

April 28, 2014

Overview

The U.S. Office of Personnel Management (OPM), PMF Program Office will host an In-Person and On-Line Job Fair for the Class of 2014 Finalists. All 2014 Finalists will be validated before gaining admission to either event.

In-Person Job Fair:

The In-Person Job Fair will take place at the U.S. Department of State's Annex 44 (which is where the 2014 In-Person Assessments took place) at 301 4th St, SW, Washington, DC 20547, on Monday, April 28, 2014, from 9:00am to 4:00pm (ET).

The closest Metro Stations are Federal Center SW and L'Enfant Plaza.

Upon entering the State facility, you will be greeted by PMF Program Office staff. They will direct you to check in at Security by showing your government-issued ID.. Finalists will be issued a color-coded name badge to identify them as 2014 Finalists. Participating agency representatives will be issued a green exhibitor ribbon. And event staff will be wearing a red badge.

Before the In-Person Job Fair event, the PMF Program Office will be sponsoring a pre-Job Fair webinar for all Finalists on Tuesday, April 22, 2014. Exact details will be sent to all Finalists beforehand.

A list of participating Federal agencies will be posted to the Job Fair webpage; please check frequently for any updates. In addition to the list of agencies and this overview, a separate list of FAQs (Frequently Asked Questions) will also be posted to the Job Fair webpage.

Designated space will be provided for Finalists who need to store personal belongings (e.g., coats, luggage).

Finalists attending in-person must bring photo ID. We also recommend bringing several copies of resumes.

Beverages/Snacks: Attendees are welcome to bring beverages/snacks. There are several eateries around the State facility, many of which offer free Wi-Fi.

On-Line Job Fair:

The PMF Program Office is planning to offer an On-Line (Virtual) Job Fair in May 2014. As soon as details become available, the "Virtual Job Fair" webpage will be updated and an email sent to all Finalists.

Resources:

For more information, please visit the "Job Fair" webpages, found under the "Become a PMF\Find a Job" section on the PMF website at www.pmf.gov. There you will find:

1. Job Fair FAQs (Frequently Asked Questions)
2. List of Participating Federal Agencies and respective Agency PMF Coordinator
3. A link on how to access the current List of Agency PMF Coordinators

Inclement Weather/Emergencies:

If the U.S. Office of Personnel Management (OPM) announces the closure of Federal offices in the Washington, DC, metro area, on the date of the In-Person Job Fair, the event will be cancelled and additional information posted to the PMF website, along with an email sent to all participants. If there is a 2-hour delayed opening, the In-Person Job Fair will continue as scheduled; although, some participating agencies may arrive late.

Please visit the following site to check the Washington, DC, metro area Operating Status:
<http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>.

Appointment Deadline:

The appointment deadline for all 2014 Finalists is Friday, April 10, 2015. If an agency makes a PMF appointment offer to a 2014 Finalist, the Finalist accepts, the agency initiates the onboarding process (e.g., starts the background investigation), and the agency cannot bring the Finalist onboard by the April 10th deadline, the agency may request a formal extension.

Such requests must (1) be submitted by the hiring agency's designated Agency PMF Coordinator, (2) identify the Finalist and the status of the appointment, and (3) be received by the PMF Program Office by April 11, 2015. If approved, the Finalist and appointing agency will be granted a 90-day onboarding extension. The extension will apply only for that Finalist and agency. If the appointment offer is rescinded for any reason, the Finalist will lose appointment eligibility.

To expedite the process, Finalists should be prepared to accept appointment offers as soon as possible, and agencies should record acceptance of an appointment within the PMF TAS as soon as a Finalists officially accepts an offer.

Once an appointment offer is recorded in the PMF TAS, the Finalists' status will change on the PMF website to appear as "Appointed". When viewing the list of Finalists on the PMF website, click on the "Sort by Agency" tab to see what agency/sub-agency the Finalist has been appointed under. If there is a mistake, notify the PMF Program Office immediately.