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|  | **PMF TMS Alumni Engagement****Opportunity Template**  |

The following template is used to collect appropriate content to submit to the PMF Program Office for the purposes of posting an ***alumni engagement opportunity*** to the PMF TMS (Talent Management System); this template is posted under the [Agencies\Resources](https://www.pmf.gov/agencies/resources/) section on the PMF website at [www.pmf.gov](http://www.pmf.gov).

An alumni engagement opportunity is to solicit PMF alumni for assistance in advocating for the PMF Program in a variety of ways. Postings are accessible by PMF alumni logging into the PMF TMS to search for such opportunities. Only PMF Program Office staff can post alumni engagement opportunities within the PMF TMS.

Opportunity announcement numbers have a naming scheme of "PMF-ALUM-####"; where "PMF" stands for PMF Program, “ALUM” indicates that the opportunity is specifically for alumni, and "####" is a sequential number.

**OPPORTUNITY CHECKLIST:**

The following is a suggested checklist for the hosting organization and contact. This checklist is not all-inclusive.

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| **☑:** | **ACTION:** |
|  | Fill out the basics for the opportunity, including the description of the opportunity, duration, qualifications, closing date, how many volunteers are needed, and how to volunteer. |
|  | *Is there any travel required for this opportunity?* |
|  | *Are the qualifications and descriptions of the opportunity easy to understand, well written, exciting?* |
|  | *Could any of the volunteering be done remotely?* If so, please include in the description below. |

**INSTRUCTIONS:**

The host should follow the steps below. When completed, please submit to the PMF Program Office via email to pmf@opm.gov. The PMF Program Office, at its discretion, will review, make any edits, and post. Requests should be reviewed for accuracy and written in plain language. Items marked with a red asterisk (\*) are required in order to post the opportunity.

Once an alumni engagement opportunity is approved and submitted in the PMF TMS, the system will send a copy via email to the PMF Program Office staff user who entered the opportunity. The user can then forward a copy to the host. In addition, the PMF TMS will send an automated digest email to all PMF alumni alerting them of new opportunities the day after posting; but only to those PMF Alums who opted in to receive such automated emails.

**NOTE:** A sample alumni engagement opportunity posting (as it would appear to PMF alumni) can be found on the last page of this template. Posted alumni engagement opportunities are only accessible by current PMF alumni.

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| \*OPPORTUNITY TITLE (enter the title of the activity/event): |  |
| \*HOST/LOCATION (enter the name of the organization making the request and location, or “Virtual (Webinar)”): |  |
| WEBSITE ADDRESS (enter the website address to promote the activity/event or to RSVP, if any): |  |
| \* EVENT START DATE (mm/dd/yyyy): |  | \*EVENT END DATE (mm/dd/yyyy): |  |
| \* TIME (enter the time or range of time for the activity/event (e.g., 9am-5pm, 5 hours, etc.), include time zone): |  |
| \* TRAVEL REQUIRED (enter “Yes”, “No”, “Occasional”, or “Possible”): |  | \*NUMBER OF ALUMNI REQUESTED (enter number or “Many”): |  |
| Opening Date to Advertise Opportunity (mm/dd/yyyy): |  | Closing Date to Remove Opportunity (mm/dd/yyyy): |  |

The following fields will expand to fit text.

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| \*DESCRIPTION OF OPPORTUNITY: Use this space to describe the event and any travel requirements. |
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| \*QUALIFICATIONS REQUIRED: Use this space to describe the qualifications for the opportunity, while keeping in mind you are seeking volunteers. For example, what knowledge, skills, or abilities are you seeking? Also, is there a particular PMF/PMI class year or GS level you are looking for? You should be as specific as possible. |
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| \*HOW TO VOLUNTEER INSTRUCTIONS: Use this space to describe the How to Volunteer instructions (e.g., who the PMF alum contacts, any disclaimer issues, any compensation, information or a link to RSVP, do you require a current resume, where and how the alum expresses an interest, etc.).  |
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Identify the host point of contact below; this should be the contact identified for any questions and submissions.

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| \*POINT OF CONTACT: First and last name. |  |
| \*CONTACT’S EMAIL ADDRESS: Enter email address. |  |
| CONTACT’S PHONE NUMBER (###-###-####): |  |

This concludes the steps needed to submit an alumni engagement opportunity for posting. Upon approving and submitting the opportunity, the PMF TMS will send a copy to the PMF Program Office staff user, who can then forward a copy to the host for their information or reference.

A sample alumni engagement opportunity posting appears on the next page.

***SAMPLE* ALUMNI ENGAGEMENT OPPORTUNITY (AS IT APPEARS TO PMF ALUMNI):**

When a PMF alumni logs into the PMF TMS to search for engagement opportunities and clicks on the announcement number, a screen appears showing the opportunity in the following format.

**Alumni Engagement Opportunity**

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| **Announcement Number** | PMF-ALUM-#### | **Type of Opportunity** | Alumni Engagement Opportunity |
| **Opportunity Title** | [title] | **Host\Location** | [host\location] |
| **Date(s) of Event** | [mm/dd/yyyy – mm/dd/yyyy] | **Website** | [url] |
| **Time(s) of Event** | [#:##-#:##am\pm (ET)] | **Number of Alumni Requested** | [#] |
| **Opening Date of Announcement** | [date of posting] | **Closing Date of Announcement** | [date announcement closes] |
| **Contact** | Name: [first/last name]Phone: [###-###-####]Email: [address] | **Travel Required** | [based on announcement] |

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| **Description of Opportunity** |
| Use this space to describe the event and any travel requirements. |
| **Qualifications Required** |
| Use this space to describe the qualifications for the opportunity, while keeping in mind you are seeking volunteers.  |
| **How to Volunteer Instructions** |
| Use this space to describe the How to Volunteer instructions (e.g., who the PMF alum contacts, any disclaimer issues, any compensation, information or a link to RSVP, do you require a current resume, where and how the alum expresses an interest, etc.).  |

**NOTE:** Contact the Contact identified above for any questions. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.