

## GENERAL INFORMATION:

All agency partners of the PMF Program are invited to participate in the PMF Class of 2013 Finalists Virtual Job Fair (VJF) on May 1-3, 2013.

The VJF is open to all eligible Federal Agencies with a standing Memorandum of Understanding and interested in hiring PMF Class of 2013 Finalists as Fellows. The fair presents agencies an opportunity to advertise available positions and interact with Finalists. Surveys show a majority of Fellows are hired as a result of the job fair.

On Wednesday, May 1, 2013, the VJF will kick-off with a Welcoming Session (Auditorium) from OPM senior management and the PMF Program Office. While the agenda is primarily directed towards Finalists, agency partners are welcome to watch, too. Immediately following the session, a Q&A session will open for Finalists. Agency participants may access the Exhibit Hall and their booths at any time; however, the Exhibit Hall will open to Finalists at 11am (EDT). At that time, the Welcoming Session will be made available for participants to view on-demand.

From Thursday to Friday, May 2-3 (between 9am – 12 Noon and 1- 4pm (EDT)), the VJF will be open for all Finalists. Throughout the event, various group chats will be scheduled and offered to interested participants. In addition, Finalists have access to the “Resource Center” to view agency documents, presentations, and videos.

The [agenda](#) outlines the schedule of events for the duration of the VJF.

Coordinators serve as booth managers and will design and populate their booths, as well as grant exhibit booth access to other agency personnel (e.g., hiring officials, HR staff, and other Coordinators). At a minimum, booths should display the agency logo, a brief description of the agency, the agency’s website address, appointment opportunities, and a list of representatives. Our vendors (Intelligent Technologies Labs (ITL) and ON24) will contact participating agencies to establish logins and provide one-on-one training and support to build booths.

The [Job Fair](#) webpage contains several resources applicable for participating agencies:

- Link to a screencast showing a sample Virtual Job Fair
- Link to a screencast describing the booth manager role and how to build an exhibit booth
- List of IT/system requirements
- Best Practices, checklists, and Booth Training for Agencies
- Agenda; please check often for updates
- List of participating agencies (will be posted shortly before the event)
- Interview Scheduling Sheet to assist with scheduling interviews

## VIRTUAL ENVIRONMENT

The Virtual Job Fair offers many features:

- **Plaza:** First stop that serves as your gateway to the Information Desk, Resource Center, Auditorium, Exhibit Hall, and Network Lounge
- **Information Desk:** Located in the center of the Plaza, click there for general information during the event
- **Resource Center:** Here participants may view/download a variety of resources, such as the agenda, presentations, videos, and FAQs

- **Auditorium:** This is where Finalists will watch the Welcoming Session and other presentations prepared by the Program Office and agencies
- **Exhibit Hall:** Again, Coordinators serve as booth managers for their respective agency. All booths should show the agency logo and name, information about the agency, website address(es), a documents folder with material, job listings, and information to contact a representative (via chat). Agencies will add content to, and staff their booths. Coordinator screen names must use the standard naming convention: agency abbreviation, the word “Coordinator”, and their name (e.g., OPM.Coordinator.Joe.Public).
- **Network Lounge:** The place for all participants to network, chat with current Fellows and alumni, other agency personnel, and participate in group chats
- **Dashboard:** Located at the bottom of each screen, these are quick links to various parts of the site
- **Additional Help and Support:** Our vendors will have a Help link available on the Dashboard and a service booth in the Exhibit Hall. In addition, the PMF Program Office also has a booth. Both the vendors and program office staff will be available throughout the 3-day event.

## ON-DEMAND

Several informative videos and presentations are available in the Resource Center. These include sessions on the “Federal Investigation Process” (always a favorite that outlines the background investigation process) and “Detailed Program Requirements” (a deep-dive review of the expectations for all Finalists and Fellows). In addition, a number of agencies plan to produce and upload videos. Agencies may also upload their own videos and presentations to their booth.

## JOB FAIR TIPS:

- **[CHECK IT/SYSTEM REQUIREMENTS](#)**. Following these requirements will result in a successful event. Optional requirements are also provided as some agencies may have Adobe files, videos requiring a media player, and Flash technology.
- **[WORK WITH YOUR AGENCY PMF COORDINATOR](#)**. Interested hiring officials should work with their Agency PMF Coordinator to plan for the VJF. Coordinators serve as the liaison between hiring managers and Finalists.
- **[POST YOUR POSITIONS](#)**. Agencies are **highly encouraged** to post available positions on the PMF TAS, accessible from the PMF website. Posted positions should include specific details on the requirements for the position to help agencies attract and hire the most qualified candidates. Coordinators can grant additional users to post opportunities on their behalf, referred to as Agency HR Recruiters. Online instructions for using the TAS can be found under the “Agencies/Resources” section on the PMF website.
- **[REVIEW FINALIST RESUMES](#)**. Since the announcement of this year’s Finalists, agencies may begin recruiting and arranging interviews. Agency Coordinators can grant hiring officials [access](#) to resumes, via the PMF TAS; however, access will be deactivated after 6 months of inactivity. As a reminder, 2013 Finalists must be appointed and onboard by April 8, 2014.
- **[UNDERSTAND THE PMF PROGRAM REQUIREMENTS](#)**. The “Agencies” section on the PMF website contains information about the program requirements and placement fees. All reimbursement questions and financial forms should be sent to [pmffee@opm.gov](mailto:pmffee@opm.gov).

## GET ORGANIZED FOR THE JOB FAIR:

- **Determine application and interview procedures.** Interviewers should have methods for reviewing resumes, sign-up sheets for interviews, and strategies for follow-up with individual candidates. 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. Honestly reflect what the PMF should expect in accepting a 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, service level agreements, and other issues.
- **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. A list of Finalists' adjudicated veterans' preference can be accessed by Agency PMF Coordinators. A list of all Finalists indicating "Yes" is publicly available on the PMF website and will be posted to the "Resource Center" during the VJF. Additional guidance is located in the [PMF Guide for Agencies](#).
- **Close the deal with candidates.** Interviewers should determine ahead of time which agency representative(s) have hiring authority and the internal agency steps necessary to extend an offer. Some Finalists will have multiple offers so time could be of the essence.
- **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. Hiring officials should develop a good backup plan in case their first choice becomes unavailable.
- **Follow up on background investigations.** Lengthy background investigations are the #1 reason for delaying a Finalists' onboarding with agencies. Please provide the appropriate background investigation forms to prospective hires. As is true for other hiring actions, it is common that investigations take *several* months before Finalists may be appointed. Several security [forms](#) are available on the PMF website. To avoid delay, the PMF Program Office encourages Finalists to gather information requested on the SF 85 and SF 86 upon selection as a Finalist. If a background investigation will delay a Finalist from starting by the April 8, 2014 deadline, please work with your Agency PMF Coordinator to request an appointment extension.

## MISCELLANEOUS:

- Shortly after the conclusion of this event, all participants will be sent a survey.
- Agencies should ensure documents, videos, presentations, job listings, are in plain language, reviewed for spelling/grammar, and where applicable, 508 compliant.

## 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](http://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. 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 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 Resources Board (ERB) 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?

Please check the PMF website for updated information about the Virtual Job Fair.