

## 2013 AGENCY VIRTUAL JOB FAIR CHECKLIST

Agencies (especially Coordinators) can use this checklist to help them prepare for the PMF Class of 2013 Finalist Virtual Job Fair. Most references to links and additional information can be found on the [Agencies\Find Candidates](#) webpage. Please check for any updates.

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1.	<b>Coordinate Agency Participants:</b> The Agency PMF Coordinator, Human Resources staff, and hiring officials should coordinate their efforts to prepare for and participate in the Virtual Job Fair. Primary Agency PMF Coordinators have been sent login properties to the virtual environment and can create user accounts for all other agency personnel. Contact your Agency PMF Coordinator for assistance.	
2.	<b>Call Into PMF Virtual Job Fair Conference Call for any Questions:</b> The PMF Program Office conducts a conference call for Agency PMF Coordinators to call in to ask questions about the Virtual Job Fair. Details will be provided in a separate email to all Coordinators.	
3.	<b>Prepare and Post Positions:</b> <ul style="list-style-type: none"> <li>• Help hiring officials write position descriptions (emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed).</li> <li>• Use the <a href="#">Appointment Opportunity Template</a> for hiring officials to prepare and submit their positions.</li> <li>• Post positions to the PMF TAS (Talent Acquisition System) <i>before</i> the Job Fair. Check with Coordinators on the use of the PMF TAS and to establish an agency user account.</li> <li>• Prepare to post positions to your virtual exhibit booth and any other relevant documents.</li> <li>• Plan to staff your booth and be available for on-line chats with Finalists.</li> </ul>	
4.	<b>Provide Access to Resumes:</b> Primary Agency PMF Coordinators can <a href="#">grant agency personnel access</a> to search and view resumes. Some users are able to also post appointment opportunities directly to the PMF TAS.	
5.	<b>Prepare Virtual Exhibit Booths:</b> Prepare booths for staffing, upload your agency's logo and description, upload appointment opportunities (be sure they are also posted in the PMF TAS), agency fact sheets, agency presentations/videos, etc. Instructions for preparing booths can be found under the <a href="#">Find Candidates</a> webpage.	
6.	<b>Schedule Interviewers:</b> <ul style="list-style-type: none"> <li>• Identify which hiring officials plan to attend the Virtual Job Fair, create a booth representative account for them, and coordinate interviews between hiring officials and Finalists.</li> <li>• Use the <i>Interview Scheduling Sheet</i> from the <a href="#">Find Candidates</a> webpage.</li> </ul>	
7.	<b>Review PMF Website Information:</b> <ul style="list-style-type: none"> <li>• Review the <a href="#">Agency Virtual Job Fair Overview</a>, the <a href="#">Hiring a Presidential Management Fellow</a> fact sheet, as well as the <a href="#">PMF Guide for Agencies</a> on how to handle veterans' preference.</li> <li>• Review the <a href="#">Pathways Transition and Implementation Guidance</a> and <a href="#">Pathways regulations</a>.</li> <li>• Provide hiring officials copies in advance to ensure they are familiar with the Program requirements.</li> </ul>	
8.	<b>Review and Prepare Responses to PMAG Questions:</b> The "Virtual Job Fair Overview for Agencies" contains a list of questions the Presidential Management Alumni Group (PMAG) suggests Finalists ask during the Job Fair. Be sure your agency's hiring officials and attending staff are able to answer these questions.	
9.	<b>Establish Procedures for Making Job Offers:</b> Coordinate procedures with HR staff and hiring officials, including what paperwork is needed (e.g., background investigation forms, tentative job offers, and participant agreements).	
10.	<b>Appointment Opportunities:</b> Follow-up with hiring officials on <a href="#">posting appointment opportunities</a> to the PMF TAS and in your virtual exhibit booth. Be sure all postings are accurate and monitor for activity.	
11.	<b>Monitor Status of Job Offers:</b> <ul style="list-style-type: none"> <li>• Follow up with HR, the hiring official, and the Finalist on their background check, on-boarding, and entering the appointment via the PMF TAS. Only Coordinators can enter appointments.</li> <li>• Delete any appointment opportunity once an offer is accepted.</li> </ul>	
12.	<b>Submit Appointment Placement Fee to OPM:</b> Coordinate with hiring official to submit the appointment placement fee to the PMF Program Office within 30 days of appointment. Instructions and common financial forms for submitting reimbursement can be found under the <a href="#">Agencies\Resources</a> webpage.	