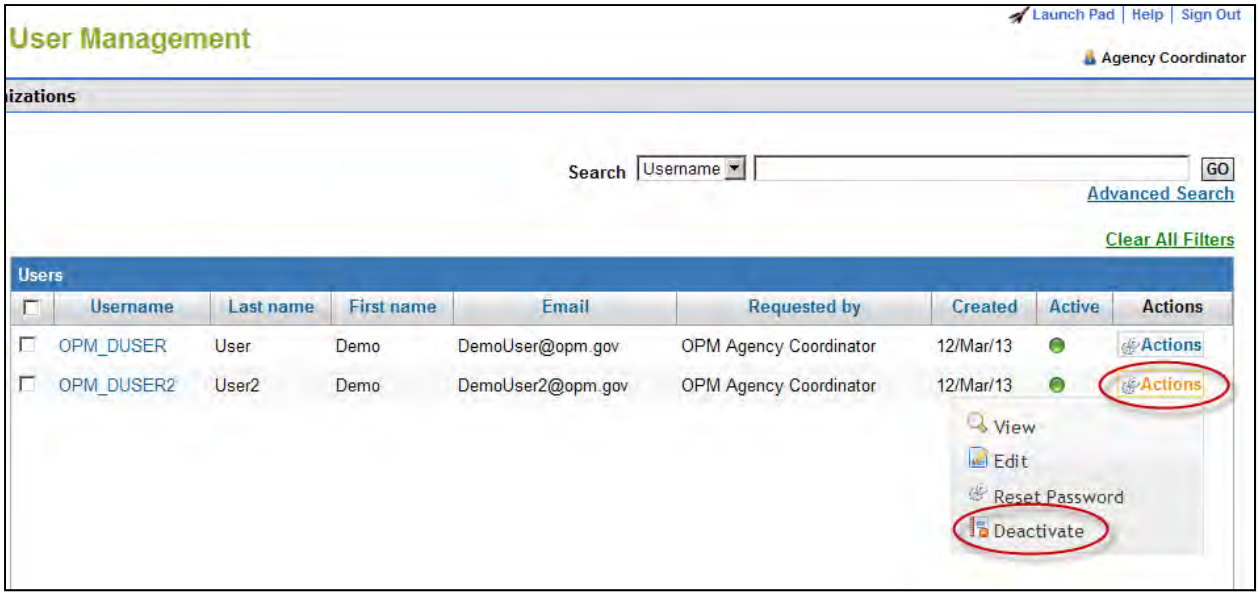

Figure 3.4 - 1

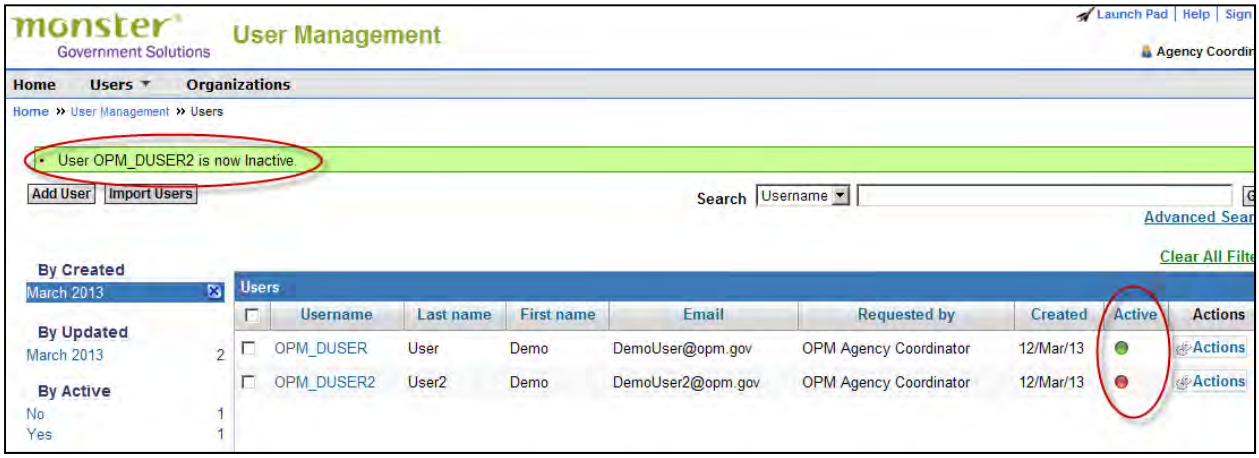

Figure 3.4 - 2

3.5 Update Organization and Contact Information

Step 1. In the User Management Module, click “Organizations” in the gray bar at the top of the page. Organization is referred to as the Agency/Sub-Agency you are updating.

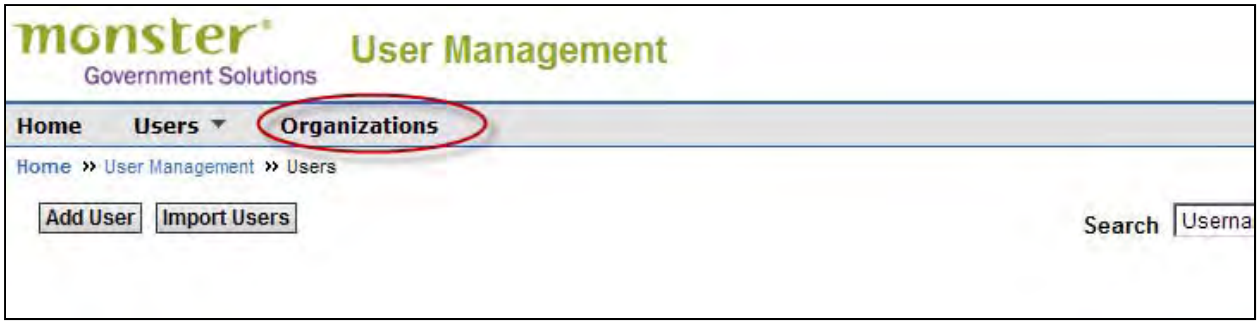

Figure 3.5 - 1

Step 2. Click on the name of the organization you want to update.

Note: If you have multiple organizations, you will need to repeat Steps 2-4 for each organization.

Figure 3.5 - 2

Step 3. Click "Actions" on the top right of the screen and select "Edit Organization."

Note: If you need a new Organization or Department (e.g., Agency/Sub-Agency) added, please contact the PMF PO.

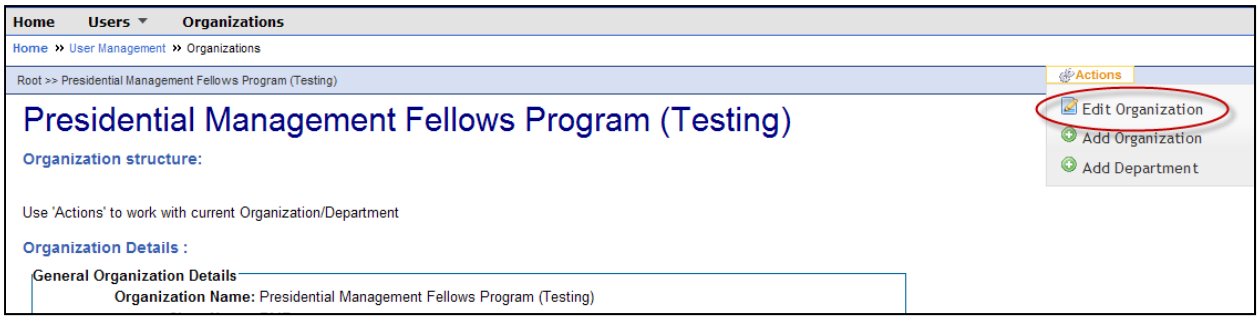

Figure 3.5 - 3

Step 4. Update the General Organization Details, Primary Point of Contract, and Secondary Point of Contact, then click "Save." The "Additional Info" section is available if you need to provide more information about your Organization.

Note: The Primary Point of Contract and Secondary Point of Contact will need to be updated each time a new person enters the Primary Agency PMF Coordinator role.

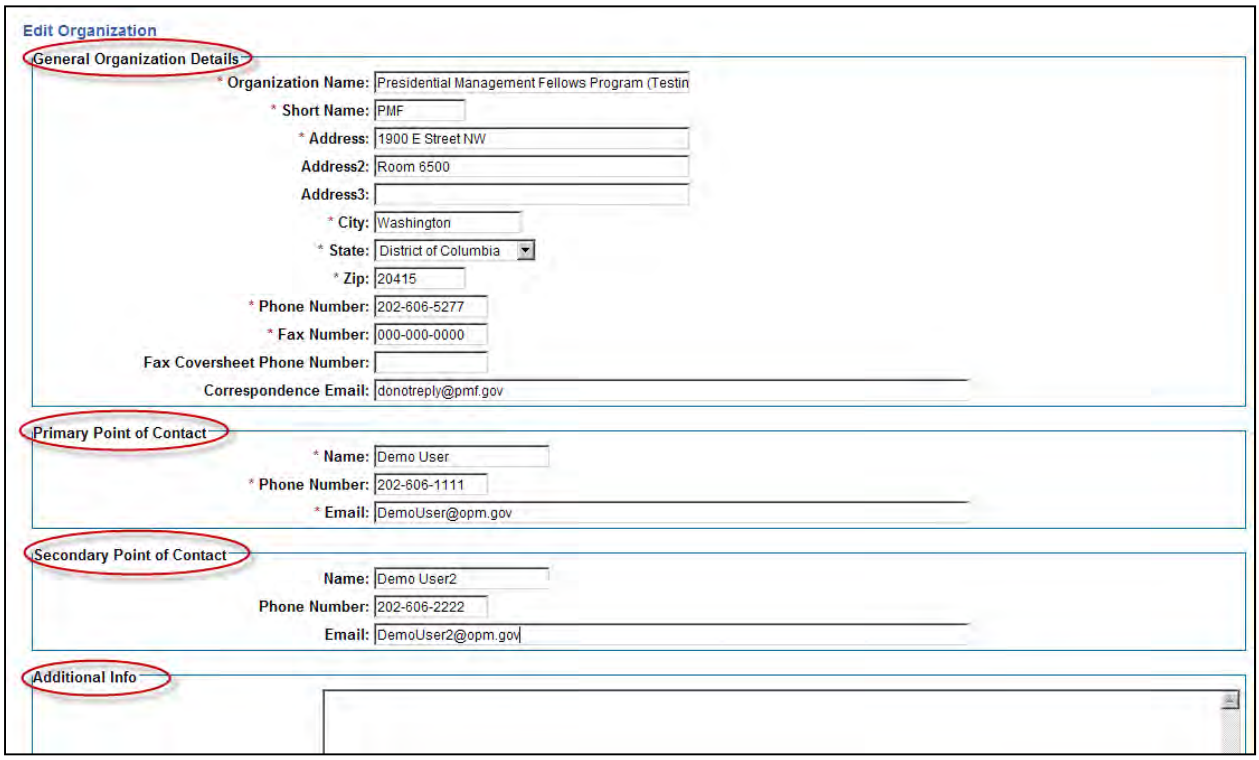

Figure 3.5 - 4

4. Hiring Management

The Hiring Management module is the most robust of the modules. Agency PMF Coordinators, Agency Human Resources (HR) Recruiters, and Agency Users will use this module for the majority of their work in the PMF TAS. It could be thought of as the PMF Administrator and Projected Positions System combined. There are two distinct areas in the module: 1) Finalist search/appointment and PMF life cycle management; and 2) Vacancy/Opportunity Posting. Section 4 takes the user from the search and appointment of Finalists to the conversion at the end of the two-year Fellowship. Section 5 focuses on the creation of appointment, rotational and/or training opportunities. The same basic format is used for all three types of announcements.

4.1 Search and Appoint Finalists

Agency PMF Coordinators, Agency HR Recruiters, and Agency Users all have the ability to search Finalists and view resumes. To access Finalist files, Users will go to the PMF Administrator website at https://portal.pmf.gov/pmf-home. Users must first have an account and be logged into the site to search Finalists' records.

Step 1. Navigate to the **Launch Pad**, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2

Note: Some users will automatically be routed to the "Launch Pad."

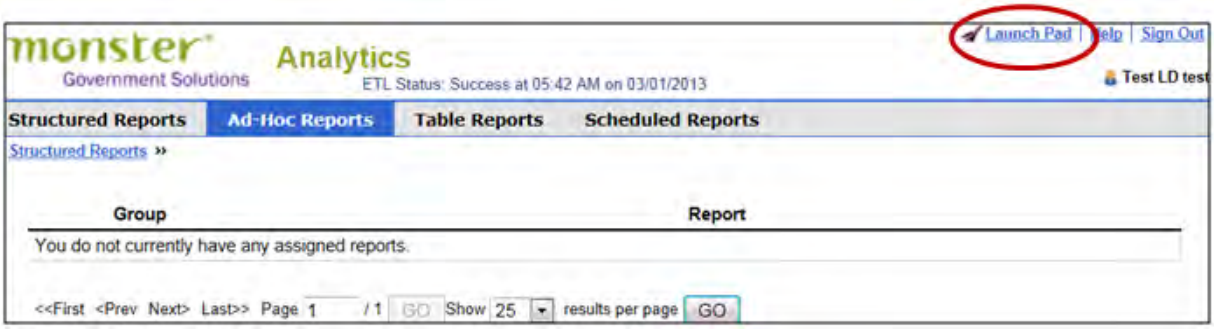

Figure 4.1 - 1

Step 2. Click "Hiring Management" in the Launch Pad.

Note: If you do not have the "Hiring Management" module, contact the Agency PMF Coordinator who created your account.

Figure 4.1 - 2

Step 3. Click "Program Review" in the top gray bar.

Figure 4.1 - 3

Step 4. Select the "PMF Finalists" tab to reveal the list of Finalists and search categories. The following categories are available for your use: class, name, preferred location, veterans' preference (adjudicated by the PMF PO), education level, degree, university (graduate school), languages, additional skills, and programs of study or concentration.

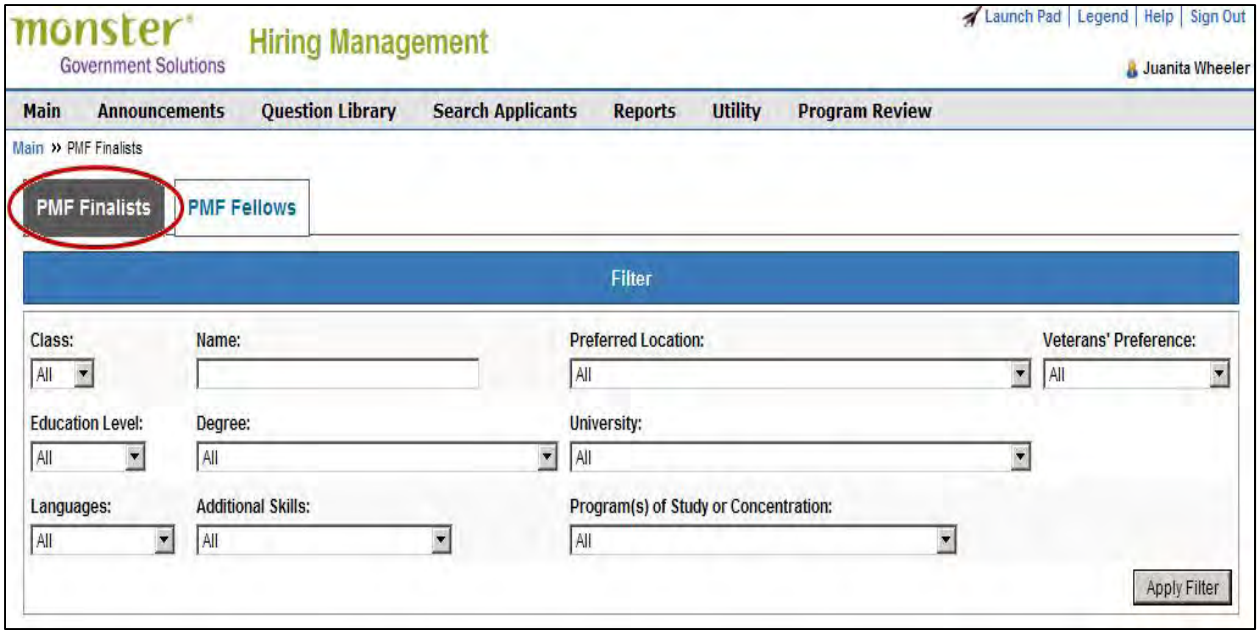

Figure 4.1 - 4

Step 5. You may search Finalists by using one or multiple filters. Click the arrow to see the dropdown list within each of the categories. Select the desired area, and click "Apply Filter" to reveal the list. In the example below, the specific Degree "Public Administration" was the filter. The result is displayed at the bottom.

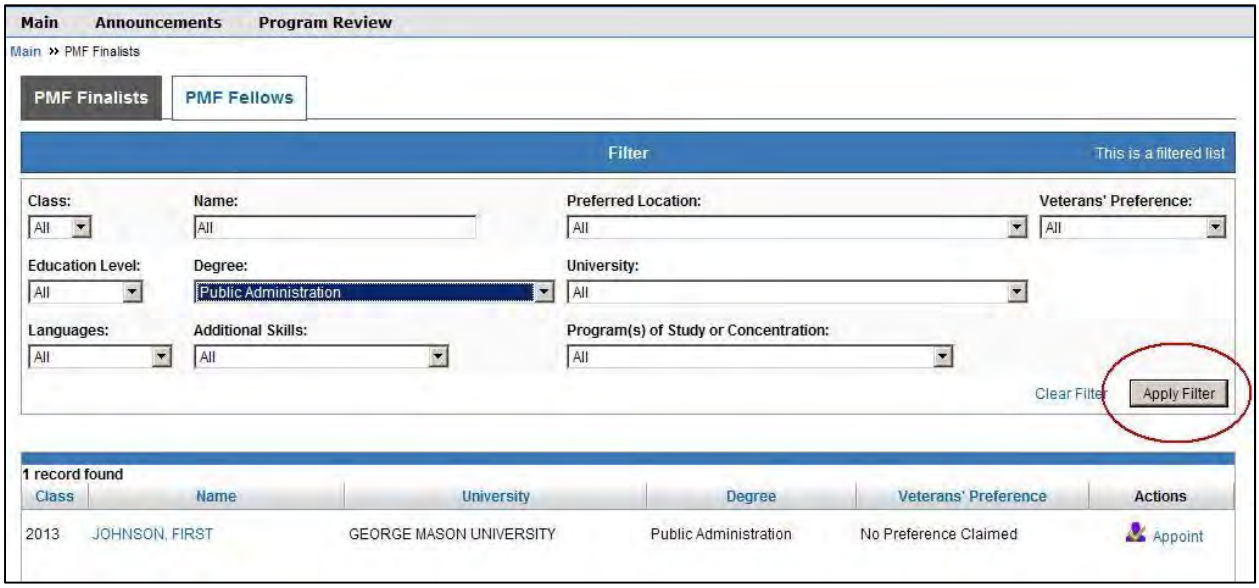

Figure 4.1 - 5

Step 6. Click on the name to see the Finalist's record. If you are looking for a specific Finalist who does not appear, he/she may have already been appointed and will not appear in the list of results.

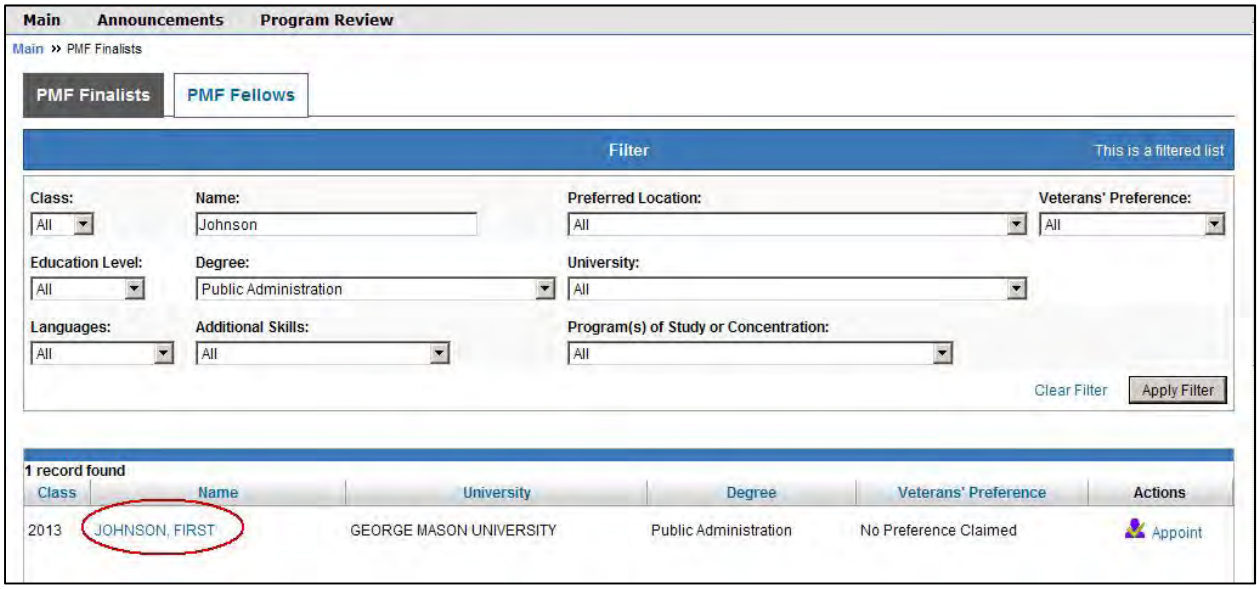

Figure 4.1 - 6

Step 7. Click on "Documents" to view the resume and other attached documents.

Figure 4.1 - 7

Step 8. To appoint a Finalist to a PMF position, under "Actions" on the main "PMF Finalist" tab, click "Appoint."

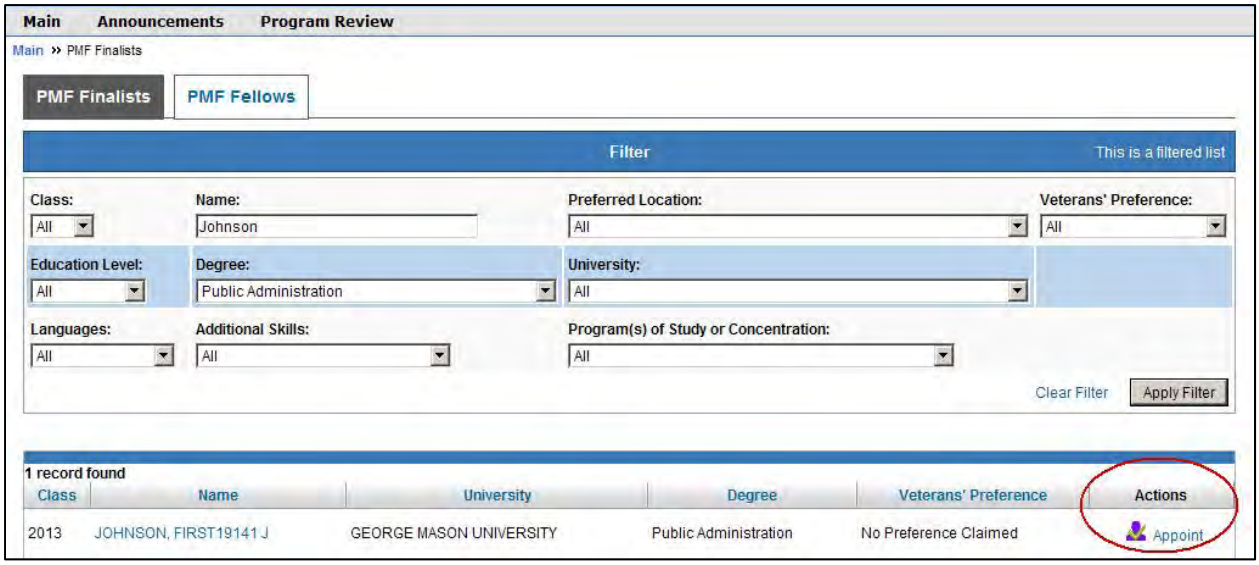

Figure 4.1 - 8

Step 9. Select the Agency/Sub-Agency from the dropdown menu and click "Save."

Note: You will only see the agency(s) to which you have access.

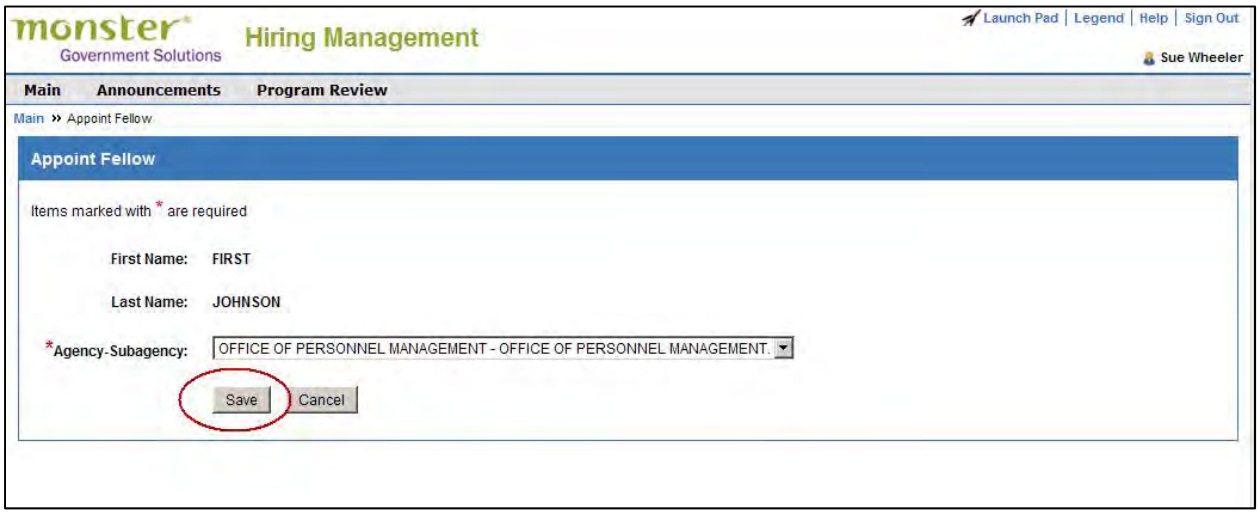

Figure 4.1 - 9

Step 10. Click "Confirm" to save the status change.

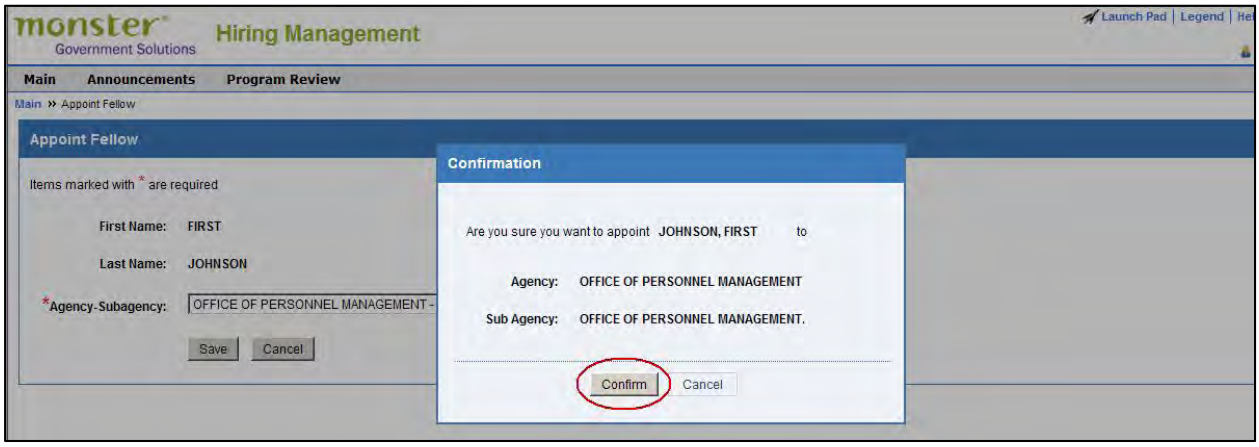

Figure 4.1 - 10

Step 11. Once the appointment is confirmed, you will be taken back to the main "PMF Finalist" tab where you will see confirmation of the appointment in the green bar.

However, this doesn't complete the appointment. You now need to click on the "PMF Fellows" tab to complete the initial appointment information.

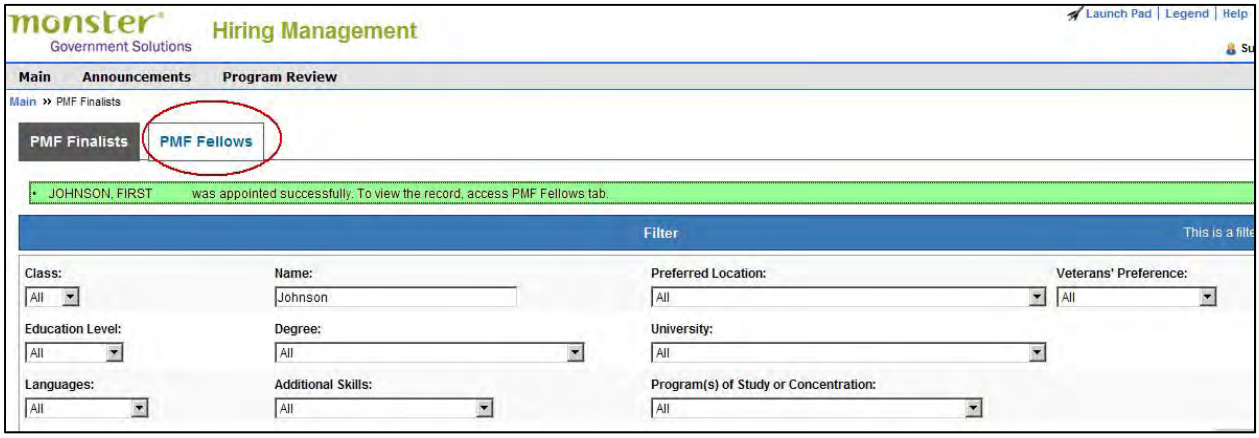

Figure 4.1 - 11

Step 12. Find the Fellow that was recently appointed. If the name doesn't appear on the page, use one of the Filter features at the top of the page to locate the Fellow.

Then click "Manage Fellow" to enter the Initial Appointment information. This page contains the entire record of the Fellow from the Initial Appointment throughout the Fellow's life cycle.

Figure 4.1 - 12

Step 13. On the "Manage Fellow" page, you will enter the Initial Appointment information: Target Start Date, Actual Start Date, Grade Upon Initial Appointment, Series Upon Initial Appointment, Position Title Upon Initial Appointment, Target Grade for Initial Appointment, PMF Work Email Address, PMF Telephone Number, PMF Supervisor Name, and PMF Supervisor Email Address.

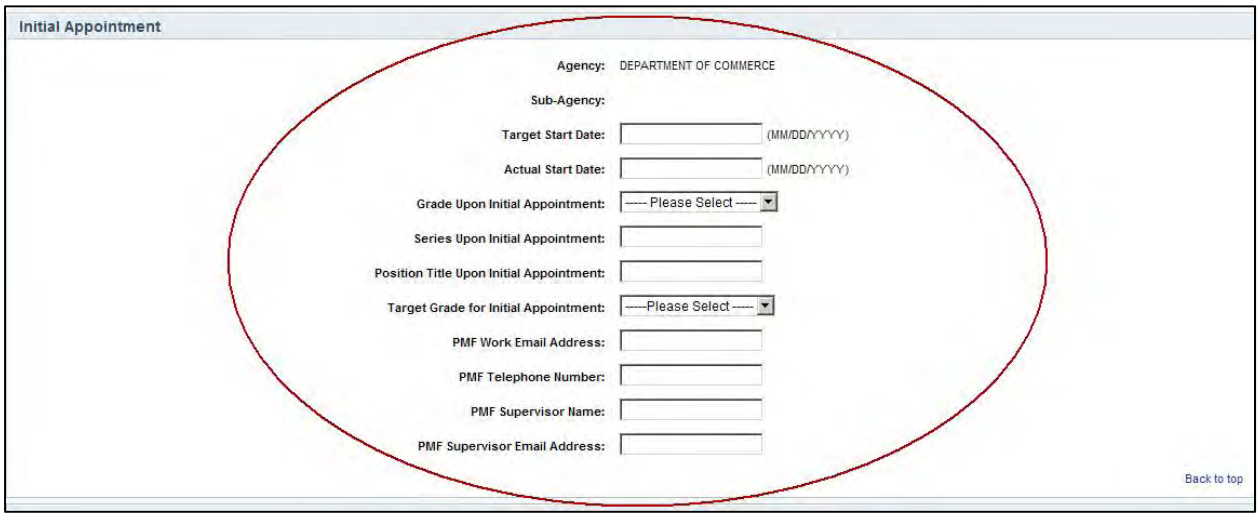

Figure 4.1 - 13

4.2 Fellow Management

Agency PMF Coordinators will capture pertinent information and maintain the Fellow's progress throughout the two-year Fellowship. This information includes: mentor; Individual Development Plan (IDP); PMF Orientation; and training, developmental assignments, and rotational opportunities.

Step 1. Enter Program Requirements as they occur throughout the PMF's fellowship.

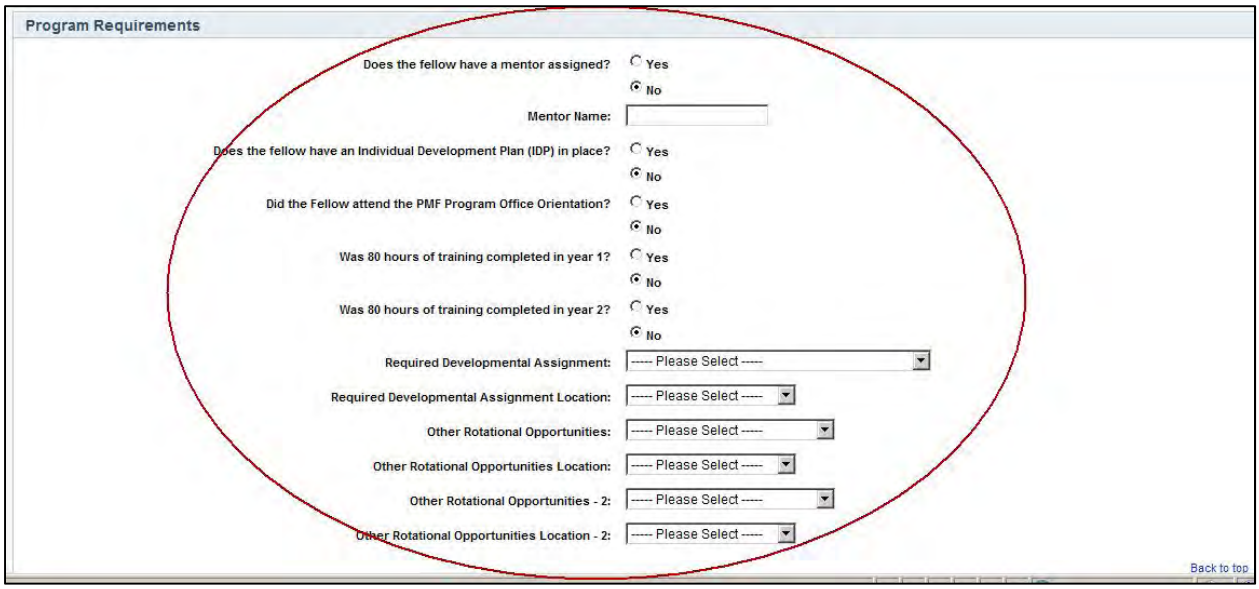

Figure 4.2 - 1

4.3 Certification and Conversion

At the end of the PMF's two-year fellowship, Agency PMF Coordinators will enter certification and conversion data for each PMF completing the PMF Program.

Step 1. Enter required Executive Resources Board (ERB), or equivalent, Certification date, results, ERB Chairperson's name and email, and any comments. Be sure to save the information by clicking on "Save" at the bottom of the page.

Figure 4.3 - 1

Step 2. Enter required conversion information: conversion date; whether or not it was a competitive service position, and if not, the reason; position title upon conversion; conversion grade; conversion target grade; and conversion job series. Be sure to save the information by clicking on "Save" at the bottom of the page.

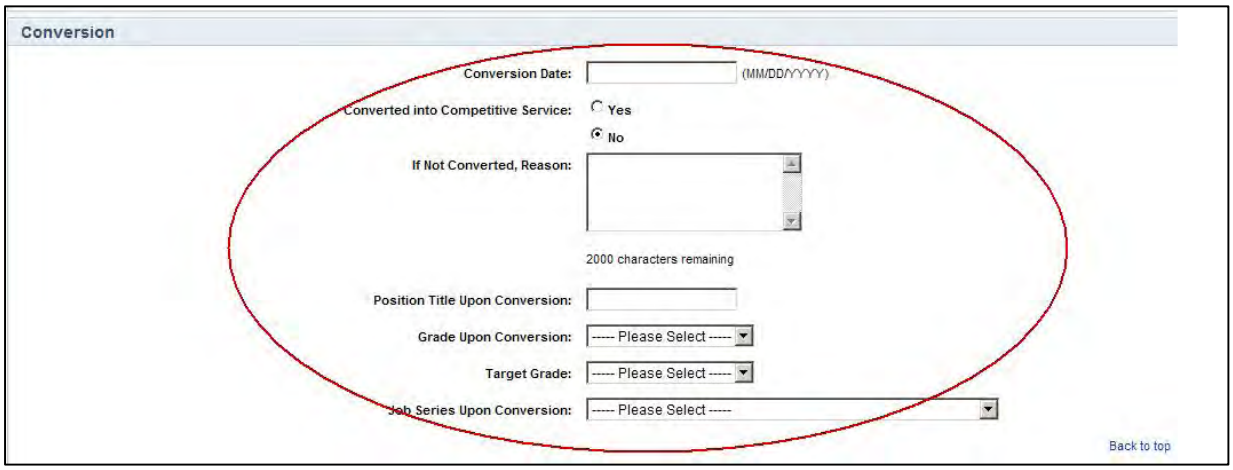

Figure 4.3 - 2

4.4 Status

Three actions may be performed as part of managing a Fellow's status in Program Management. Agency PMF Coordinators use the section to record resignations, terminations, and extensions. If a PMF Fellow's status changes, the Agency PMF Coordinator should immediately go into the Fellow's record and make the change.

The Agency PMF Coordinator will email the PMF PO to notify them of the change in status when a PMF Fellow terminates or resigns. The Agency PMF Coordinator should enter comments in the "Comment" section if additional information is available on the action. See Section 4.6 for information

on entering information in the Comment section**.** The Extension data is entered directly in the Status section as seen in Figure 4.4 – 5 below.

Step 1. On the PMF Fellows tab, locate the Fellow and select the appropriate action from the list of "Actions."

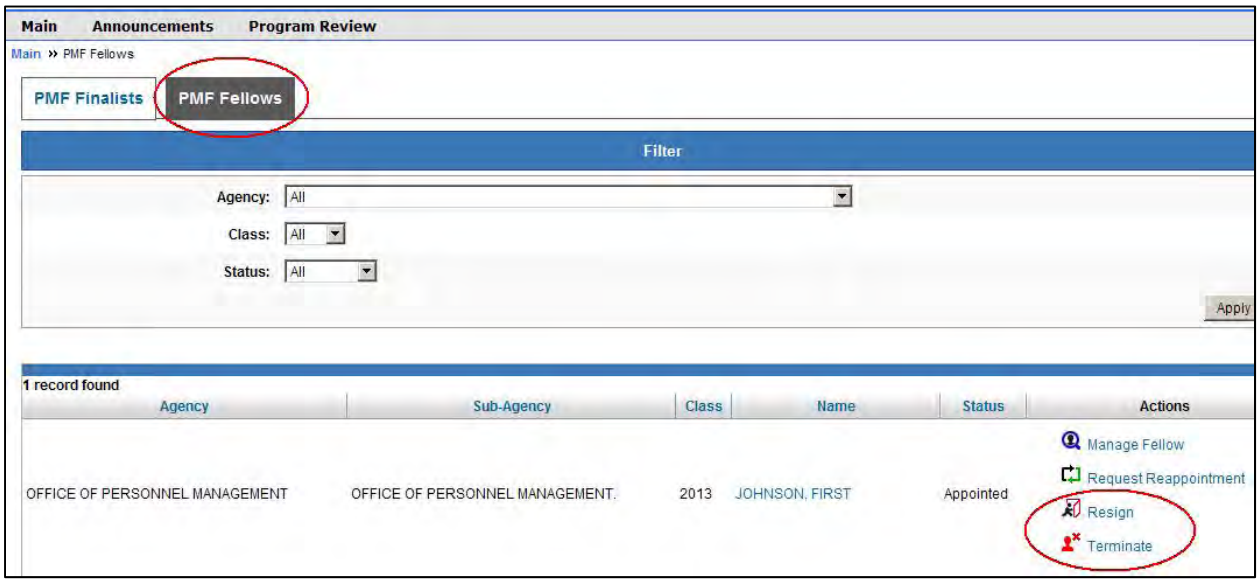

Figure 4.4 - 1

Step 2. On the next screen enter the date of the action and reason, if known. Don't forget to save. Figure 4.4-2 shows an example of a Resignation and Figure 4.4-3 shows an example of a Termination below. If a Fellow is being terminated, please identify the reason for termination. If a Fellows is terminated for reasons of misconduct, performance, or suitability, then he/she cannot reapply or be reinstated in the PMF Program.

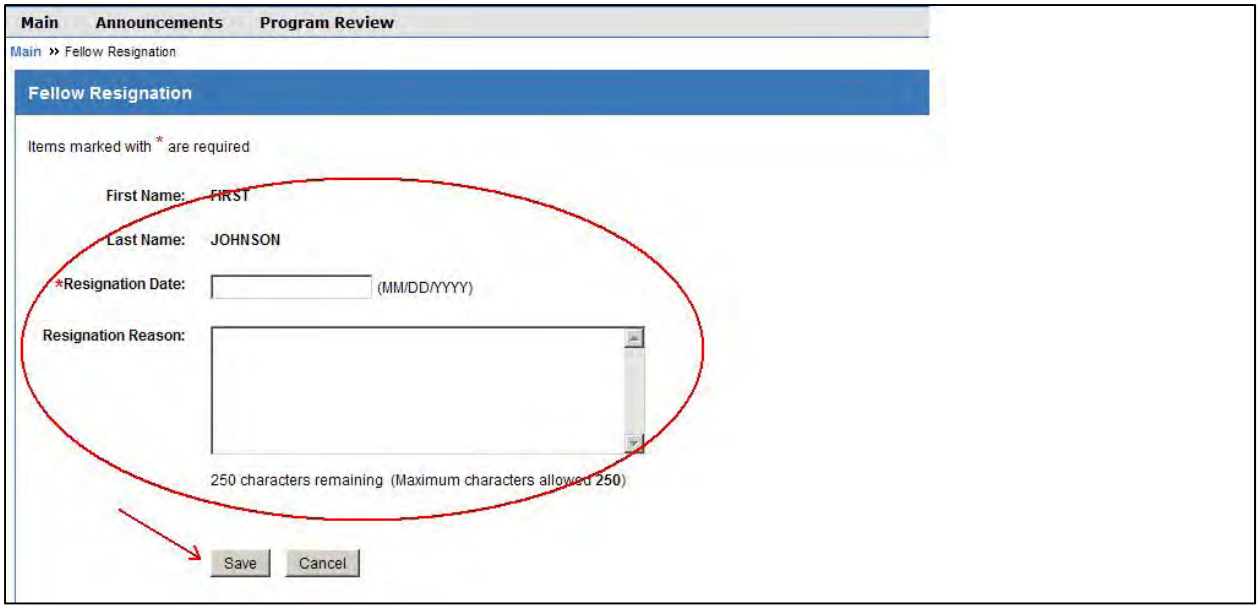

Figure 4.4 - 2

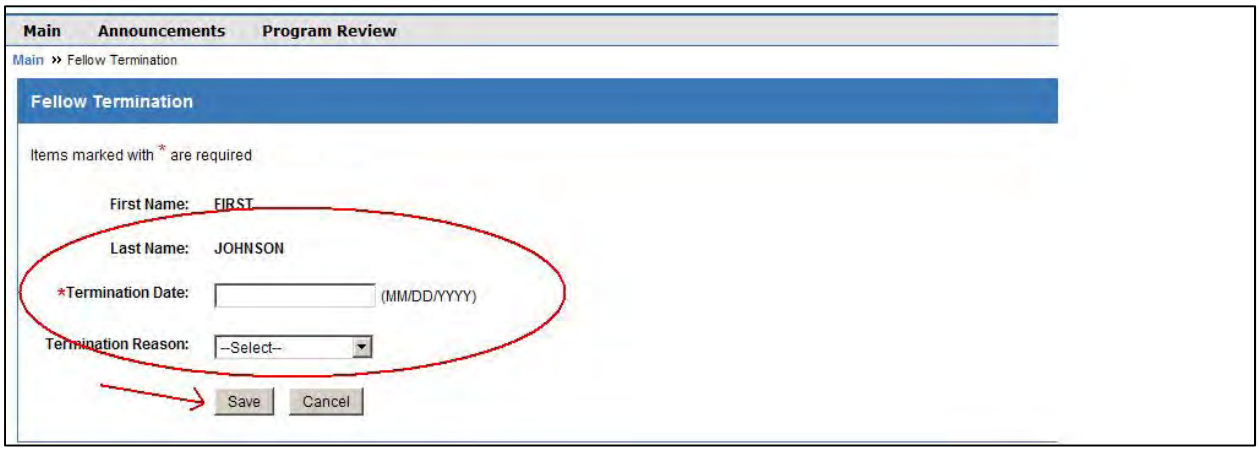

Figure 4.4 - 3

Step 3. Click “Confirm” to save the status change.

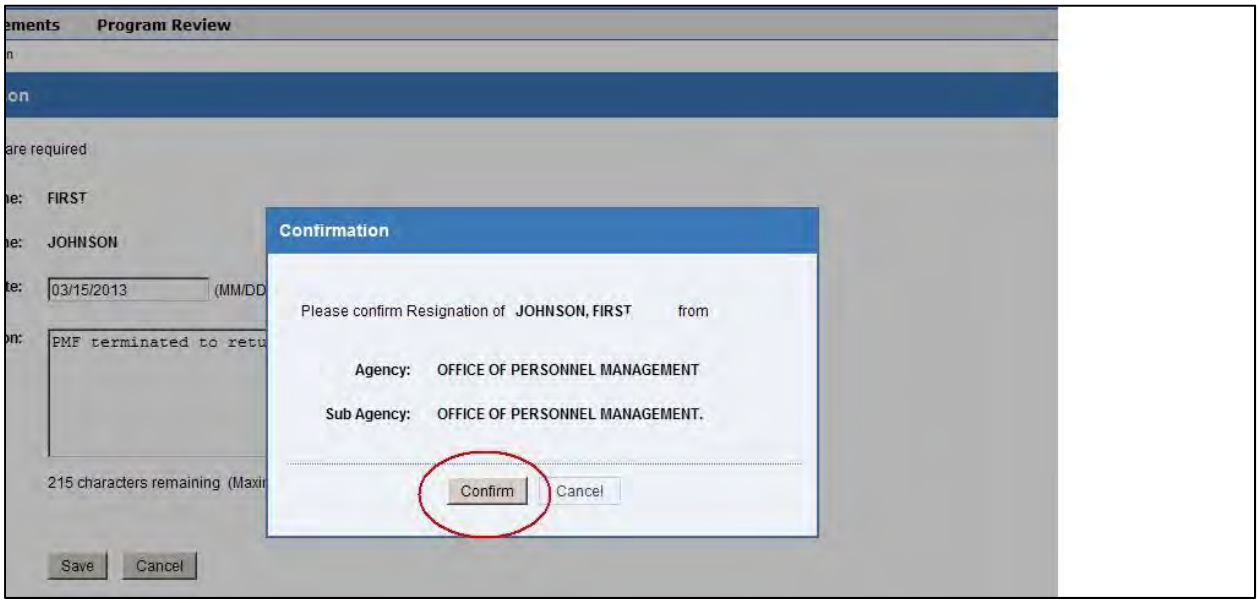

Figure 4.4 - 4

Step 4. To extend a PMF’s fellowship (e.g., up to 120 days beyond the 2-year fellowship), enter the extension date and reason for the extension as shown below.

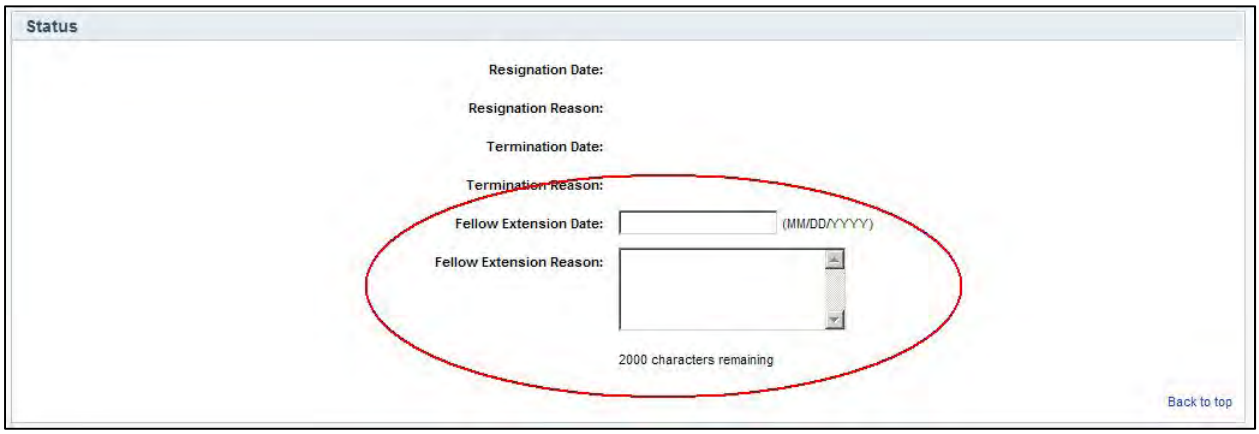

Figure 4.4 - 5

4.5 Reappointment

There will be times when a Fellow requires reappointed to another agency. The first step is for the losing and gaining organizations to agree on the reappointment. To complete the reappointment

action, the PMF TAS requires action on the part of the losing and gaining agencies and the PMF PO. **The losing agency must email the PMF PO to notify them of the request for the reappointment.**

Step 1. The *losing* organization must first release the Fellow by clicking on "Request Reappointment" on the PMF Fellows tab.

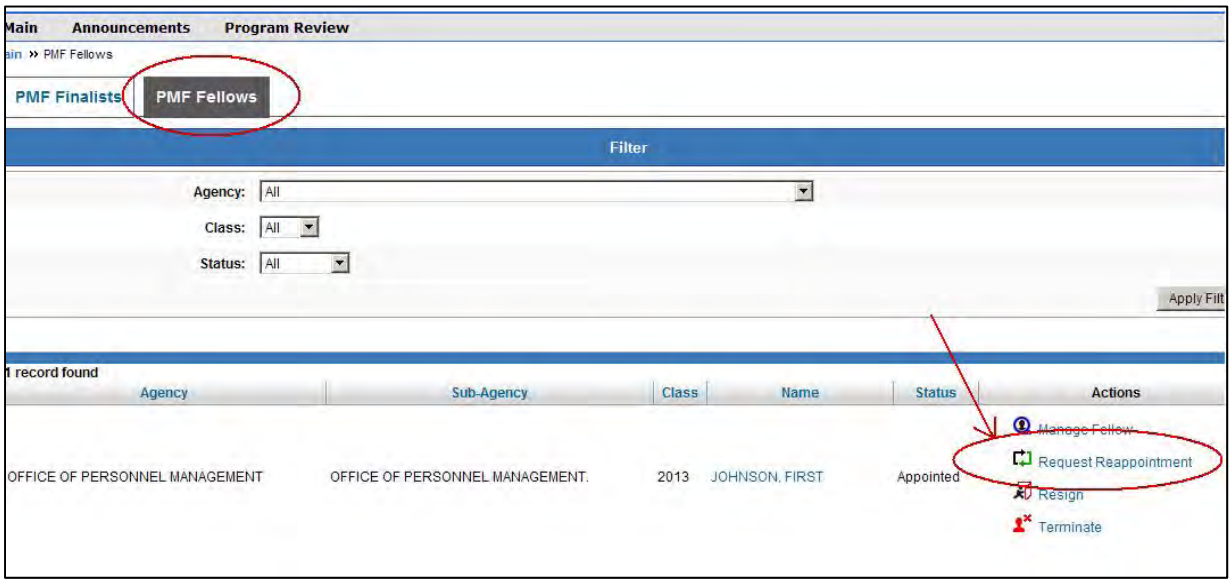

Figure 4.5 - 1

Step 2. Confirm the action as show in Figure 4.5-2 for the reappointment request. The next screen shows successful completion of the action. After this action is completed, the individual will no longer be available in the losing organization's list of Fellows.

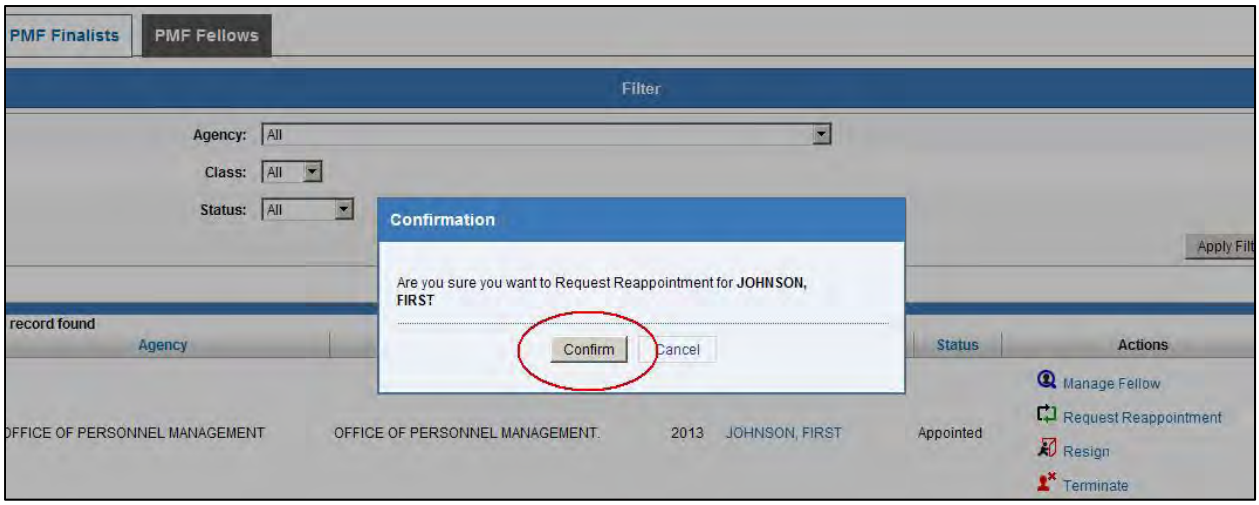

Figure 4.5 - 2

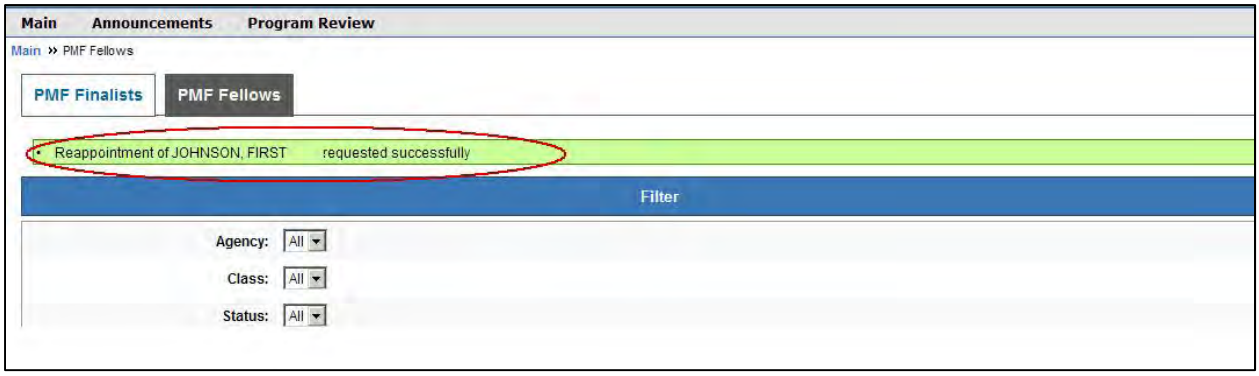

Figure 4.5 - 3

Step 3. The PMF PO will then enter the PMF TAS and reappoint the Fellow to the new agency.

Figure 4.5 - 4

Step 4. After the PMF PO reappoints the Fellow, the new agency will have access to the record to complete the Reappointment information see Section 4.1, Steps 12-13. Save at the bottom of the page.

Note: Should multiple reappoints occur, there is a second section for a subsequent appointment.

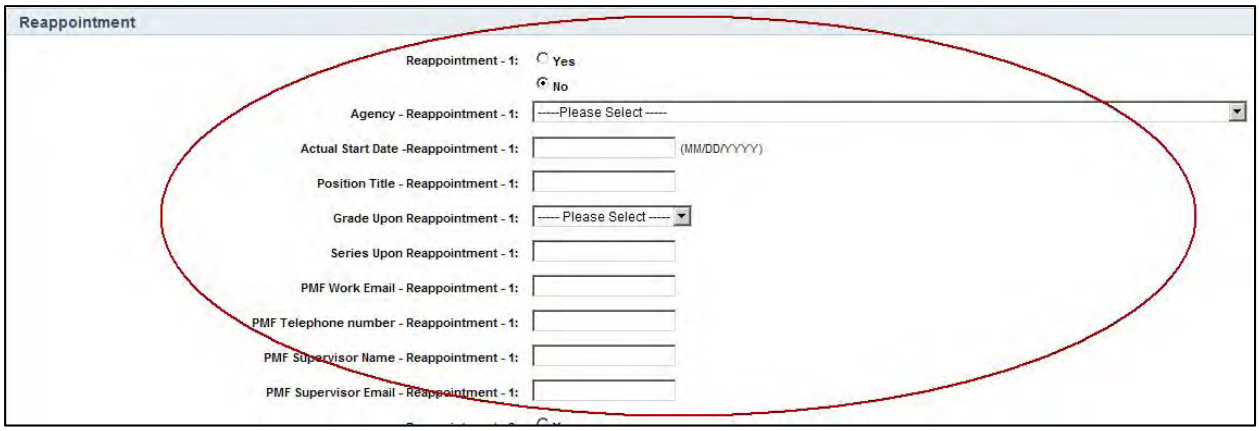

Figure 4.5 - 5

4.6 Comments

The PMF TAS provides a box for comments. Comments entered in this section should: begin with the date and time of the entry and end with the author's initials. Comments should be written in a professional manner as they are visible by Agency PMF Coordinators and the PMF PO. Comments could also be subject to Freedom of Information Act (FOIA) requests. Adding comments is a best practice when there is a need to document the action and provide additional information for the records. Be sure to click "Save" before exiting.

Note: The comment box has a 4,000 character limit.

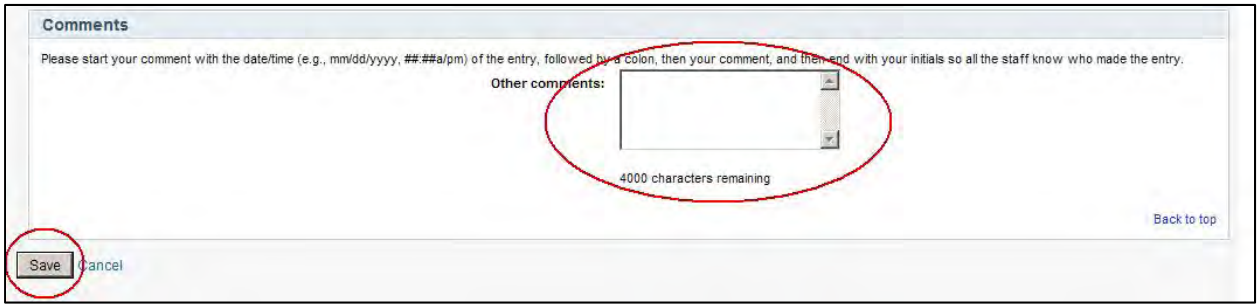

Figure 4.6 - 1

5. Vacancy/Opportunity (Hiring Management)

The PMF TAS provides Agency PMF Coordinators and the Agency HR Recruiters the ability to post their appointment opportunities for Finalists and rotational/training opportunities for Fellows. The post is an announcement board used to advertise the position and identify the opportunity contact information. Finalists and Fellows must contact the agency and apply to the position by following the instructions provided by the posting agency.

The PMF TAS is a commercial product with function options that the PMF PO does not leverage. The instructions provided below will identify the areas/fields that are not used.

To build an opportunity, **after** logging into the PMF TAS, follow the steps below to locate the vacancy template.

5.1 Vacancy Template

The PMF PO prepared an announcement template the Agency PMF Coordinators and Agency HR Recruiters will leverage to streamline the build process. **It is important to note that the process is the same for posting an appointment, rotational, or training opportunity.**

Tip: Have your position information nearby to quicken the process. A sample template of how an appointment opportunity (announcement) appears on-line for Finalists can be found under the "Agencies\Resources" section on the PMF website.

Step 1. Navigate to the **Launch Pad**, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 3.

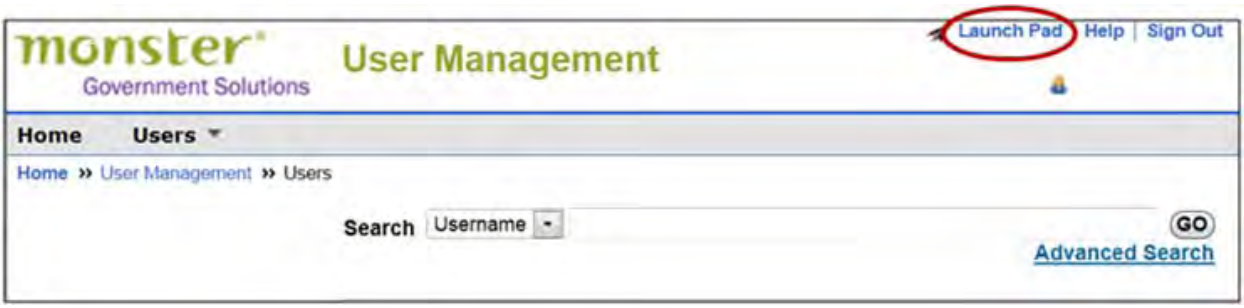

Figure 5.1 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

Note: The PMF PO creates Primary Agency PMF Coordinator accounts. If you do not see the Hiring Management module, please contact the PMF PO or the Agency PMF Coordinator who created your account. The Primary Agency PMF Coordinators create the accounts for their Sub- Agency PMF Coordinators, Agency HR Recruiters and Agency Users and is the point of contact for them.

Your account may not include all modules shown below as they are role based. Refer to Section 2 of this guide for information on account roles.

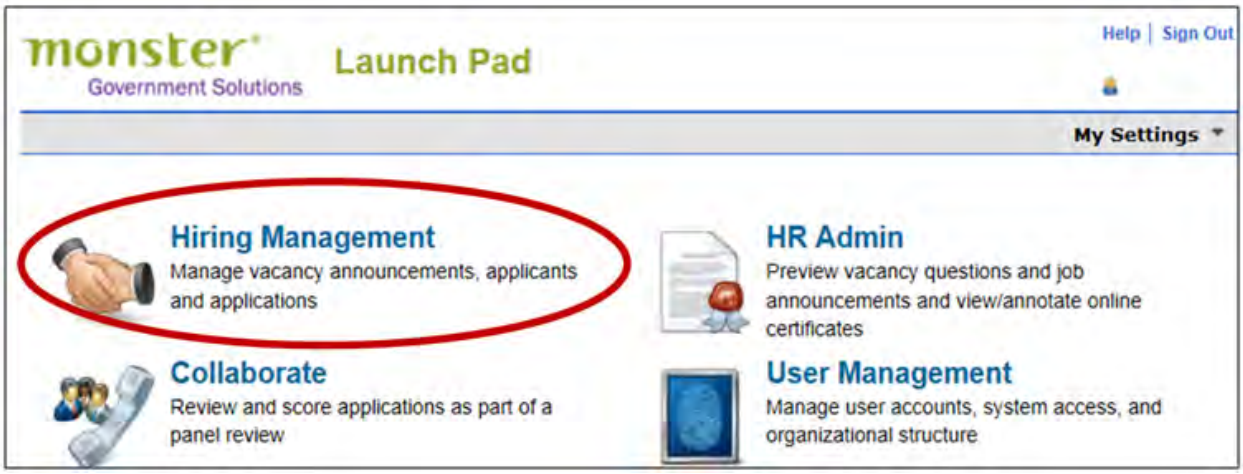

Figure 5.1 - 2

Step 3. Click “Announcements” in the gray bar.

Figure 5.1 - 3

Step 4. Using the dropdown menu, select the organization that you are assigned.

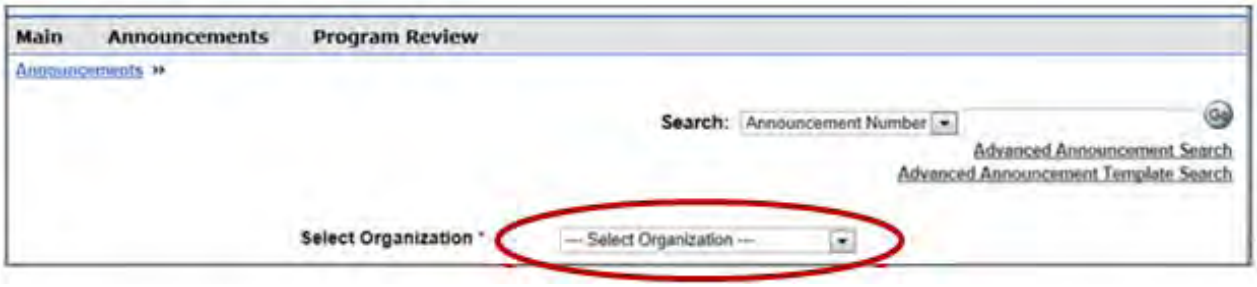

Figure 5.1 - 4

Step 5. Select your organization (e.g., Agency/Sub-Agency); the page will reload with additional options. Click "New Announcement from Template." Do **not** select a Series or Department. In the example below, the Agency selected is the "Department of Commerce."

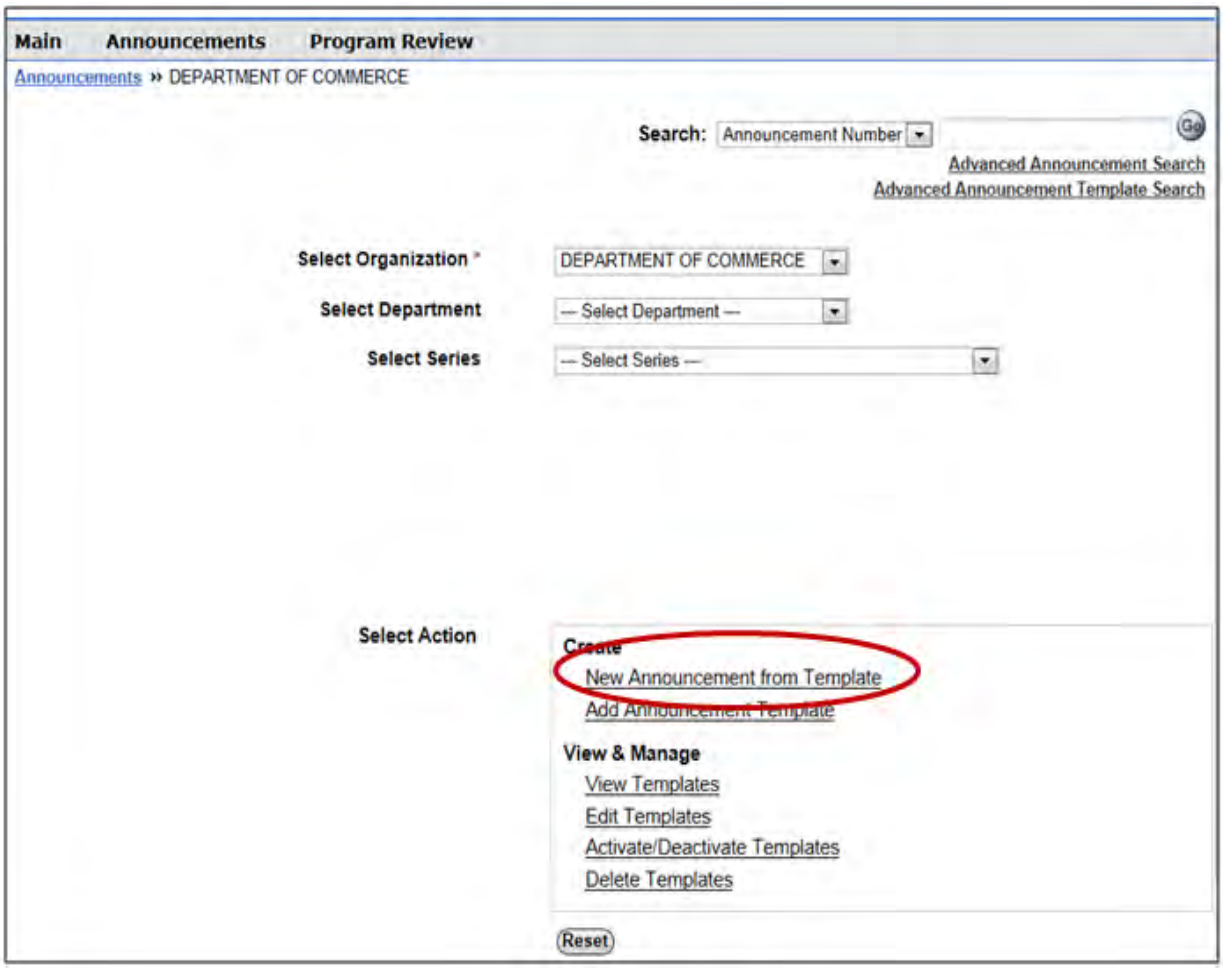

Figure 5.1 - 5

Step 6. The PMF Vacancy Template will appear. Click "Actions" next to the template. On the Actions list, click "New Announcement."

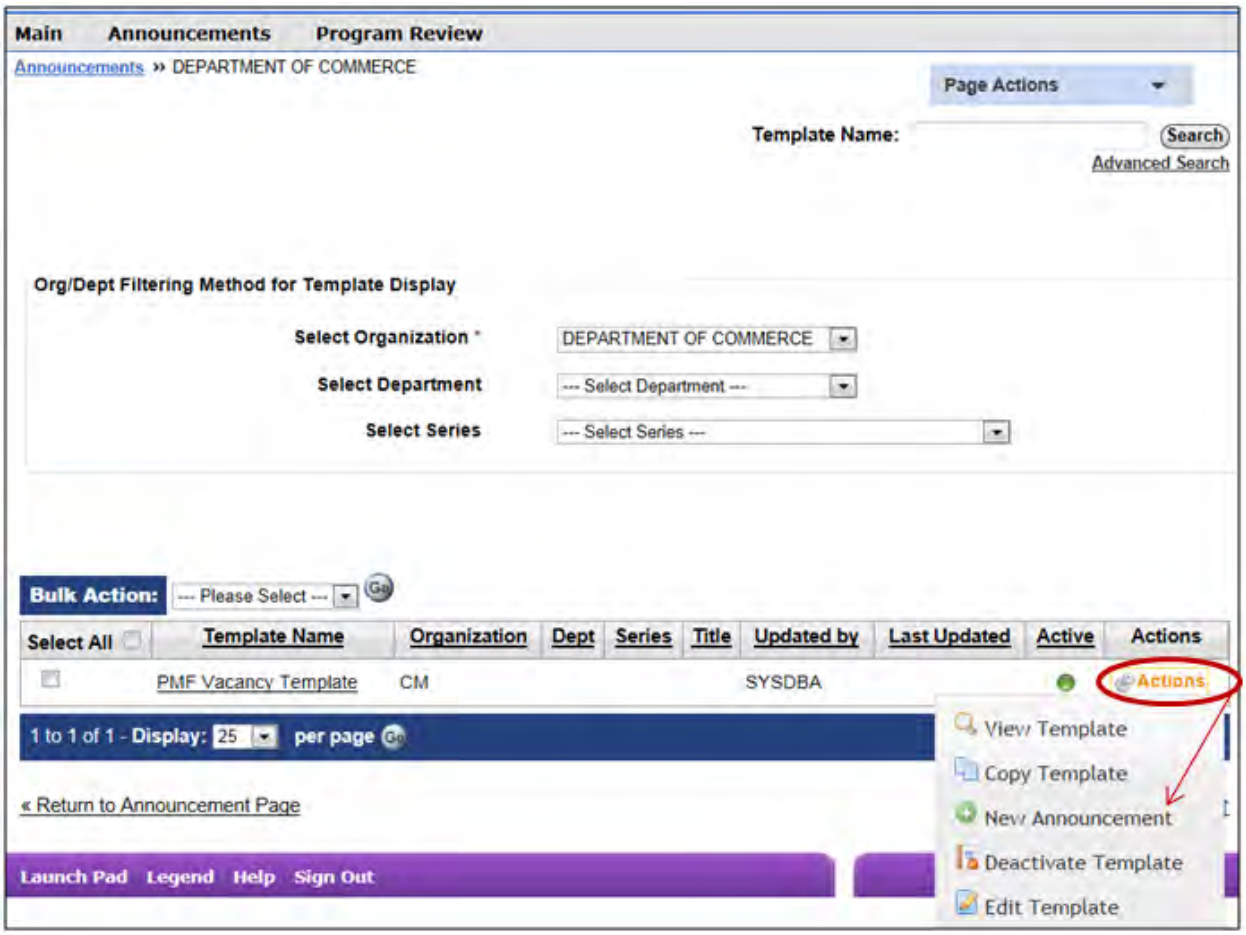

Figure 5.1 - 6

5.2 Announcement Information

The typical vacancy contains seven sections. The PMF Vacancy template shortens the process and allows Agency PMF Coordinators to skip some of the sections. Section 1 collects specific announcement information that the Finalist and Fellows will see.

The step below continues from the selection of a New Announcement.

Step 1. The new template for your opportunity will load. Confirm your organization is listed in the first row. Next, click "Select Department" in the Department row.

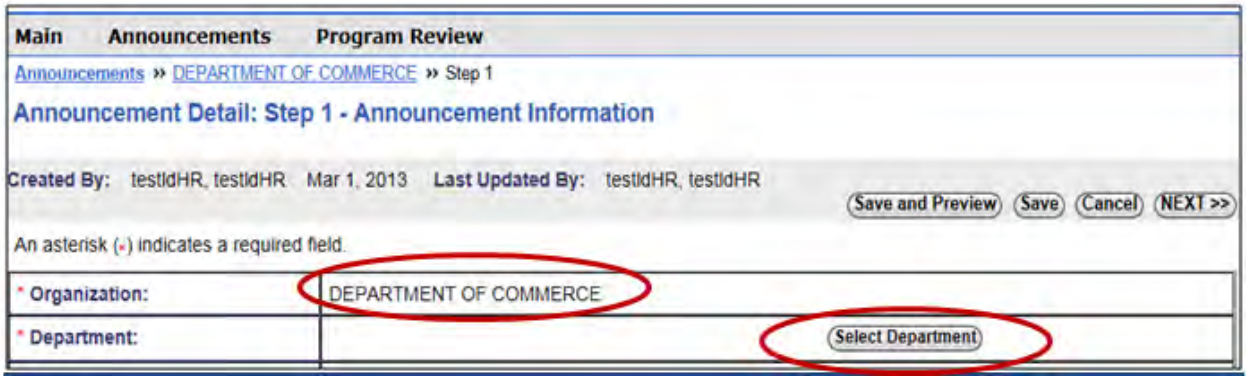

Figure 5.2 - 1

Step 2. Click "Presidential Management Postings" and it will populate on the next page.

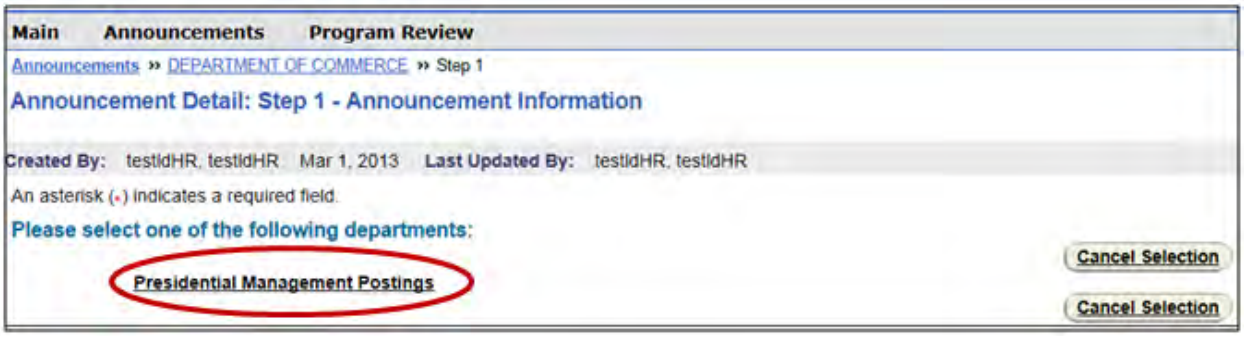

Figure 5.2 - 2

Step 3. Confirm "Presidential Management Postings" is the Department selected. The Announcement Number will generate automatically. The Additional Vacancy Reference ID is an optional field that may be used for Agency internal tracking. Provide a Position Title that refers to the working title that describes the position to be filled.

Tip: Write down your announcement number to find this vacancy later to edit it.

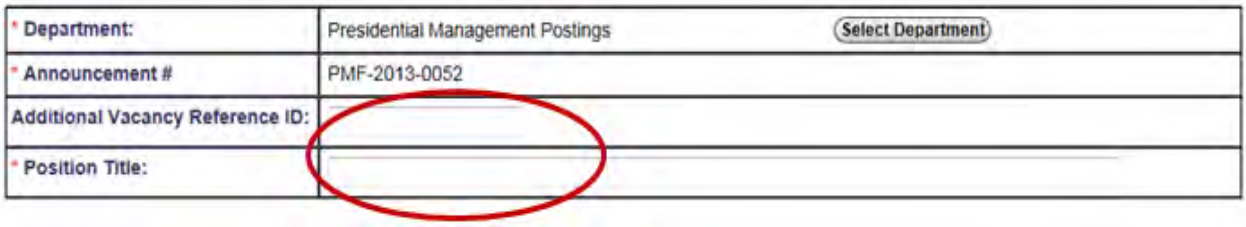

Figure 5.2 - 3

Step 4. Click "Select Series" to locate and enter a series number.

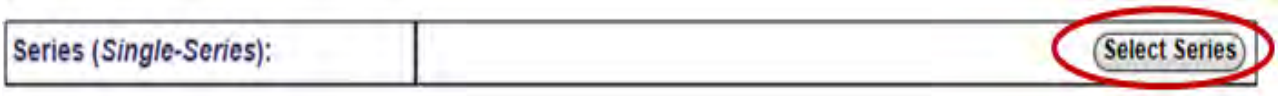

Figure 5.2 - 4

Step 5. A long list of job series will appear. Find your series by scrolling down the list on the left. Once you locate your series, click "Add." The series will then appear on the right. Click "Save Series" and it will populate on the next page. The list of job series is comprised of those occupational codes and descriptions from OPM's Handbook of Occupational Groups and Families. If you do not see the series code and description you are looking for, please choose the closest available option.

Tip: Use Ctrl+F to enter the position description to search the page faster.

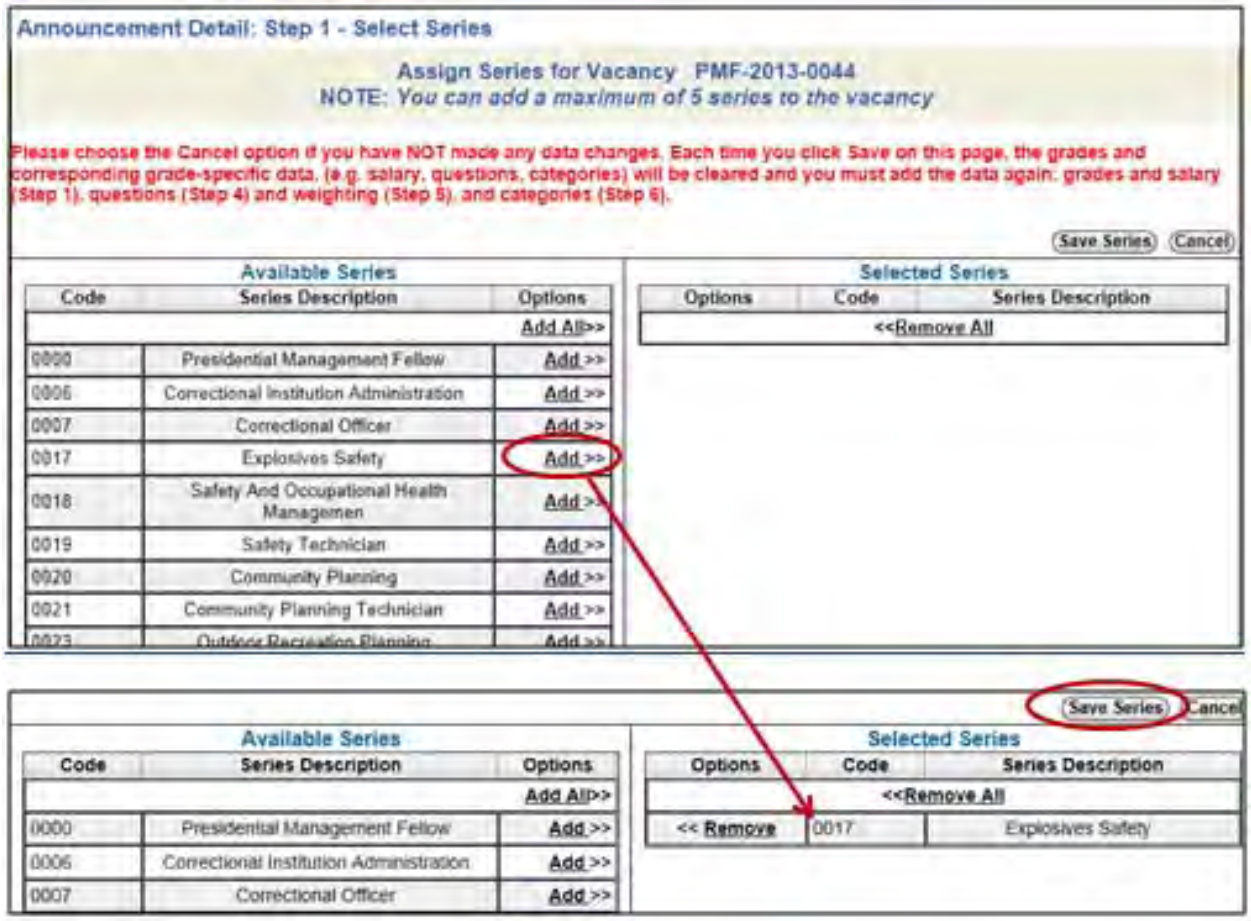

Figure 5.2 - 5

Step 6. Confirm the Series is populated in the "Series" row.

Figure 5.2 - 6

Step 7. Do **not** change the default Scoring Option, "General Schedule."

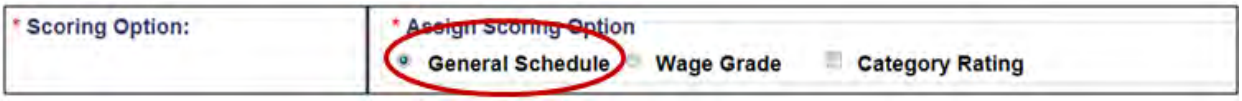

Figure 5.2 - 7

Step 8. The "Opening Date" and "Closing Date" are required fields. They determine how long the position is visible to the Finalists and Fellows. Use the calendar or type in the appropriate date for the position. All opportunities should be open for at **least five days**.

Figure 5.2 - 8

Step 9. Leave "Application limit" blank. Do **not** change the settings for "Applicant Eligibility." Keep the default settings for "Eligibility Set" and "Required Eligibility."

Figure 5.2 - 9

Step 10. Enter the total number of positions open across all locations in the" Total Openings" field. To select a duty location, click "Duty Locations Listing."

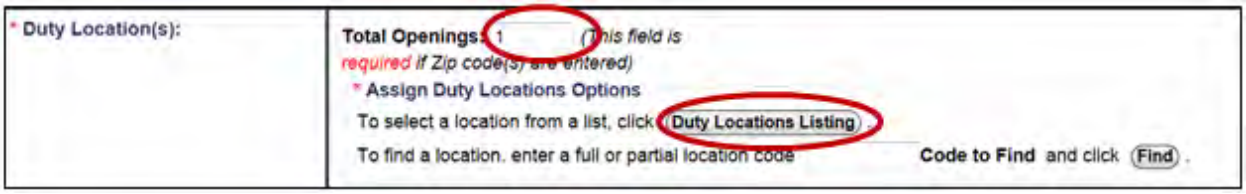

Figure 5.2 - 10

Step 11. A long list of duty locations will appear. Find your location by scrolling down the list on the left. Once you locate your location, click "Add." The duty location will then appear on the right. Click "Save Location" and it will populate on the next page.

Tip: Use Ctrl+F to enter the city for the location you are searching for to find it faster. Use the two-digit State code when searching by State.

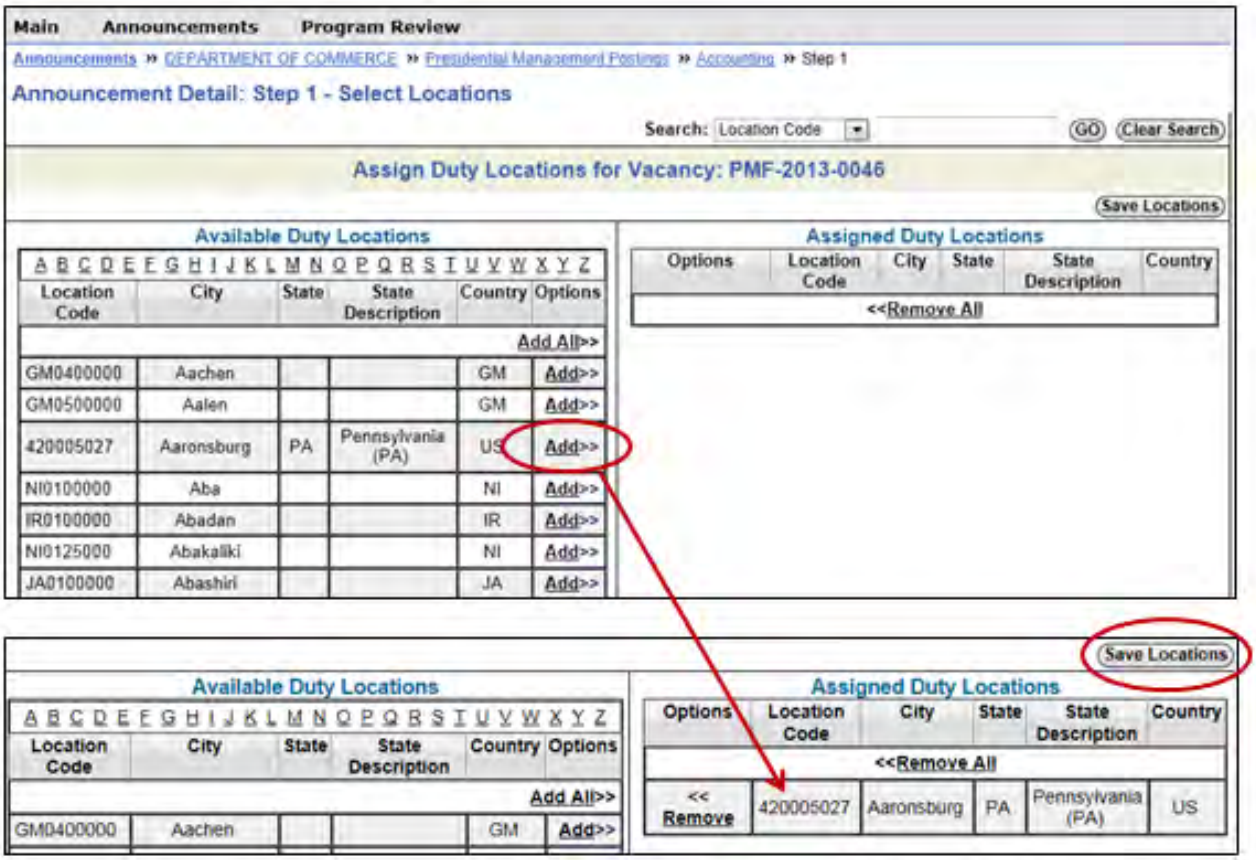

Figure 5.2 - 11

Step 12. Confirm the "Duty Location" is populated. Enter the number of positions open per location in the "Number of Positions" field. You can enter any number, "few" or "many." If you want to remove a location, click "Remove."

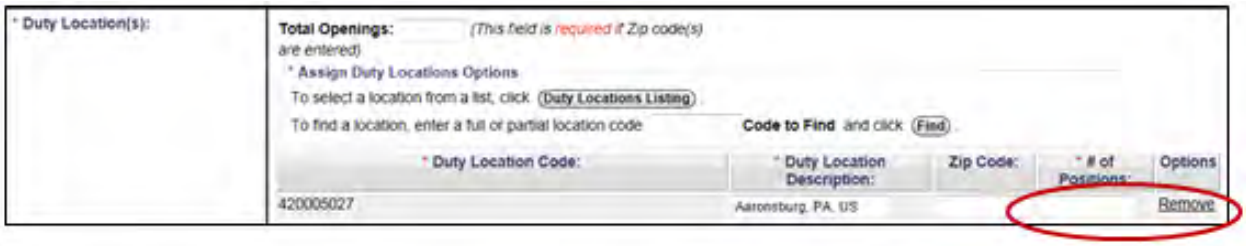

Figure 5.2 - 12

Step 13. Do **not** enter new information into the Pay Plan, Pay Type, and Question Association fields. Keep the default settings.

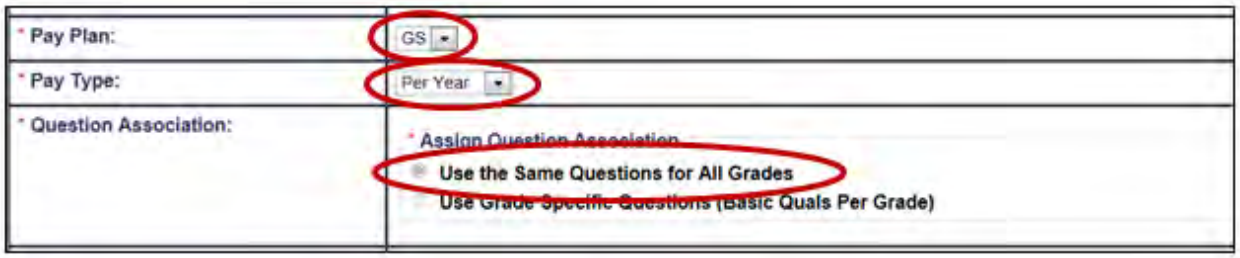

Figure 5.2 - 13

Step 14. Click "Enter Grades" to select the grades applicable to the position. A new page will populate to select grades to add. Finalists may only be initially appointed at the GS-9, 11, or 12.

Figure 5.2 - 14

Step 15. Use the dropdown menu to select the grade. Click "Add Grade" to add the grade level. Repeat this process to add multiple grades. Do **not** change the Salary Fields.

The grades will populate on the same page. After all your grades have been added, click "Finished" to return to the main page.

Figure 5.2 - 15

Step 16. Confirm the "Grade" is populated. Use the dropdown to select the promotion potential for the position. Next, click "Save and Preview" at the bottom of the page or click "Save" at the top of the page. To move to the next section, click "Next."

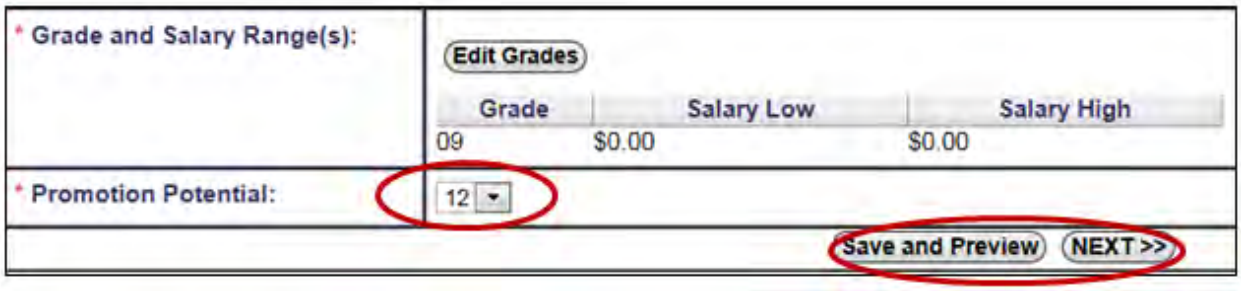

Figure 5.2 - 16

5.3 Announcement Text

Section two is critical as this allows Agency PMF Coordinators to describe their organization, position, qualifications, and give directions to the Finalists and Fellows on how to apply for the opportunity.

Step 1. Do **not** change any settings on this page. Click the "Qualifications and Evaluations" tab to add descriptions of the opportunity.

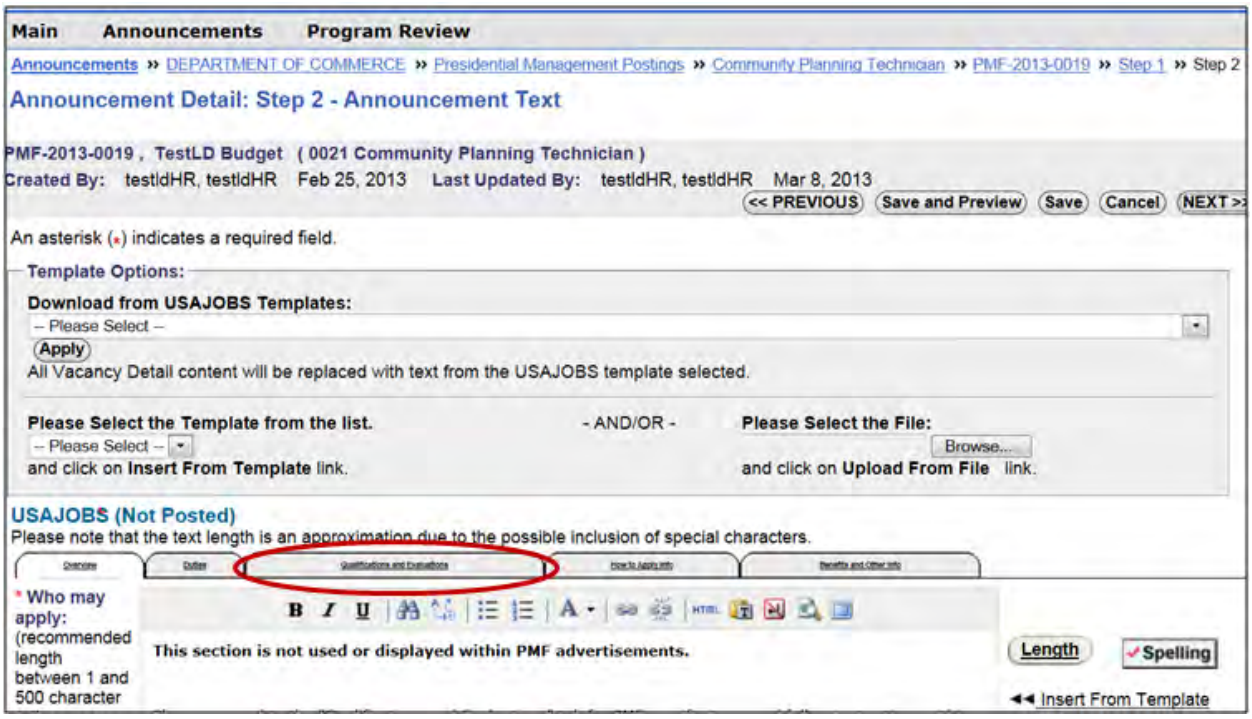

Figure 5.3 - 1

Step 2. Enter the <u>description of the opportunity or training</u> in the education textbox. Do **not** use the "Insert from Template" or "Upload from File" link.

Note: If you wish to include salary information, you must include it here as part of the description.

Tip: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

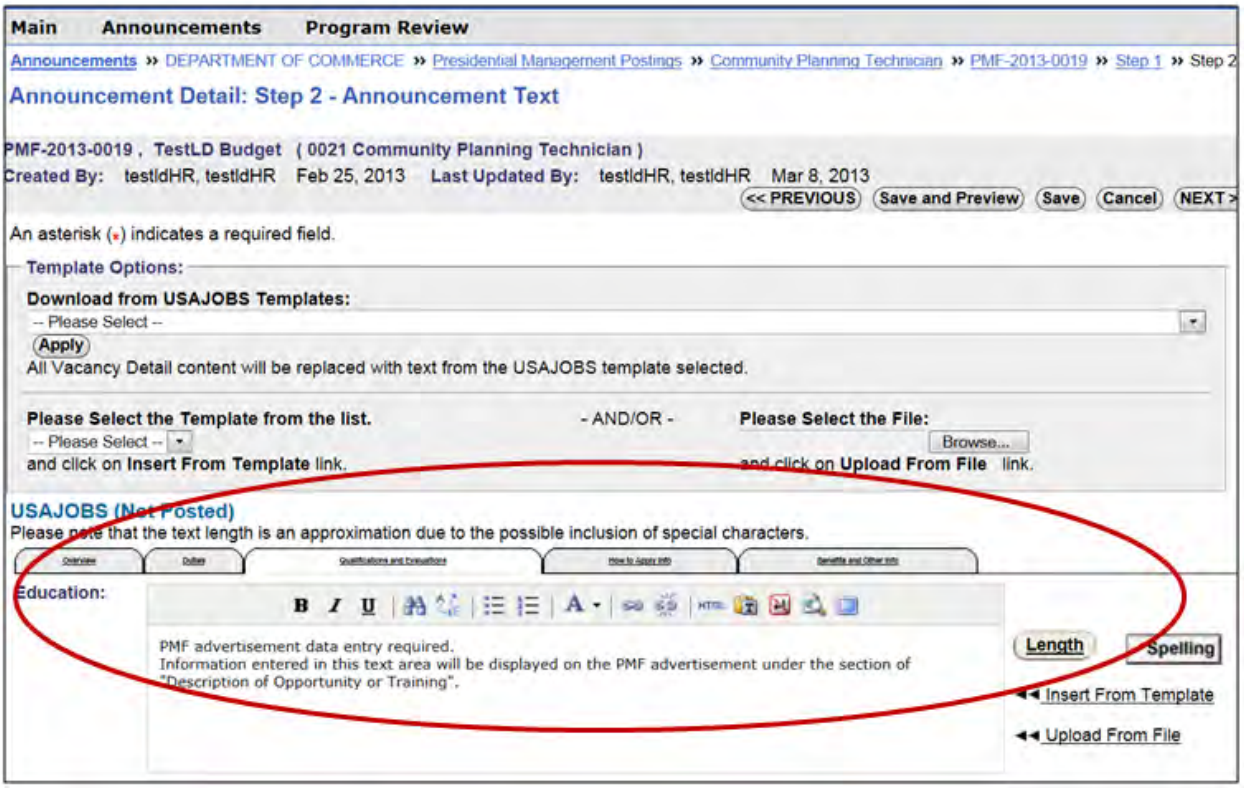

Figure 5.3 - 2

Step 3. Enter the <u>agency information</u> in the requirements textbox. Do **not** use the "Insert from Template" or "Upload from File" link. Recommend that the agency information be the same for all announcements and to include a URL of the Agency's website.

Tip: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

Figure 5.3 - 3

Step 4. Enter the directions to the Finalist or Fellow on <u>how to apply</u> in the evaluations textbox. Do **not** use the "Insert from Template" or "Upload from File" link.

Tip: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

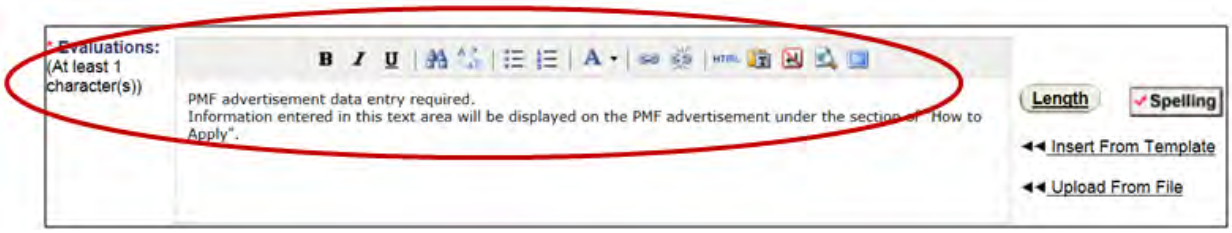

Figure 5.3 - 4

Step 5. Enter the <u>qualifications</u> for the opportunity or training in the qualifications textbox. If the position requires U.S. citizenship, please note it in this section. Do **not** use the "Insert from Template" or "Upload from File" link.

Tip: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

Figure 5.3 - 5

Step 6. Click "Save and Preview" at the bottom of the page or click "Save" at the top of the page. To move to the next section, click "Next."

Figure 5.3 - 6

5.4 External Job Board Information

The external job board information collects information about the organization's contact information.

Step 1. Do **not** change the following default settings: Is Part-Time Employment, Forms Request Method, Exclusive Posting, Accept Electronic Resume, Resume Format, and Resume Email.

Figure 5.4 - 1

Step 2. Use the dropdown menu to select your organization.

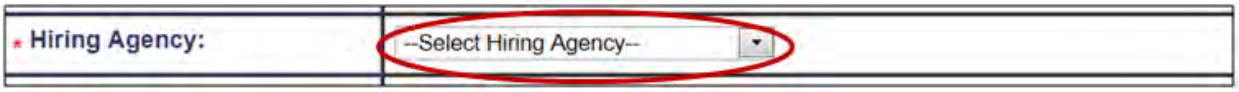

Figure 5.4 - 2

Step 3. Do **not** select any Additional Information items or change the Duration Appt.

Additional Information:	Hiring Fair Recovery Act Jobs Advertise Only
* Duration Appt:	P Presidential Management Fellows (Student)

Figure 5.4 - 3

Step 4. The address entered in the fields below corresponds to the contact for the announcement. Skip the fields for "Organization Contact Name" and "Organizational Contact Phone." Enter the Agency point of contact that will receive and manage the responses for the opportunity.

* Street Address 1:	NA
Street Address 2:	
Street Address 3:	
* City:	NA
* State:	District of Columbia
* Zip:	00000
* Organization Contact Name:	Not used for PMF
* Organization Contact Phone:	Not used for PMF
* Vacancy Contact Name:	NA
* Vacancy Contact Email:	xxx@opm.gov
* Vacancy Contact Phone:	000-000-0000
* Vacancy Contact Fax:	
Internet Address:	000-000-0000
TDD Phone:	000-000-0000

Figure 5.4 - 4

Step 5. Click "Save and Preview" at the bottom of the page or click "Save" at the top of the page. To move to the next section, click "Next."

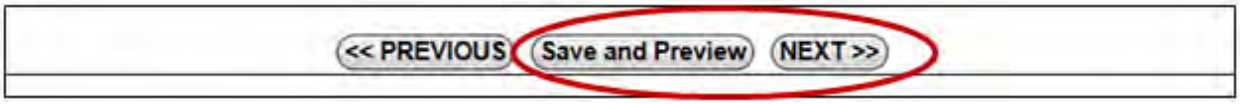

Figure 5.4 - 5

5.5 Assign Questions

Do **not** complete this section.

Step 1. Click "Next" to move to the next section.

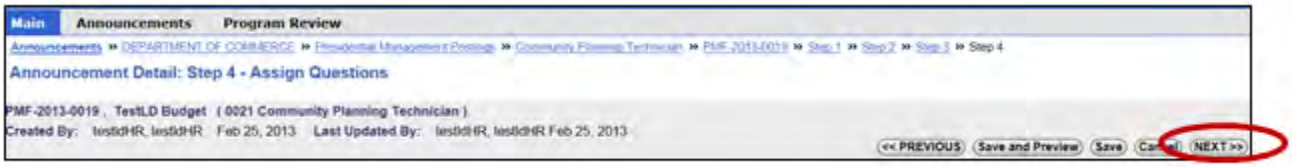

Figure 5.5 - 1

5.6 Crediting Plan

Do **not** complete this section.

Step 1. Click "Next" to move to the next section.

Figure 5.6 - 1

5.7 Phasing, Tracking, and Notification Information

This section is where the Agency PMF Coordinator can develop tracking information for the opportunity. In addition, it is at this point the opportunity type is selected: appointment, rotational, or training.

Note: Appointment opportunities are only available to Finalists after logging into the Apply site. Rotational and training opportunities are for current Fellows and may be accessed without logging into the system.

Step 1. Use the dropdown menu to select the type of opportunity (appointment, rotational, or training) and click "Add Announcement Type." It will populate below the dropdown. If you selected the incorrect type, click the "Remove" link.

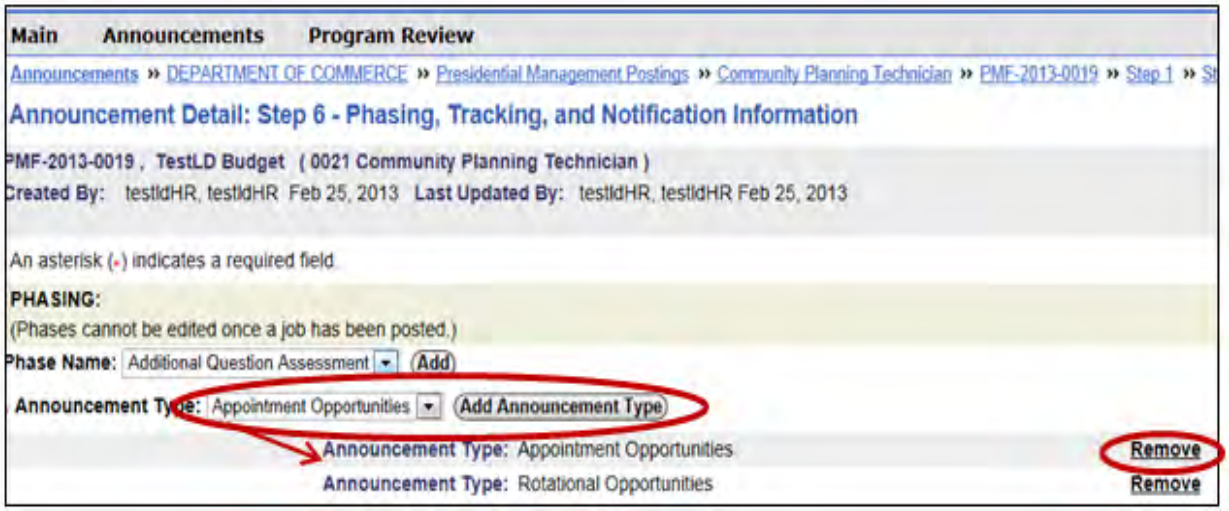

Figure 5.7 - 1

Step 2. The "Date Received in HR" field is automatically populated with the date the announcement is created. Confirm the date is entered.

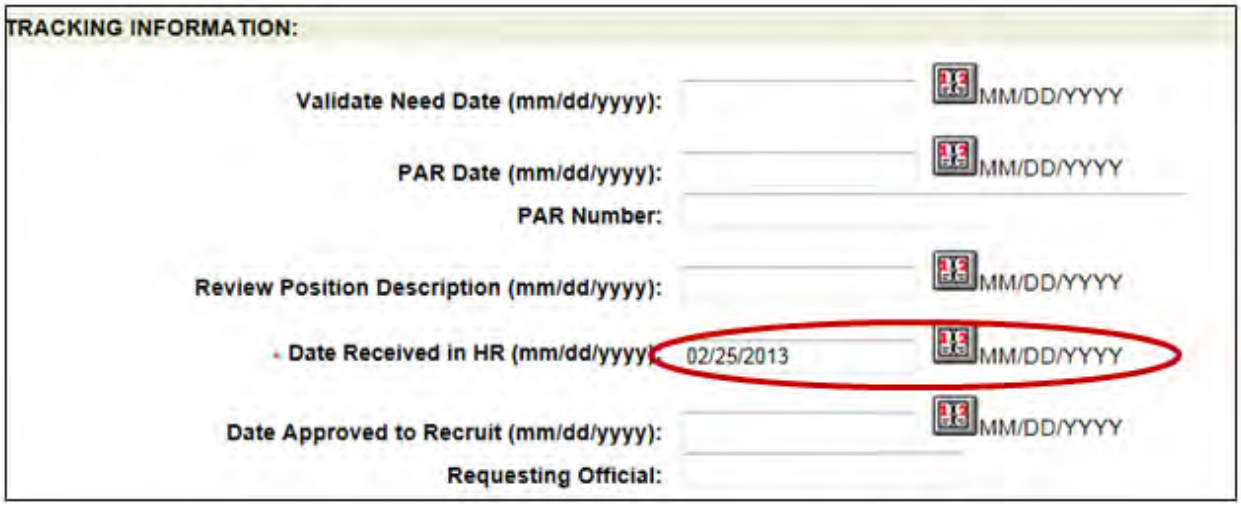

Figure 5.7 - 2

Step 3. Do **not** change any settings on the rest of the page. Click "Save and Preview" at the bottom of the page or click "Save" at the top of the page. To move to the next section, click "Next."

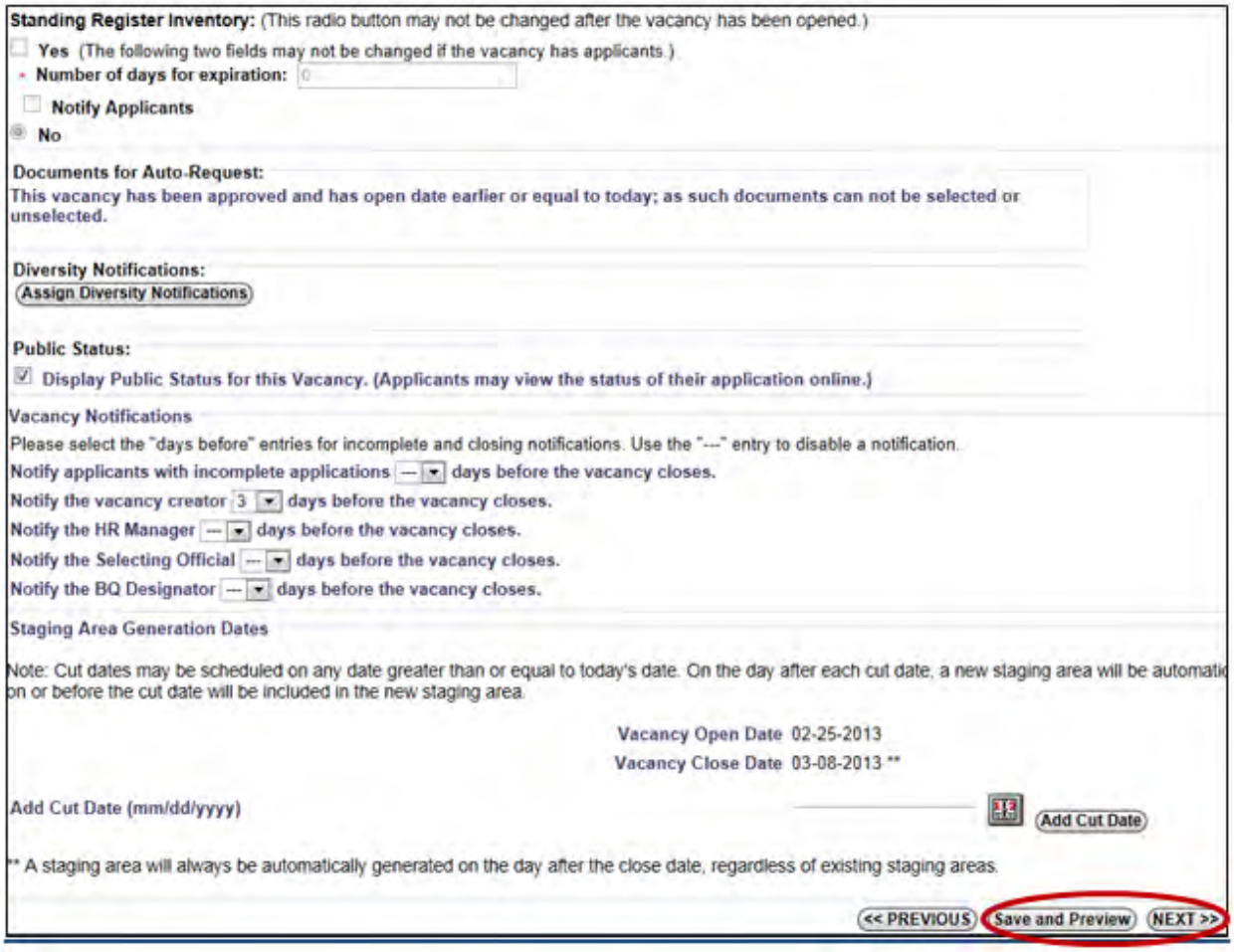

Figure 5.7 - 3

5.8 Administrative Settings

Follow the last step below to complete and post the opportunity.

Step 1. Use the dropdown menu to select any name for each HR Management Options. These fields are inactive, but must contain information in order to proceed. Next, check the box to "Approve this Vacancy" and click "Finish."

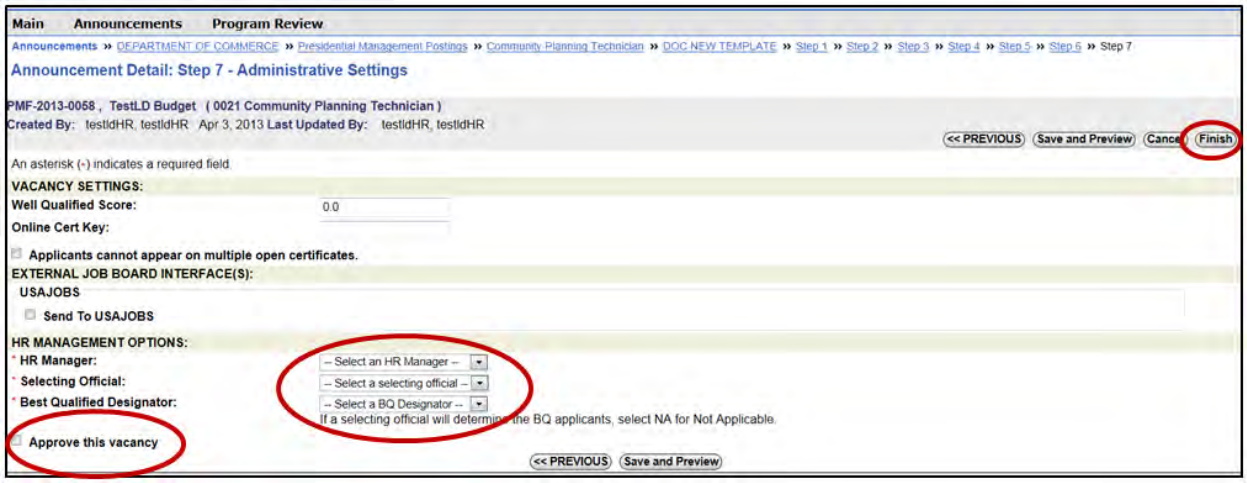

Figure 5.8 - 1

5.9 View of the Opportunity

The Opportunity is viewed from the Apply site, https://apply.pmf.gov/pmf. Finalists will be able to view any appointment announcement. Fellows will be able to access rotational and training opportunities.

Step 1. Select the search criteria. To view the announcement, click the hyperlinked announcement number.

Figure 5.9 - 1

Step 2. The Announcement Details will generate.

Note: The fields are populated as part of the announcement creation process.

Announcement Details

Back to search results

Announcement Number	PMF-2013-0019	**Position Type**	Appointment Opportunities Rotational Opportunities
Position Title	TestLD Budget	**Agency - Sub-Agency**	DEPARTMENT OF COMMERCE
Open Date	02/25/2013	**Locations - Projected Number of Positions**	1 Vacancies in Abbeville, AL, US Abbeville, SC, US
Series	0021--Community Planning Technician	**Opportunity Contact**	Name: Lauren Phone: 555-555-5555 Fax: 555-555-5555 Email: lauren@opm.gov

Description of Opportunity or Training

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

Agency Description

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

Qualifications Required

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

How to Apply

PMF advertisement data entry required.

Figure 5.9 - 2

5.10 Edit Opportunities

After an opportunity has been posted, only certain information can be updated (e.g., closing date and announcement text). To access the template follow the steps below.

Step 1. Navigate to the **Launch Pad** by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Launch Page, move to Step 2.

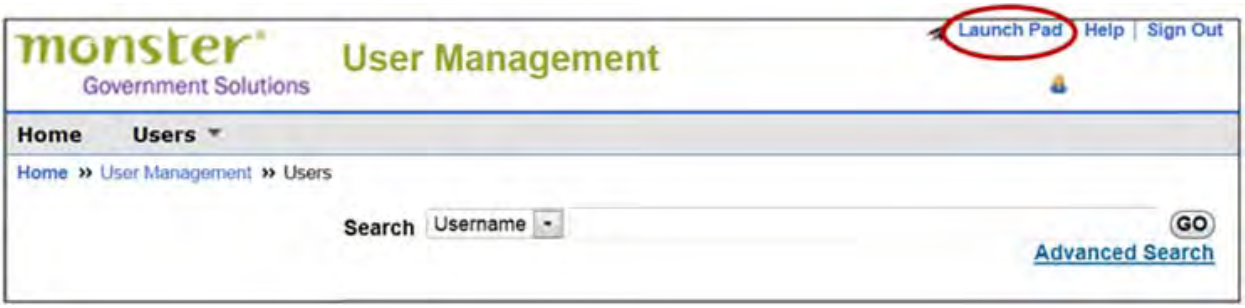

Figure 5.10 - 1

Step 2. Click "Hiring Management" in the Launch Pad.

Figure 5.10 - 2

Step 3. Click "Announcements" in the gray bar.

Figure 5.10 - 3

Step 4. Use the dropdown in the top right corner to select to search by "Announcement Number" and enter your Announcement Number into the textbox. Click "Go."

Note: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking "Advanced Announcement Search."

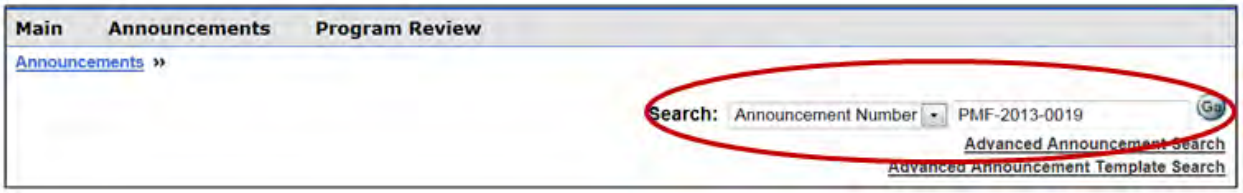

Figure 5.10 - 4

Step 5. Your announcement will be generated on a new page. Use the "Page Actions" dropdown and select "Edit Announcement."

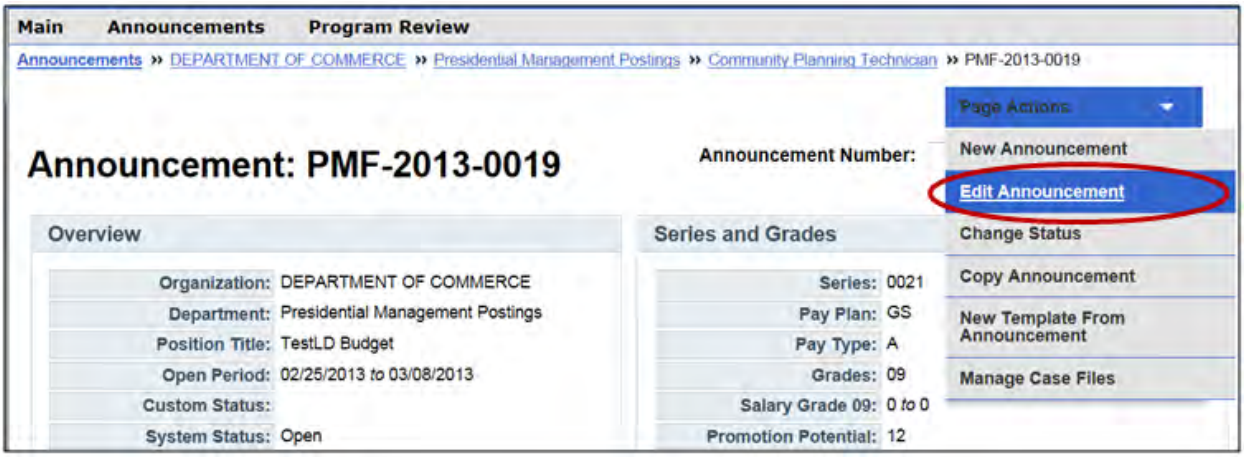

Figure 5.10 - 5

Step 6. Your Announcement will load. Click the "Next" button to navigate the sections of the opportunity. Be sure to save all changes as you move from one page to the next. On the last page, select "Finish."

Note: If you want to unapprove the vacancy, you would select the checkbox at the bottom.

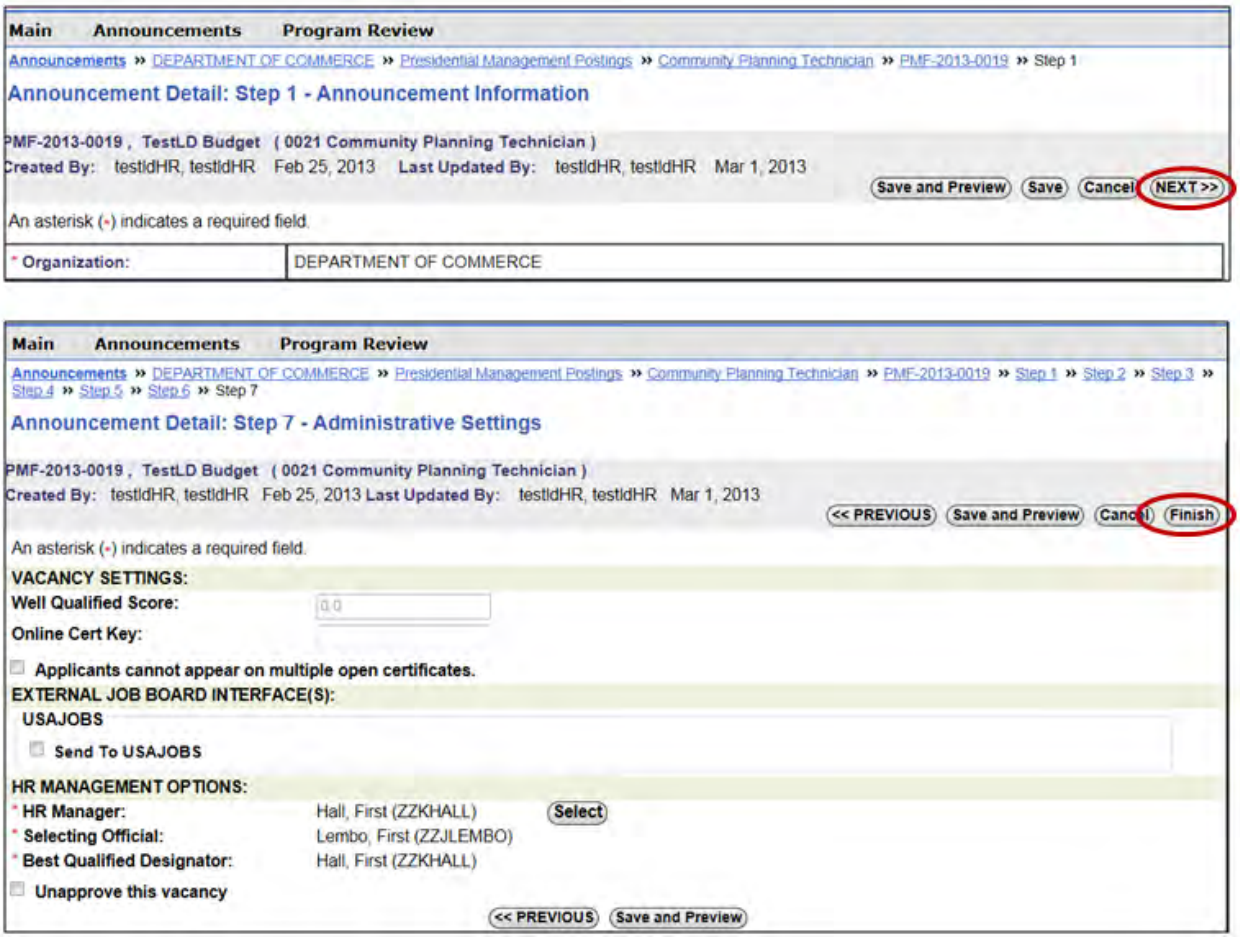

Figure 5.10 - 6

5.11 Copy an Opportunity

Once an Agency PMF Coordinator or Agency HR Recruiter creates an opportunity for their organization, they may wish to copy it for another opportunity. Copying an opportunity allows you to use the old one as a foundation. This will save time if some of the information fields have not changed. For example, the Agency description information may be the same for all of the opportunities in the organization.

After logging into your Program Administration account, follow the steps below to build an opportunity starting from a previous one.

Step 1. Navigate to the **Launch Pad**, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2.

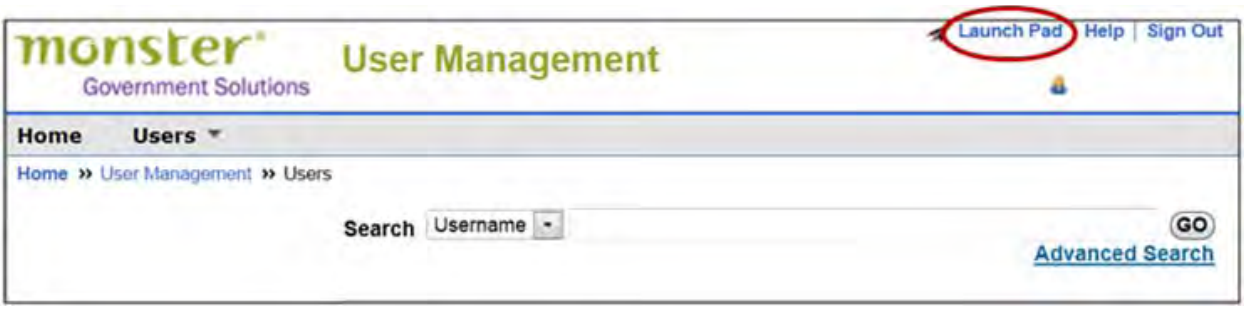

Figure 5.11 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

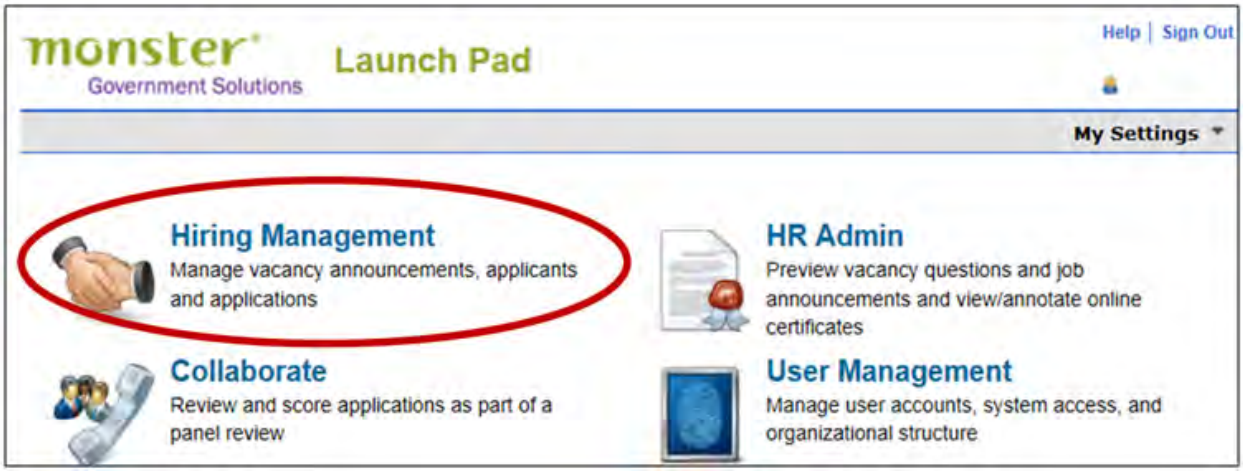

Figure 5.11 - 2

Step 3. Click “Announcements” in the gray bar.

Figure 5.11 - 3

Step 4. Use the dropdown in the top right corner to select to search by "Announcement Number" and then enter your Announcement Number into the textbox of the opportunity you would like to reuse. Click "Go."

Note: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking "Advanced Announcement Search."

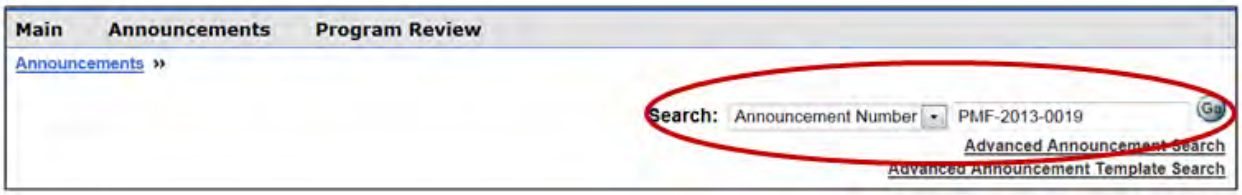

Figure 5.11 - 4

Step 5. Your announcement will be generated on a new page. Use the "Page Actions" dropdown and select "Copy Announcement."

Figure 5.11 - 5

Step 6. A new opportunity will be generated with a new announcement number. All of the options selected from the previous announcement will be populated. You will be able to change any of the settings to tailor the new opportunity.

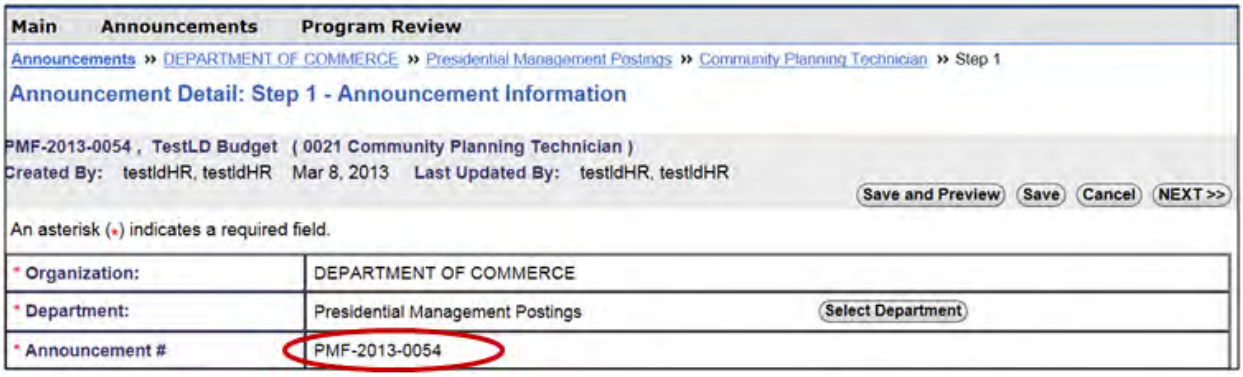

Figure 5.11 - 6

5.12 Building a New Template

Once an Agency PMF Coordinator or Agency HR Recruiter creates an opportunity for their organization, they may wish to use it to build a new template from that opportunity. Building a new template allows you to tailor the opportunity for a specific position type. For example, you could build an opportunity specific to engineering if you know the majority of the fields will not change.

After logging into your Program Administration account, follow the steps below to build a new template based off an opportunity.

Step 1. Navigate to the Launch Pad, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2.

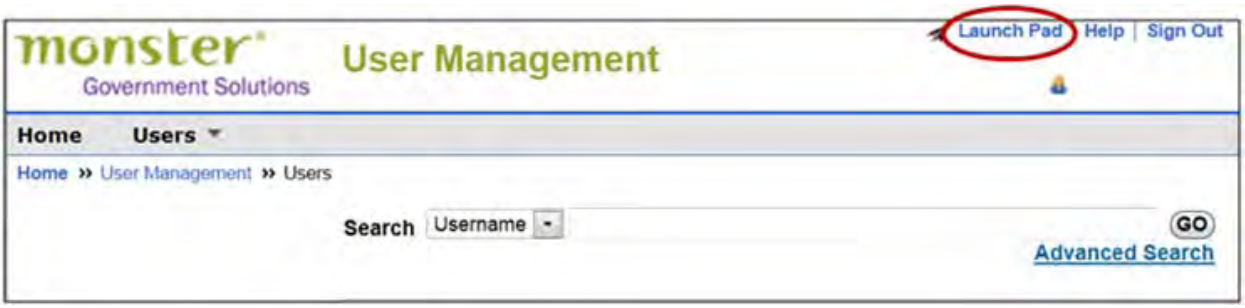

Figure 5.12 - 1

Step 2. Click "Hiring Management" in the Launch Pad.

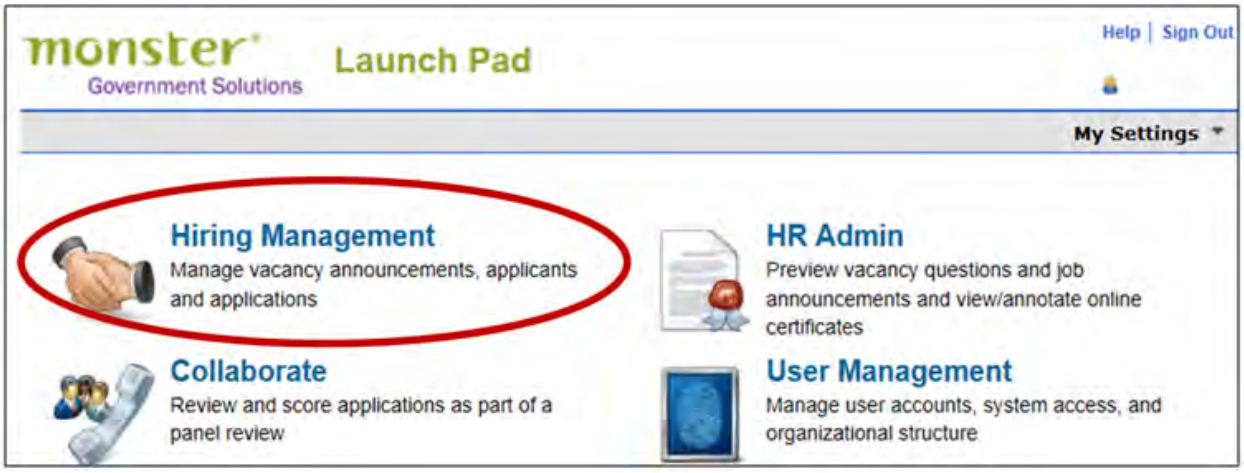

Figure 5.12 - 2

Step 3. Click "Announcements" in the gray bar.

Figure 5.12 - 3

Step 4. Use the dropdown in the top right corner to search by "Announcement Number" and then enter your Announcement Number into the textbox of the opportunity you would like to reuse. Click "Go."

Note: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking "Advanced Announcement Search."

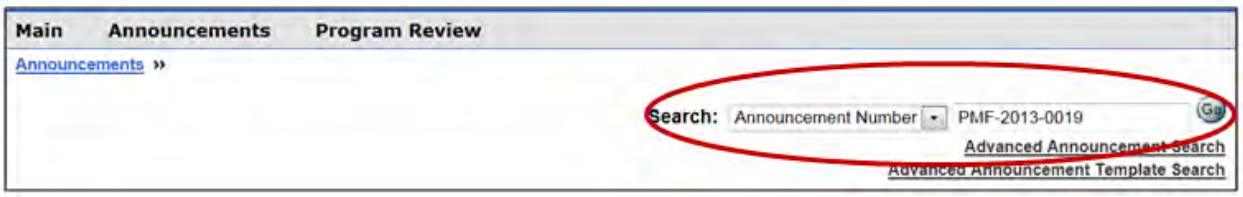

Figure 5.12 - 4

Step 5. Your announcement will be generated on a new page. Use the "Page Actions" dropdown and select "New Template From Announcement."

Figure 5.12 - 5

Step 6. Confirm your organization is selected as the Source Department and click "Create Template."

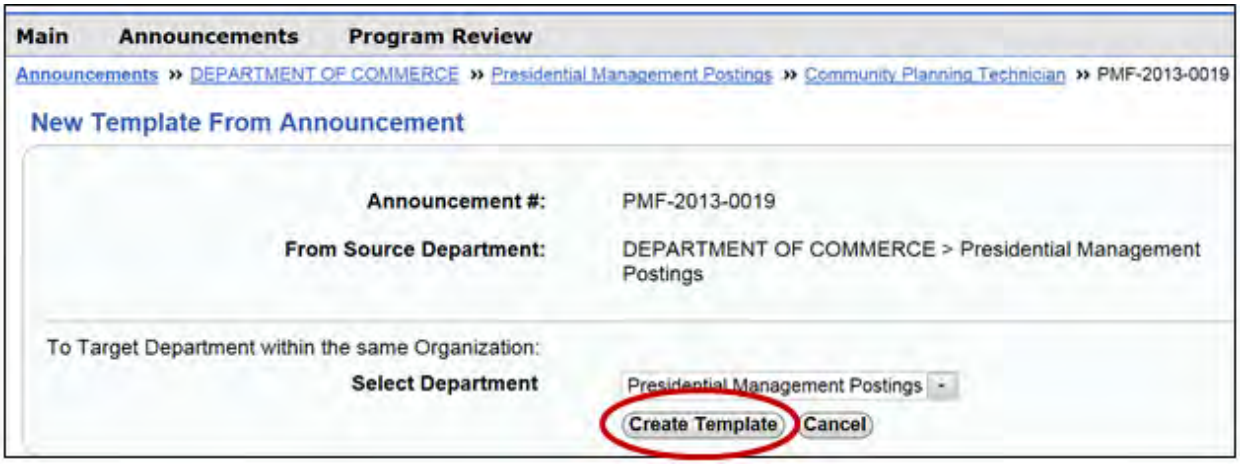

Figure 5.12 - 6

Step 7. Your new template will be generated on a new page. Create new name for this template. All of the options selected from the previous announcement will be populated.

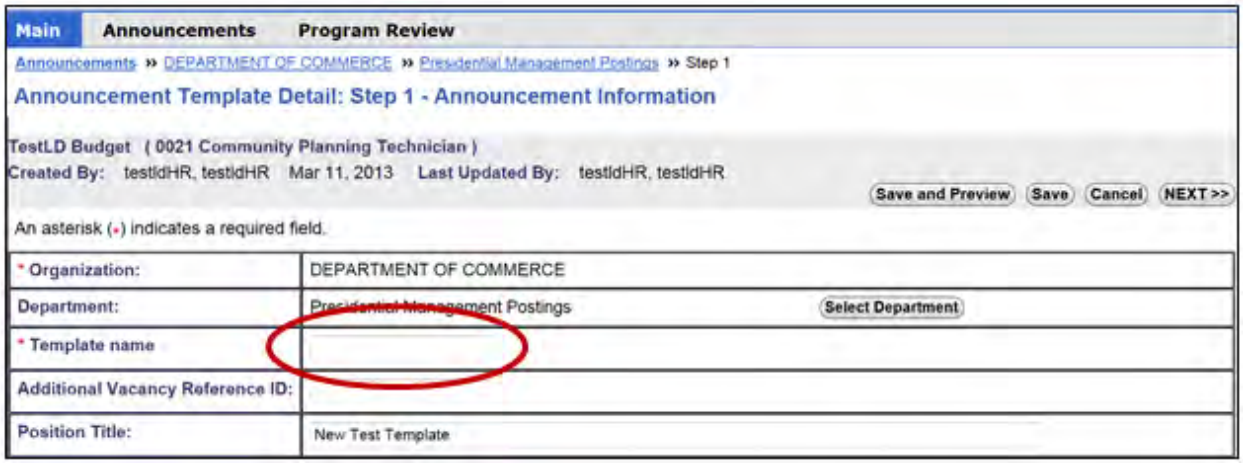

Figure 5.12 - 7

Step 8. Click "Next" and "Save" until you get to the last step of the template. You are able to change any setting to tailor the new template that was used in the previous opportunity. Do **not** change any fields that were not used in Section 5.1 – 5.8.

Figure 5.12 - 8

Step 9. Click "Finish."

Figure 5.12 - 9

Step 10. The new template will generate. Click the "Page Actions" dropdown if you would like to edit or copy the template, create a new announcement from this template, or deactivate the template.

Figure 5.12 - 10

Step 11. To navigate to this template in the future, go to the "Hiring Management" module and click "Announcements." Enter your organization and click "View Template."

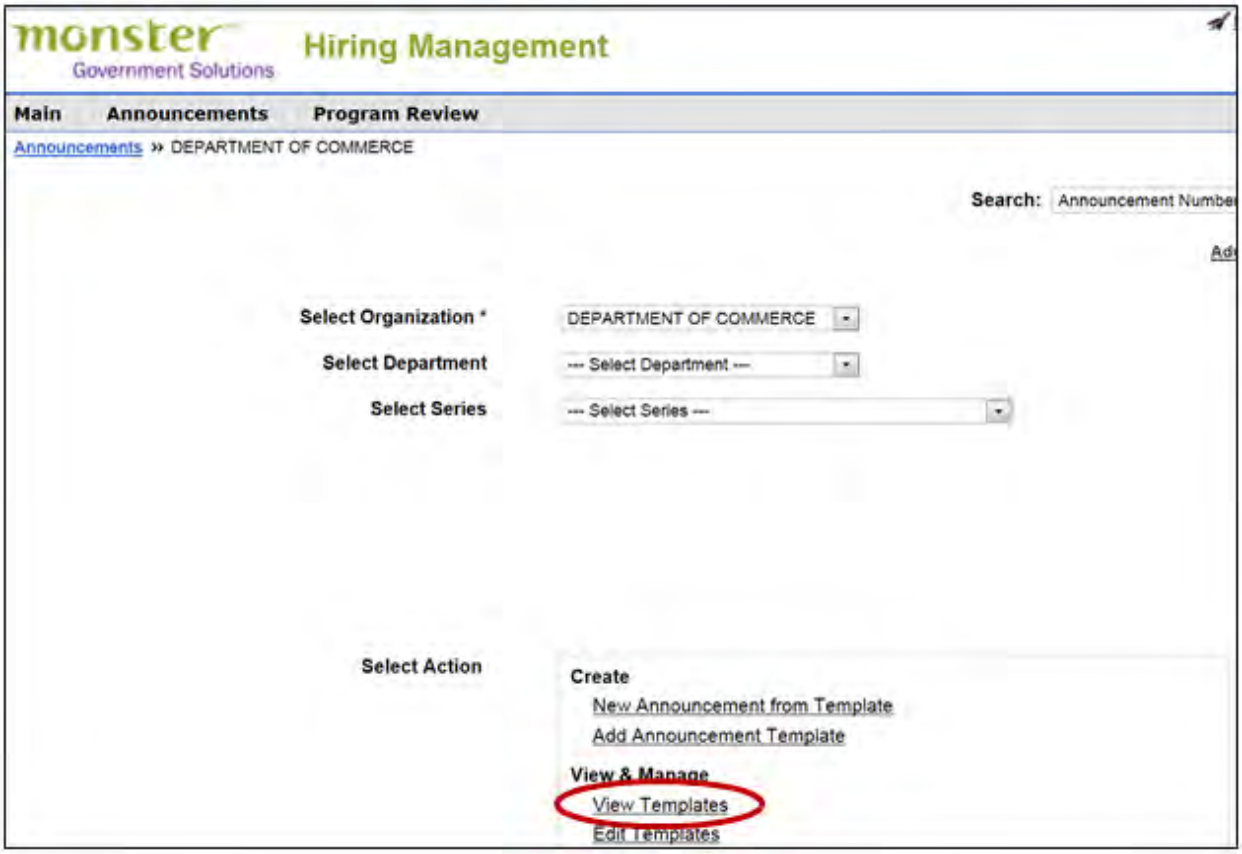

Figure 5.12 - 11

Step 12. The new template will appear under the original one. Use the "Actions" menu to create a new announcement and follow the instructions provided in Section 5.

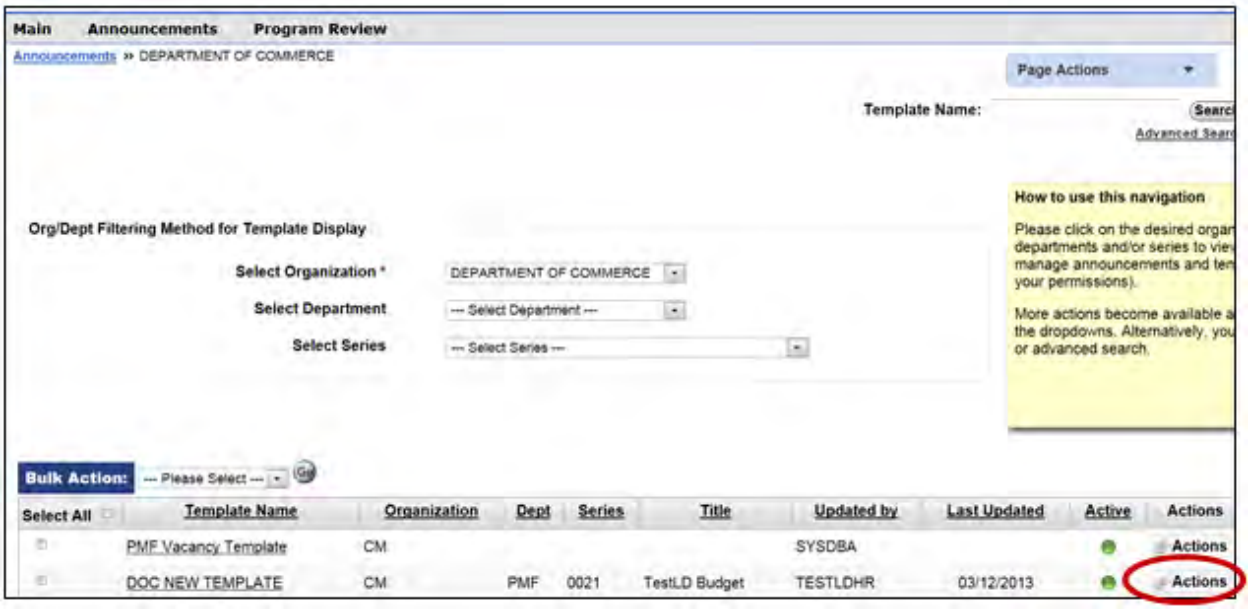

Figure 5.12 - 12

6. Public Reports

The PMF TAS makes reports available through the Apply site, https://apply.pmf.gov/pmf. The Apply site is the website Finalists and Fellows access to sign into their account. This page also hosts the link to access the onscreen reports available to the Agencies, as well as the public. You do not need an account to access the link.

To print any of the three reports on the Apply site, you must use your browser's print function.

6.1 Current Finalists

The Current Finalists report lists the following information for each Finalist: class, name, university (graduate school), degree, adjudicated veterans' preference, and status. This list can be sorted by name, university, status, or agency. To access this report, follow the instructions below.

Step 1. Navigate to the Apply portal and click "View Finalist and Coordinators."

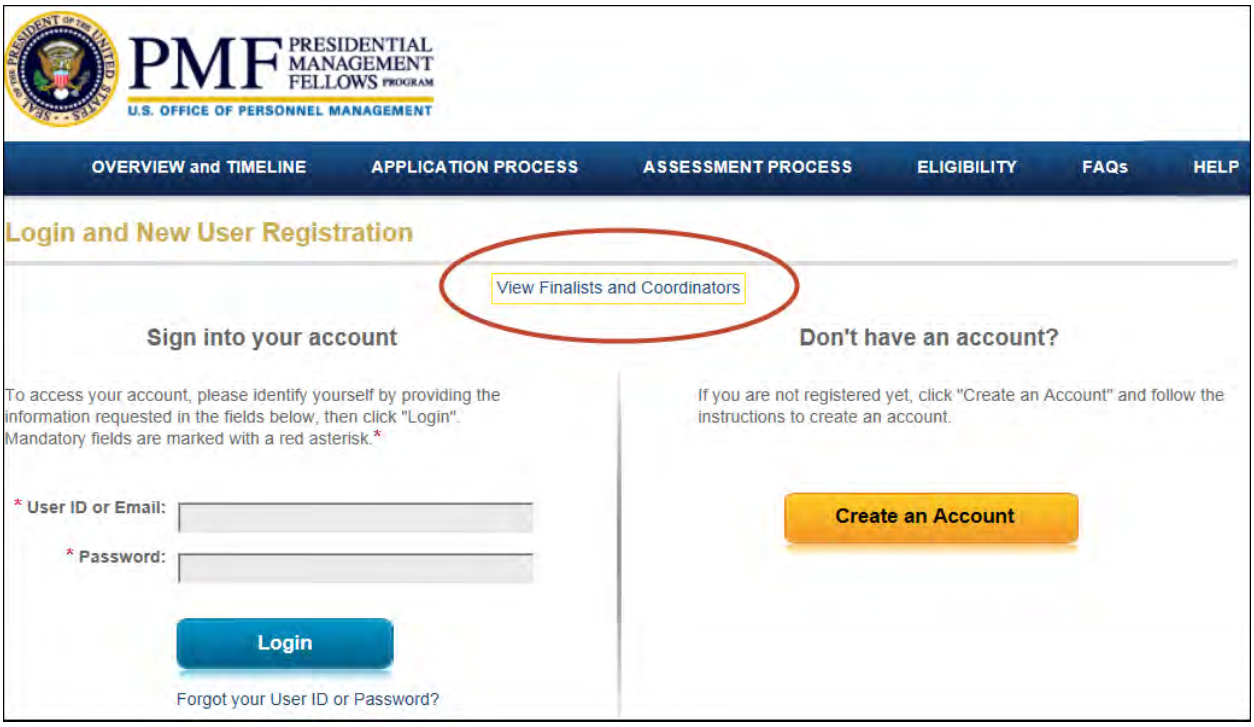

Figure 6.1 - 1

Step 2. The first viewable report is the list of Current Finalists, sorted by last name. To sort by last name, click "Sort by Name." Use your internet browser's scroll bar to navigate the page.

Note: The names of the individuals have been redacted.

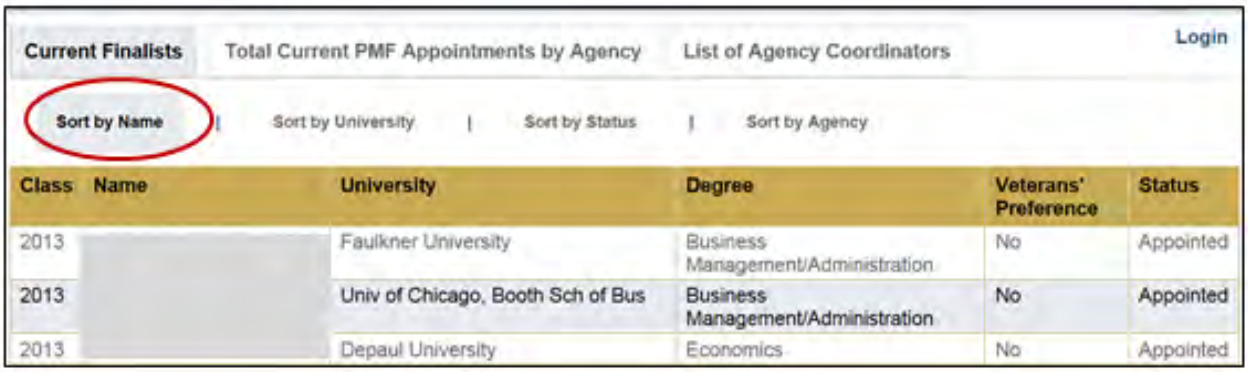

Figure 6.1 - 2

Step 3. To sort by university, click "Sort by University" then click the first letter of the university you are searching for in the alphabetical list. This is a jump link which will navigate to the section on the page that begins with the letter selected. Use your internet browsers scroll bar to navigate the correct agency.

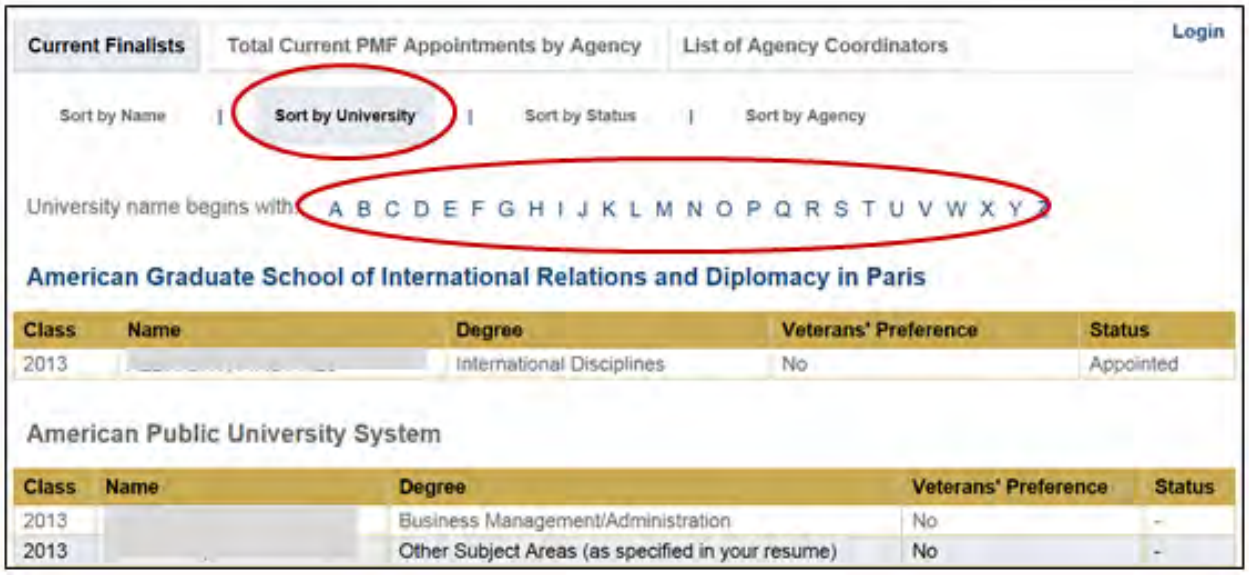

Figure 6.1 - 3

Step 4. To sort by status, click "Sort by Status." Use your internet browsers scroll bar to navigate the page.

Figure 6.1 - 4

Step 5. To sort by agency, click "Sort by Agency" then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser's scroll bar to navigate the correct agency.

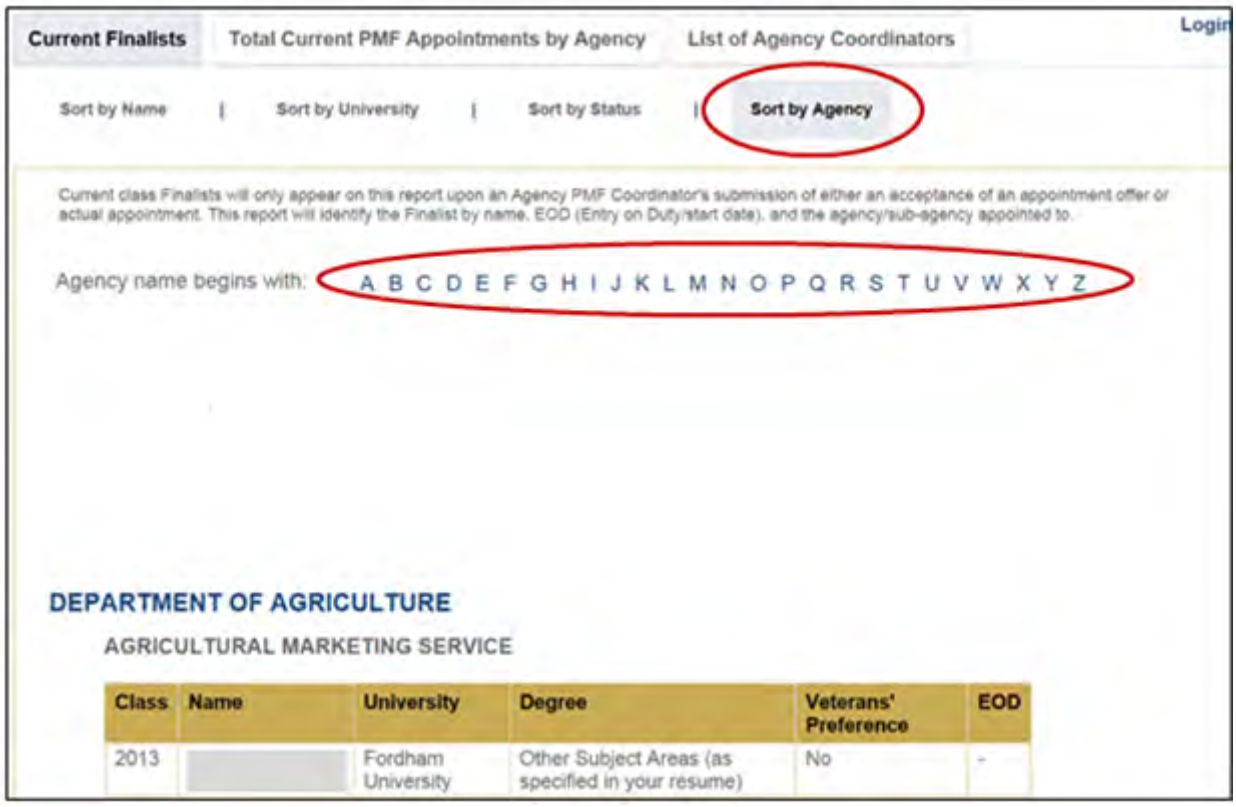

Figure 6.1 - 5

6.2 Total Current PMF Appointments by Agency

The Total Current PMF Appointments by Agency lists the number of appointments across all agencies. It also states the total number of appointment by each agency and their Sub-Agency. To access this report, follow the instructions below.

Step 1. Navigate to the Apply portal and click "View Finalist and Coordinators."

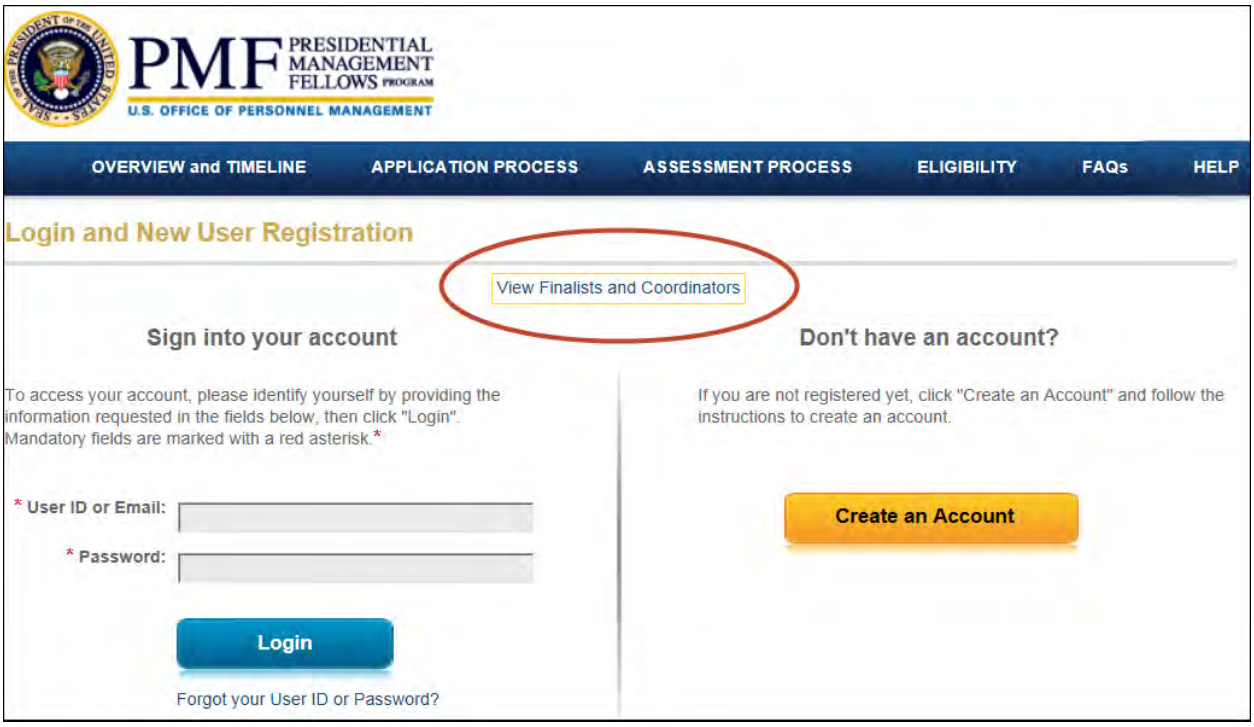

Figure 6.2 - 1

Step 2. Click on "Total Current PMF Appointments by Agency" then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser's scroll bar to navigate the correct agency.

The total appointments for all agencies are shown at the top.

Figure 6.2 - 2

6.3 List of Agency PMF Coordinators

The List of Agency PMF Coordinators shows the active Agency PMF Coordinators per Agency and Sub-Agency. Information includes the information for two Agency PMF Coordinators, if applicable. The primary Agency PMF Coordinators' information includes the agency address and the point of contacts phone, fax and email. The secondary point of contact information includes the email and phone number. To access this report, follow the instructions below.

Note: The primary Coordinator should be the agency contact who manages the PMF Program on their agency's behalf. A secondary Coordinator is typically a back-up contact or someone who serves in an administrative role for the agency.

Step 1. Navigate to the Apply portal and click "View Finalist and Coordinators."

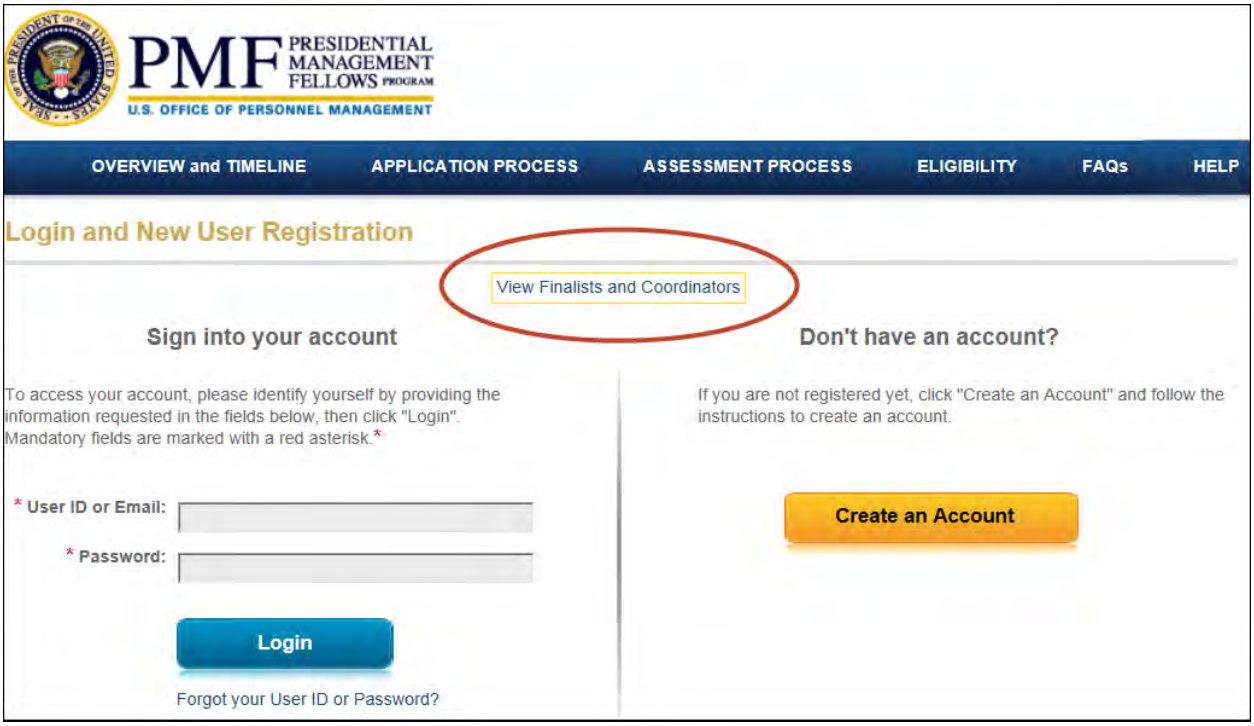

Figure 6.3 - 1

Step 3. Click "List of Agency PMF Coordinators" then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser's scroll bar to navigate the correct agency.

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT
OVERVIEW and TIMELINE
APPLICATION PROCESS
ASSESSMENT PROCESS
ELIGIBILITY
FAQs
HELP
Current Finalists
Total Current PMF Appointments by Agency
List of Agency Coordinators
Login
Agency name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
DEPARTMENT OF AGRICULTURE
Agency Coordinator 1
Address: 123 Main St
Washington , DC 22222
Phone: 202-555-1212
Fax: 202-555-1212
Email: usda@usda.gov
Agency Coordinator 2
Phone: 202-555-1212
Email: usda2@usda.gov
Sub-Agency: ANIMAL AND PLANT HEALTH INSPECTION SERV
APHIS Agency Coordinator
Address: Aphis Address 1
Minneapolis , MN 55445
Phone: 612-555-1212
Fax: 763-555-1212
Email: APHIS-PMFC@usda.gov

Figure 6.3 - 2

7. Finalist and Fellow Account Management

The Finalists and Fellows have the ability to update their own personal information and account password via the Apply portal. Instruct the Finalists and Fellows to follow the steps below to update their records.

Step 1. Instruct the Finalist or Fellow to login to their account via the Apply site.

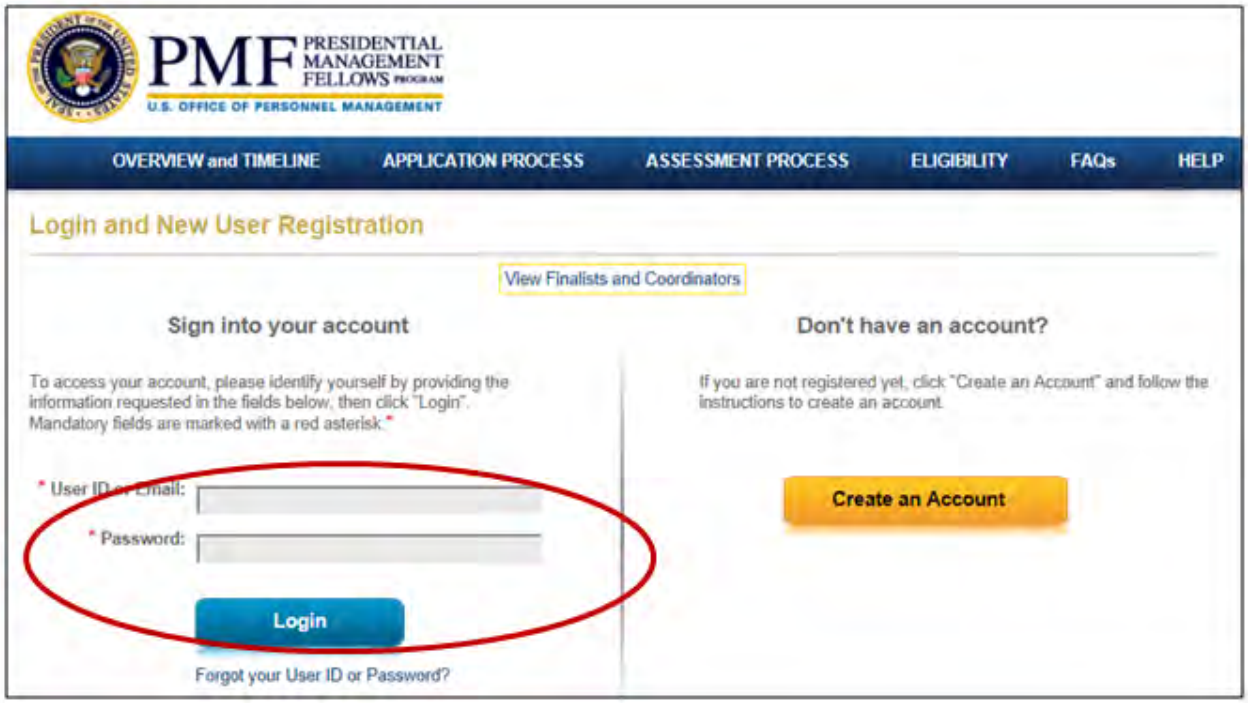

Figure 7 - 1

Step 2. The Finalist/Fellow will be taken to the "My Account" page. They can confirm their User ID and Email.

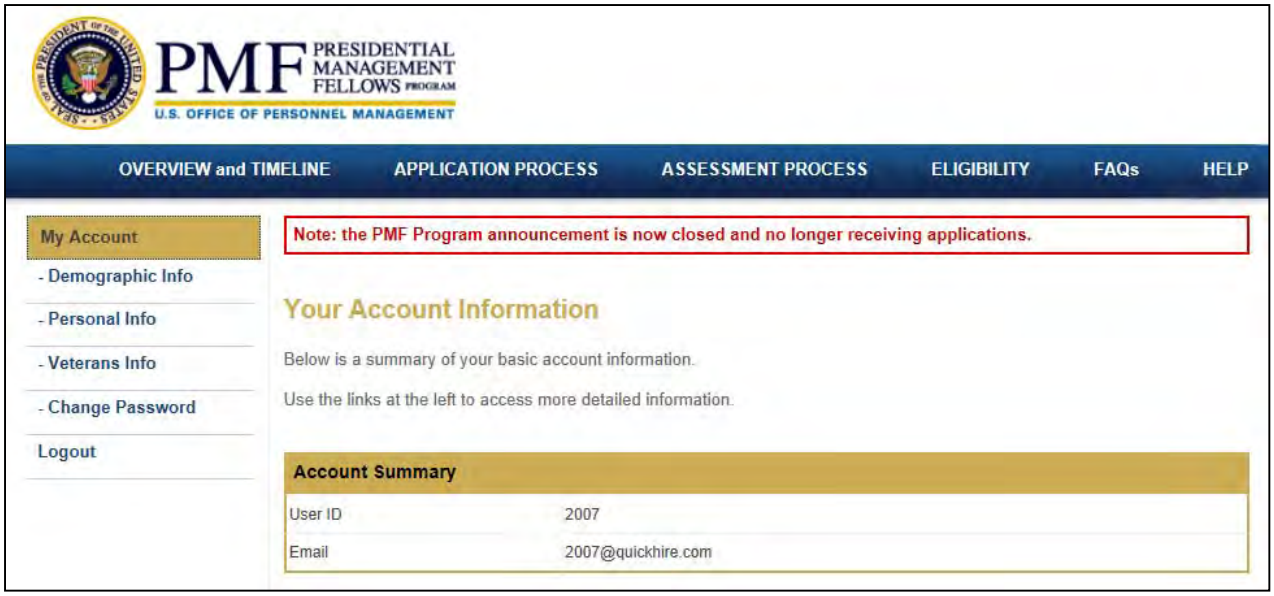

Figure 7 - 2

Step 3. Instruct the Finalist/Fellow to click on "Personal Info" to update their profile. The Finalist/Fellow can update the following information: First Name, Middle Initial, Last Name, SSN, Full Address Information, Phone, Secondary Phone, Email, Secret Question, and Secret Answer.

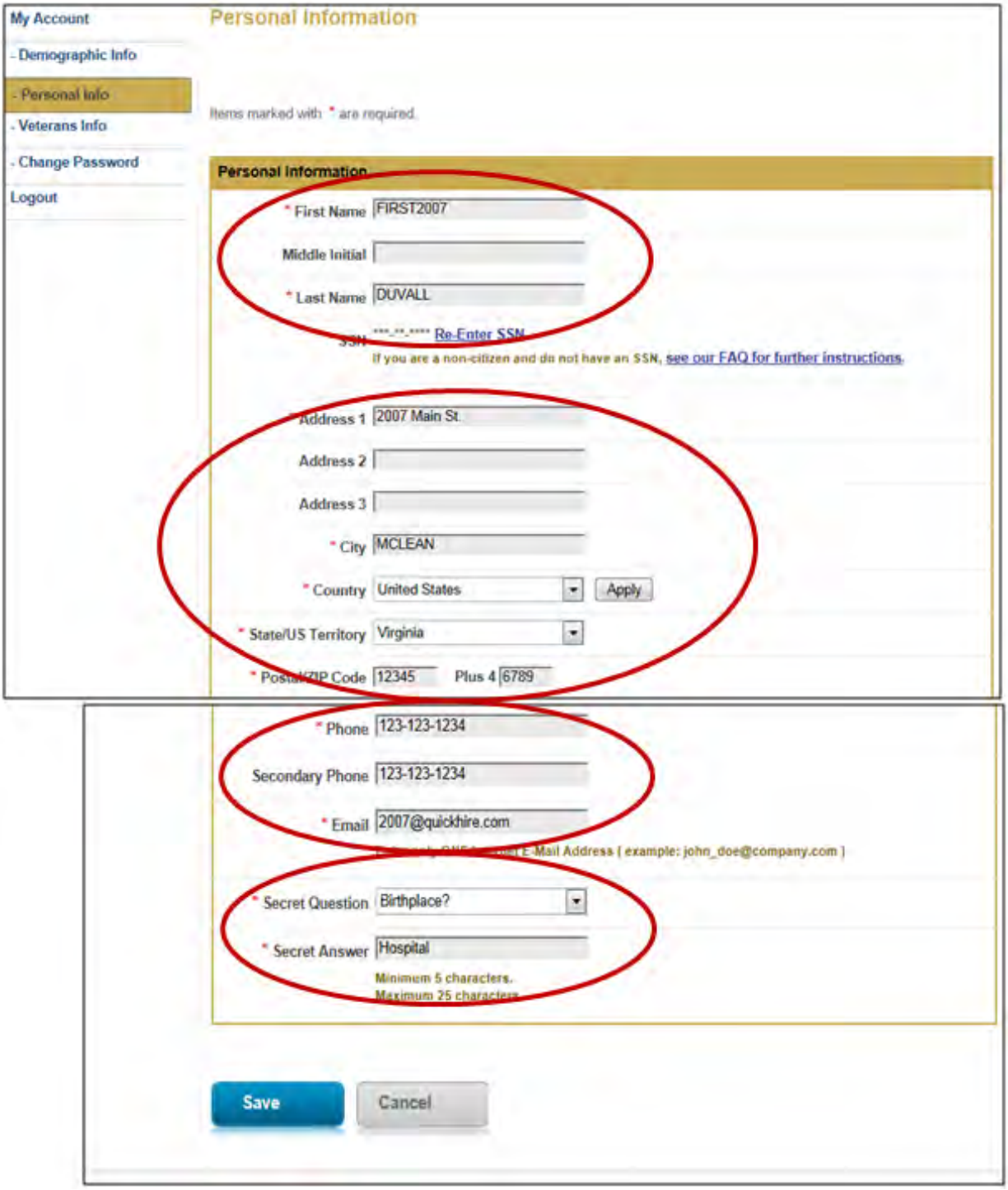

Figure 7 - 3

Step 4. Instruct the Finalist/Fellow to click on "Change Password" to change their password. The Finalist/Fellow will need to type in their current password, and their new password twice, before clicking "Save." The password requirements will appear on screen.

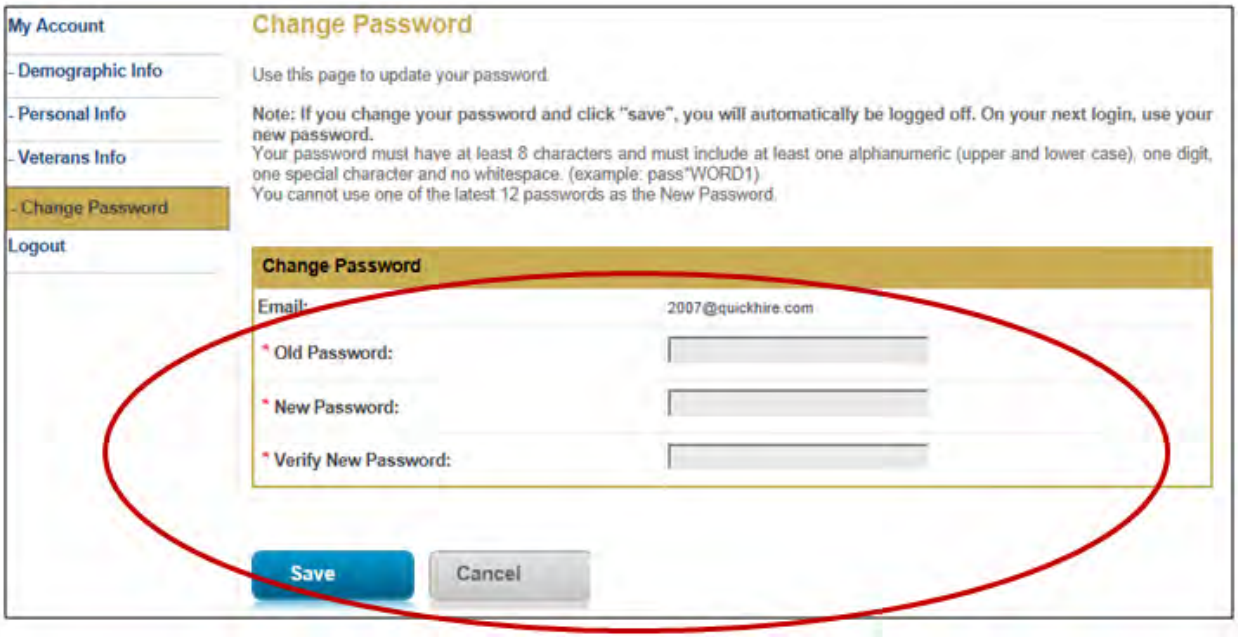
My Account
- Demographic Info
- Personal Info
- Veterans Info
- Change Password
Logout
Change Password
Use this page to update your password.
Note: If you change your password and click "save", you will automatically be logged off. On your next login, use your new password.
Your password must have at least 8 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no whitespace. (example: pass*WORD1)
You cannot use one of the latest 12 passwords as the New Password.
Change Password
Email:
2007@quickhire.com
* Old Password:
* New Password:
* Verify New Password:
Save
Cancel

Figure 7 - 4

8. Appendix A: Glossary

This Glossary includes frequently used terms found in the Presidential Management Fellows (PMF) Talent Acquisition System (TAS). The definitions apply to their use in the PMF Program and this system. These definitions may vary slightly from other uses of the same or similar word(s).

Agency

For the PMF TAS, Agency is defined as a Federal agency at the Cabinet or Department level.

Agency PMF Coordinator

The Agency PMF Coordinator role is assigned at the Agency or Sub-Agency level. This is the primary individual responsible for the administration of the PMF's record. Individuals with this level of system access may also create accounts for Agency Human Resources (HR) Recruiters and Agency Users. See Section 2 for a full description of the roles and responsibilities.

Agency Human Resources (HR) Recruiter

The Agency HR Recruiter role may be assigned at any level of the organization. The title refers to the level of system access and is not specifically someone in a Human Resources office. The primary function of this role is to create a appointment, rotational, and/or training opportunities in the PMF Administrator (Portal). See Section 2 for a full description of the roles and responsibilities.

Agency User

The Agency User role is assigned to individuals to search, view, and print Finalists' resumes. The Agency User may not make changes to Finalists or Fellows' records. See Section 2 for a full description of the roles and responsibilities.

Applicant ID Number (AIDX)

The Applicant ID Number (AIDX), also known as the User ID, is a unique identifier generated when an applicant applies to the PMF Program. It may be used to search for Finalists in the Portal or ensure that the proper record is accessed when there are multiple individuals with the same name.

Apply (Seeker) Site

The Apply site is the public facing part of the PMF TAS. Applicants first apply to the PMF Program using this site and maintain access to the account using their original User ID or email and Password. There is also a link on this site to the list of current Finalists and Agency PMF Coordinators.

Appoint

Appoint is a "status" in the PMF TAS. When an Agency PMF Coordinator selects "Appoint" for a PMF Finalist, it will move the individual to the hiring agency. Coordinators will then enter the remaining Initial Appointment information. See Section 4.1.

Collaborate

Collaborate is the functionality in the PMF TAS that actually powers the Program Review pages in Hiring Management (i.e. the Finalists/Fellows tabs). Clicking into that module from the Launch Pad will yield a blank screen. However, it must be visible for all portal users for the system to operate properly.

Fellow

A Finalist becomes a Fellow when their status is changed to "appointed" and they are hired as a Presidential Management Fellow (PMF) at a Federal Agency. Once appointed, the individual will appear on the PMF Fellows tab in the Program Review area. They will no longer be visible in the "PMF Finalists" tab. The list of Finalists on the Apply website will now show "Appointed" as their status.

Finalist

A Finalist is an individual who applied to the PMF Program and was selected for consideration as a PMF Fellow. The complete class list of Finalists may be accessed and sort on the Apply website. Agency PMF Coordinators, Agency HR Recruiters, and Agency Users may access Finalist information by going to the Portal website.

Filter

The Filter feature in the PMF TAS is a tool used to quickly find a particular subject. First, select the preferred subject from the dropdown box, and then click "Apply Filter" located in the gray box. Note: Hitting the enter key does **not** activate the filter.

Hiring Management

Hiring Management is the primary module used for all actions in the PMF TAS, with the exception of creating user accounts. It is located on the Launch Pad. Within the Hiring Management module, "Program Review" on the top gray bar will access PMF Finalists and PMF Fellows tabs.

Launch Pad

The PMF TAS Launch Pad identifies the modules of the system accessible to the user. What an individual sees on this page will vary depending on their level of access. Modules most common to users are Hiring Management and Collaborate. Agency PMF Coordinators will also see User Management.

Manage Fellow

The **"**Manage Fellow" link is located under "Actions" on the PMF Fellows tab in Program Review. This is where data is captured throughout the lifecycle of the PMF. For additional information of what is located in Manage Fellow, refer to Section 4.

Monster Government Solutions (MGS)

Monster Government Solutions (MGS) is the contracted provider of the PMF TAS.

Office of Personnel Management (OPM)

The Office of Personnel Management (OPM) administers the PMF Program for the Federal Government.

Password

A password must be created for all user access to the system. Passwords must be at least 8 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no whitespace (example: passWORD1).

Portal (PMF Administration)

The Portal site is often referred to as the "backend" of the system. It contains the records of Finalists and Fellows and is where Agencies post their appointment, rotational, and training opportunities. The Portal site replaces the previous PMF Administrator and Projected Positions System (PPS).

Program Review

The Program Review link, on the gray bar at the top of the Hiring Management page, provides tabs for PMF Finalists and PMF Fellows.

Presidential Management Fellows Program Office (PMF PO)

The Presidential Management Fellow Program Office (PMF PO) manages the PMF Program for the Federal Government and is part of the Office of Personnel Management (OPM).

Presidential Management Fellows Talent Acquisition System (PMF TAS)

The Presidential Management Fellows Talent Acquisition System (PMF TAS) is the integrated IT system used to manage the program. It is comprised of two websites: the Apply site (Seeker) and the Portal site (Backend). For additional information, see Section 1.

Reappoint

"Reappoint" is the action status applied when a Fellow moves from one agency to another. See Section 4.5 for reappointment details.

Resign

"Resign" is the action status applied when a Fellow resigns from their Federal appointment. Agency PMF Coordinators will not have visibility of the record once the status code is applied.

Sub-Agency

The term "Sub-Agency" applies to all agencies below the Department or Cabinet level in the PMF TAS.

Terminate

"Terminate" is the action status applied when an Agency removes a Fellow from their position for cause.

User Management

User Management is the module where accounts are created for individuals given access to the PMF TAS. There are four levels of access in the PMF TAS: Agency PMF Coordinator, Agency Human Resources Recruiter, Agency User, and PMF Program Office.

Withdraw

"Withdraw" is the action status applied when a PMF Finalist removes him/herself from further consideration as a Finalist.