



*A New Day for the Civil Service*

# Presidential Management Fellows (PMF) Program

Academia Stakeholder Meeting

OPM Campbell Auditorium

August 31, 2010



# Agenda

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- Welcome
- Student Programs
- Overview
- Eligibility
  - Application Process
  - Nomination Process
  - Assessment Process
  - Placement Process
- Career Fields
- Attorney Positions
- Key Dates
- Resources
- PMFCampus Listserv
- Academic Panel
- Questions and Dialogue



# Welcome

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## Student Programs

- Chief, Juanita Wheeler

## The PMF Program Office Team

- Eric Brown, PMF Program Manager
- Rob Timmins, Senior Program Analyst
- Deidre Sexton, Program Analyst
- Elda Muco, Research Psychologist
- Todd Hewell, Business Operations Manager
- Andrew Grebe, Program Analyst

Email: [pmf@opm.gov](mailto:pmf@opm.gov)

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Phone: (202) 606-1040

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# Student Programs

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## The Student Programs Staff

- Julie Saad, Program Analyst
- Rachel Dorman, Program Analyst
- Cassandra Castro, Student Trainee

Website: [www.usajobs.gov/studentjobs](http://www.usajobs.gov/studentjobs)

Phone: (202) 606-1040

Fax: (202) 606-3040



# Student Programs

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- OPM created a new office focused on student programs in January 2010
- Provides information/policy guidance on government-wide student pathways
- Promotes innovative and coordinated approaches to recruiting and hiring students into the Federal Government
- Manages the Presidential Management Fellows (PMF) Program



# Overview

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## The PMF Program

- Premier program for leadership development in the Federal civil service
- Two-year Federal Government fellowships
- Graduate students from all accredited academic disciplines
- A cornerstone of the Federal Government's succession planning efforts
- Open to all branches of the Federal Government



# Overview

## Historical Background

- Created by Executive Order 12008 in 1977
- Opened the Program to non-public policy students by Executive Order 12364 in 1982
- Executive Order 13318 revamped Program by
  - Name change to “Presidential Management Fellows”
  - Authorized appointments at higher grades (GS-9 to 12)
  - Eliminated annual hiring cap
  - Enhanced training and development requirements
  - Enhanced program’s prestige and ability to attract top talent



# Overview

## Features

- Two-year, paid full-time position
- Appointed at the GS-9, 11, or 12 (or equivalent), based on qualifications and agency need
  - Salary: \$51,630 - \$97,333 (based on 2010 Salary Table for the Washington, DC, area)
- Agency flexibility for accelerated promotions with potential to the GS-13, during fellowship
- Typical career path with limited prior experience
  - Appointment - GS-9, step 1 (or equivalent)
  - 1-year Anniversary - eligible for GS-11, step 1
  - Program Completion - eligible for GS-12, step 1



# Overview

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- Individual Development Plans
- 80 hours *formal classroom* training per year (required)
- Rotational Opportunities
- Non-competitive appointment to a full-time, permanent position upon successful completion of the Program
- PMF network and support



# Overview

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- Program changes
  - New Assessment Process
  - Demographic Information on Applicants
  - Potential Regulatory Changes Next Year
  - New PMF Website ([www.pmf.gov](http://www.pmf.gov))
    - Estimate launch on September 15, 2010

# Top Half of New PMF Website

An Official Web Site of the United States Government Friday, August 27, 2010

 **PMF**  
Presidential Management Fellows Search.. 

[About PMF](#) [Applicants](#) [Finalists](#) [Fellows](#) [Agencies](#) [Academia](#) [News & Events](#)

[Fellows](#) [Finalists](#) **[Applicants](#)**

**LEARN**  
Are you eligible? Learn about the PMF Program and check eligibility.  
[Eligibility](#)

**APPLY**  
How to apply? Find out how by selecting the link below!  
[How to Apply](#)

**PREPARE**  
Prepare for the assessment. A **study guide** is available.  
[Next Steps](#)

# Bottom Half of New PMF Website

## NEWS & EVENTS

- **July 21, 2010**  
Lorem et in lectus, aliquam! Dolor lerisque, ultrices montes.  
[More](#)
- **July 21, 2010**  
Lorem et in lectus, aliquam! Dolor lerisque, ultrices montes.  
[More](#)
- **July 21, 2010**  
Lorem et in lectus, aliquam! Dolor lerisque, ultrices montes.  
[More](#)

## SUCCESS STORIES



Lorem ipsum option legimus forensibu qui in takimata volutpat, alienum rationibus vim at. Vitae regione insolens at mei, nam ei quidam sadipscing. Eam cu legimus omittantur, Lorem ipsum option legimus forensibu qui.... [More](#)

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# Eligibility

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Graduate students from all academic disciplines who expect to complete an advanced degree (master's, law, or doctoral-level degree) from a qualifying\* college or university during the 2010-2011 academic year are eligible to apply.

September 1, 2010 – August 31, 2011

\*Generally, the institution must be accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education or must have acquired “pre-accreditation” or “candidate for accreditation status” recognized by the Secretary of the U.S. Department of Education.



# Application Process

- Graduate students submit online application via USAJOBS – “Applicant”
- Nominating Officials nominate applicants based on competitive nomination process – “Nominee”
- OPM invites Nominees to an online, un-proctored assessment – based on score, selected Nominees become “Semi-Finalists”
- Semi-Finalists are invited to an in-person assessment center (similar to previous assessment process) – based on score, selected Semi-Finalists become “Finalists”
- Finalists secure positions with a Federal Agency – upon appointment, status changes to “Fellow”



# Application Process

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- PMF Class of 2011 Application open period:  
Friday, October 1 – Friday, October 15, 2010
- Apply online at [www.USAJOBS.gov](http://www.USAJOBS.gov) or via a link from the PMF Website
- Applicants complete online application:
  - Link USAJOBS resume
  - Complete Qualifications Questionnaire
  - Submit supporting documentation for any claims to Indian/Veterans' Preference
  - Submit a nomination form to their Nomination Official
    - Applicants should confirm the school's process and deadlines for nomination into the PMF Program



# Application Process

Students are asked the following in the Qualification Questionnaire:

- Personal Contact Information
- Assessment Location and Special Accommodations
- Indian and Veterans' Preference Eligibility
- Geographic Employment Preference
- Citizenship
- Languages (up to 3)
- Graduate School Information
- Graduate/Undergraduate Degrees (up to 2 each)
- Date of Meeting Graduate Degree Requirements
- Key Skills/Competencies
- How Did Student Hear About the PMF Program



# Nomination Process

- Students confirm the school's competitive nomination process and deadlines
- The Nomination Official may consist of the graduate school's Dean, Chairperson, or Academic Program Director
- Nomination Officials ensure applicants meet the Program's eligibility and nomination criteria
- School's competitive process must cover applicants'
  - Breadth and quality of accomplishments
  - Capacity for leadership
  - Commitment to excellence in leading and managing public policies and programs
- Students who are eligible for veterans' preference and qualify for school's competitive nomination process must be nominated



# Nomination Process

- Submission of nominations must be done via fax and only one submission at a time (schools should keep copies of fax transmittals for verification)
  - Schools are unable to verify fax submissions
  - Applicants can check the status after a few business days via their Application Manager account
- The deadline for submitting nominations is 11:59:59 p.m. (Eastern Time), Sunday, **October 31, 2010**
- Nomination Officials sign and fax the PMF Nomination Form **only** for students the school wishes to nominate
- Academia guidance, nomination information, and school marketing flyers can be found on the PMF website



# Bottom Half of OPM Form 1300, PMF Nomination Form (2010-Version)

Graduate Degree: \_\_\_\_\_

Claiming Veterans' Preference (Yes/No): \_\_\_\_\_

You certify that you have found the above applicant qualified to request your school's nomination into the PMF Program, that you have the authority to approve this nomination, and that your school has conducted a competitive screening process to evaluate your graduating applicants interested in the PMF Program. Your school's nomination process takes into consideration that your students must demonstrate the following: breadth and quality of accomplishments, capacity for leadership, and a commitment to excellence in the leadership and management of public policies and programs. You further certify that as a Dean, Chairperson, or Academic Program Director for the school, that you have the authority to approve this nomination into the PMF Program for the Class of 2010. You understand that you must fax this signed form to 478-757-3144 by 11:59:59 p.m. (EST), Saturday, October 31, 2009, for your student to be considered qualified and nominated. You are only required to sign and fax this form if you ARE nominating this student. If you decide NOT to nominate, do not sign or fax this form. Once nomination decisions are submitted, they become final and cannot be changed. Please fax only ONE form per fax transmission.

NOMINATION OFFICIAL'S FIRST AND LAST NAME:                      EMAIL ADDRESS:

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NOMINATION OFFICIAL'S SIGNATURE (please sign in black ink):                      DATE (mm/dd/yyyy):

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**FAX YOUR SIGNED NOMINATION TO 478-757-3144**

36261



**NO COVER SHEET NEEDED; FAX THIS PAGE ONLY IF NOMINATING  
PLEASE FAX ONLY ONE FORM PER FAX TRANSMISSION**



# Assessment Process: Un-Proctored Online

- Nominees notified to take an online, un-proctored assessment
- Un-proctored online assessment includes:
  - Situational Judgment Test
    - Requires applicants to indicate how they would respond in a given situation
  - Life Experience
    - Requires applicants to respond to questions regarding their training, experience, education, and life history
  - Writing Sample
    - Requires applicants to write an essay in response to a prompt or target topic
- OPM selects Semi-Finalists based on un-proctored assessment results



# Assessment Process: Assessment Centers

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- Semi-Finalists will participate in a day long assessment consisting of:
  - individual presentations
  - group activities
  - proctored writing exercise
- Only four locations will host the Semi-Finalists assessment centers:
  - Atlanta, GA
  - Chicago, IL
  - San Francisco, CA
  - Washington, DC
- Finalists selected based on assessment center scores



# Assessment Process

- Nominees/Semi-Finalists are evaluated on the following critical competencies:
  - Adaptability
  - Integrity
  - Interpersonal Skills
  - Motivation to Serve
  - Oral/Written Communication
  - Problem Solving
- OPM will select finalists based on an OPM evaluation of each candidate's experience and accomplishments based on his/her results of a rigorous structured assessment process



# Placement Process

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- Agencies notified shortly after finalists are selected
- Finalists invited to attend PMF Job Fair in the spring
- Finalists can search for agency positions online via the PMF Projected Positions System (PPS)
- Finalists have 12 months from the date they are selected as finalists to be appointed to agency positions as Fellows
- Employment policies and incentives determined by individual agencies
- Finalists may request a deferral for specific reasons
  - Military Service
  - Illness/emergency preventing their participation
  - Illness/emergency of an immediate family member preventing their participation



# Career Fields

Program is open to all disciplines. For 2011, agencies requested

- Accounting/Finance/MB A
- Information Technology
- Engineering
- International Affairs/Policy
- Health/Medical Science
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Law



# Attorney Positions

## **A note about attorney positions**

- Extremely limited in the PMF Program
- Attorney positions not offered in the competitive service
- The PMF Program is not designed to give training and experience to compete for an attorney position
- Positions that may be considered for a PMF appointment
  - Paralegal Specialist
  - Hearings and Appeals Specialist
  - Contract Specialist
  - Labor Relations Specialist
  - Estate Tax Examiner
  - Others



# Key Dates

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- October 1, 2010 – Application available online
- October 15, 2010 – Deadline for application submission
- October 31, 2010 – Deadline for nomination submission
- November 2010 – Eligible Nominees invited to first part of assessment process
- December 2010 – Semi-Finalists chosen and invited to second part of assessment process
- January/February 2011 – Second part of assessment process and Finalists selected
- Spring 2011 – Job Fair

Dates are subject to change



# Resources

- Program eligibility, how to apply instructions, and information for academia

<http://www.pmf.gov>

- Federal Benefits

[http://www.opm.gov/Insure/health/enrollment/new\\_employees.asp](http://www.opm.gov/Insure/health/enrollment/new_employees.asp)

- Presidential Management Alumni Group

<http://www.pmag.org>

- Student Programs

[www.usajobs.gov/studentjobs](http://www.usajobs.gov/studentjobs)



# PMF Campus Listserve

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Join our PMFCampus Listserv and, as a PMF Program partner, receive important program updates through this periodic newsletter

- Email [listserv@listserv.opm.gov](mailto:listserv@listserv.opm.gov) using plain text formatting (without signature or attachments)
- In the body of the email enter:
  - SUBSCRIBE PMFCampus
  - School Name
  - Full Name
  - Title
- You will receive confirmation as a subscriber



# PMF Program

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## Academic Panel

# Questions and Dialogue