

This is a listing of on-going Frequently Asked Questions (FAQs) for Finalists participating in the Virtual Job Fair. This document will be updated frequently; please check for updates.

1. How do I change/edit my profile?
 - a. You can edit your profile by clicking “My Profile” on the bottom navigation bar. Here you can upload a new resume, change your avatar, and edit your profile.
2. How do I get to different areas in the virtual show?
 - a. Regardless of where you are in the environment, you can click the “locations” button in the lower left hand corner to go to another hall or booth.
3. Where are the agency booths and jobs listings?
 - a. All agency booths are in the Exhibit Hall. You can get there by clicking the “locations” button in the lower left-hand corner or by through the homepage. Once in the Exhibit Hall, just click on the booth you want to enter.
4. How do I chat with an agency representative?
 - a. While in an agency booth, you have the option to join a group chat or send a private message to the agency representative. This is your time to ask your questions and impress!
5. When and where are the on-line trainings?
 - a. Trainings are accessible via the Information Desk in the Plaza and the Resource Center.
6. What are Scheduled Chats and where are they?
 - a. You can find scheduled chats in the Networking Lounge.
7. How do I know who is here?
 - a. You can search other attendees by clicking the “who’s here” tab on the bottom navigation bar. Looking to chat more with other attendees? Visit the Networking Lounge for a group chat or send a private message.
8. How do I contact the PMF Program Office during the Virtual Job Fair?
 - a. The PMF Program Office is the first booth in the Exhibit Hall and can be reached at the Information Desk in the Plaza. Staff will be available during all hours of the Virtual Job Fair.
9. Where can I see a list of available agency appointment opportunities?
 - a. Agencies will either post available appointment opportunities in their booths and in the [PMF TAS](#). Please check often as agencies make changes throughout.
10. What if I can’t stay for the full event? Can I view it again?
 - a. The entire Virtual Job Fair will be archived for three months so you can check out the on-line trainings or agency booths you may have missed. However, the archived event may not be staffed and monitored.
11. Is it necessary to have sound on our computer during the Job Fair?
 - a. We recommend you have speakers/sound for the presentations, videos, and webinars offered by the PMF Program Office or participating agencies. Finalists are reminded to check the IT/System Requirements document for details.
12. Who do Finalists contact for appointment opportunities?
 - a. Opportunities posted on the PMF TAS and/or within the agency’s exhibit booth in the Exhibit Hall, should have a point of contact listed for Finalists to contact. Finalists should follow the How to Apply instructions within the announcement.

13. Will the same agencies be participating each day of the Job Fair?
 - a. We have requested agencies to staff their exhibit booths during Exhibit Hall hours according to the agenda for all three days. If you encounter an agency not staffed, please contact the Agency PMF Coordinator directly.
14. Will communication between Finalists and agencies be conducted only by chat?
 - a. Chat will be the primary means of communicating with agencies; however, agencies have been given the option to provide alternative means (e.g., advertising a phone number; video conferencing, like SKYPE; contacting Finalists directly). Please ask the agency at their exhibit booth for options.
15. Some agencies do not appear to be participating in the Virtual Job Fair. Are they going to participate in the PMF Program?
 - a. It is optional for agencies to participate in the Virtual Job Fair, though most do. If there is an Agency PMF Coordinator identified for an agency, then that agency participates in the PMF Program. Agencies typically post appointment opportunities in the PMF TAS throughout the year. Some agencies participate later in the fiscal year upon adjusting their staffing and budget needs.
16. What if a Finalist already has a security clearance?
 - a. Each agency has different requirements for background investigations and security clearances. The appointing agency will inform the Finalist of their current status and whether or not additional information is needed. The agency will provide instructions and the forms needed for their requirements.
17. I am aware of completing the degree requirements by August 31st, but not sure if I will successfully defend[complete] my school's required dissertation[thesis] by the deadline.
 - a. All degree requirements must be met by August 31st in order for a Finalist to maintain eligibility and be appointed as a Fellow. The Finalists does not necessarily need to have graduated, but the degree should be completely conferred prior to a Finalist starting their appointment as a Fellow. If a Finalist will not complete ALL requirements by August 31st, then he/she loses their status as a Finalist.
18. I am not receiving responses from Agency PMF Coordinators. Why is that?
 - a. Upon selection of Finalists, agencies are extremely busy assembling appointment opportunities from its organizations and hiring officials. Coordinators are responsible for the collection and posting of appointment opportunities and coordinating participation of their agency at the Job Fair. In due time Coordinators will respond back to Finalists.
19. I am in the process of completing my degree requirements by August 31st. Does this mean the agency cannot interview me or offer a PMF appointment until I finish?
 - a. No. An agency may interview, make an offer, and start the background investigation. However, a Finalist cannot start their appointment until degree requirements have been met. It is the appointing agency's responsibility to ensure Finalists have indeed completed all degree requirements.
20. The list of participating agency shows some pending and some not listed. Will the list be updated?
 - a. We will be updating the list of participating agencies throughout the Job Fair. The most current list can be found in the Virtual Job Fair environment as it is refreshed constantly when new exhibit booths are added.
21. Will appointment opportunities only be available in Washington, DC?
 - a. No, but most PMF appointments are in the Washington, DC, metropolitan area. See the agency's appointment opportunity listing for the exact location of the position.

22. Are there specific hours for the Virtual Job Fair?
- Yes. Please check the agenda for a list. The agenda, which may be updated prior and during the Job Fair, can be found under the “Become a PMF\Find a Job\Job Fair” section on the PMF website at www.pmf.gov.
23. Do agencies offer relocation costs/hiring incentives?
- This is agency-specific. Typically agencies do not provide such, but it does not hurt to ask during your interviews. Agencies know to identify such offerings in their appointment opportunities. Some agencies require a Service Level Agreement; for example, if they pay for relocation, a hiring incentive, or student loan repayment, they may require a set number of years you are required to commit to the agency or be forced to reimburse the agency.
24. I can't attend all three days. Are the sessions being recorded?
- Practically all sessions are recorded and made available on-demand for participants to view at their leisure. However, live Q&A\Chats will not be recorded. Finalists may download most sessions for later viewing.
25. Can you offer any tips that would assist us with the Job Fair and seeking appointments?
- Yes. There are several tips posted to the PMF website, including in the “Virtual Job Fair Overview for Finalists”, found under the “Become a PMF\Find a Job\Job Fair” section on the PMF website at www.pmf.gov.
26. Can an agency use a Finalist to hire as a PMF in place of a currently advertised vacancy on USAJOBS?
- In theory, yes. However, this is up to the advertising agency. Contact the HR Specialist identified in the USAJOBS vacancy announcement or the designated Agency PMF Coordinator. Please note this is very rare since most agencies have already invested time and resources for posting to USAJOBS.
27. Who do we contact if we need technical assistance during the Job Fair?
- There are several ways to request technical assistance. For example:
 - Select the “Help” link found in the footer of the Virtual Job Fair screen.
 - Visit the PMF Program Office exhibit booth in the Exhibit Hall.
 - Chat with a PMF Program Office staff member in the Networking Lounge.
 - Send an email to pmf@opm.gov; which will be monitored throughout the Job Fair hours.
28. When updating our profile, should we use a photo or avatar? Is there a size limit?
- This is your choice. Selecting an avatar or uploading a photo is not required. The IT/System Requirements document (also found on the Job Fair webpage), includes graphic and size requirements for uploading photos and documents.
29. Are job postings and interviewing take place after the Job Fair?
- Yes. The PMF TAS is available all year and participating agencies can post an appointment opportunity at any time. Finalists are reminded to search for opportunities throughout their appointment eligibility period.
30. Is the Virtual Job Fair accessible 24 hours of each of the three days?
- Yes, with some degree. Exhibit booths and presentations will only be staffed and available at the advertised times on the agenda. However, Finalists can access the environment any time to update their profile, review documents, access resources, watch presentations on-demand, etc.
31. If I can't get an interview or a job offer during the Virtual Job Fair, what next?
- Finalists have 12 months to obtain an appointment. Participating agencies can post opportunities year-round. Traditionally the bulk of PMF appointments are a result of the Job Fair; however, agency needs and budgets are shifting. Finalists are encouraged to check the PMF TAS throughout the year and frequently.

32. Do most positions require a security clearance?
- No. All positions require a background investigation (e.g., finger print check, credit check). Those agencies that require a security clearance will inform you of such and make arrangements for the proper forms and procedures. Completing an investigation can take a few weeks to a few months.
33. Will sequestration impact the number of PMF appointments offered?
- This is unknown. Many agencies have budget constraints and hiring freezes. This may change later in the year or when the new fiscal year starts (October 1). Finalists should continue monitoring the PMF TAS for new appointment opportunities or staying in touch with Agency PMF Coordinators who may be aware of when such opportunities may become available.
34. I am a veteran. Do I need to resubmit my supporting documents for veterans' preference?
- No. Your supporting documentation is available to registered agency users in the PMF TAS. If your status changes, please contact the PMF Program Office to re-adjudicate your claim. Agencies know to contact us if there are any questions. In addition, Coordinators have access to various on-line reports and Finalists' records to verify adjudicated veterans' preference.
35. Can the Senate or House hire PMFs?
- The PMF Program is geared towards those eligible and participating Federal Agencies within the Executive Branch. The PMF Program allows some agencies in the Legislative Branch (e.g., Library of Congress, Congressional Research Service) to participate with a Memorandum of Agreement with the U.S. Office of Personnel Management. To identify what agencies are participating, see if there is a designated Agency PMF Coordinator listed on the PMF website.
36. Can you explain the program requirements if appointed as a Fellow?
- A wealth of information is available on the PMF website at www.pmf.gov. In addition, an in-depth presentation of the PMF Program requirements will be available on-demand during the Virtual Job Fair. This 30-minute presentation can be found in the Auditorium of the Virtual Job Fair.
37. If we accept a PMF appointment, are we guaranteed a position at the end of the fellowship?
- Not necessarily. All Fellows must complete the PMF Program requirements and any agency requirements, obtain certification of completing those requirements, and then possibly offered a term or permanent position. All Fellows must sign a Participant Agreement with the appointing agency. All said, a Fellow would most likely convert to a permanent position.
38. Do resumes need to be in specific format or file type?
- Finalists can use any resume format and any file type. The most common file types are MS Word (.doc) and Adobe (.pdf).
39. It seems not all participating agencies are posting appointment opportunities, is this true?
- In addition to new program regulations, the PMF Program Office launched a new Talent Acquisition System (TAS). All agencies are still adjusting to both and working to get organized and post opportunities. Finalists should check frequently for updates.
40. Will there be another Job Fair for Finalists to obtain appointments?
- This is the first year the PMF Program Office has conducted a Virtual Job Fair. Shortly after the May 1-3 Job Fair, we will solicit a survey from all participants. Based on those results, agency need, and available appointment opportunities, we may offer another Virtual Job Fair for all remaining participants.