

Overview

The U.S. Office of Personnel Management (OPM), PMF Program Office is sponsoring an In-Person Job Fair for the Class of 2015 Finalists. This overview is intended to give general information for all participants and is subject to change.

NOTE: Supplemental documents (e.g., agenda, floor plan, and list of participating Federal agencies) will be posted before the Job Fair. Copies of these documents will be provided at check-in during the Job Fair.

In-Person Job Fair:

The In-Person Job Fair will take place at the National Institutes of Health's Natcher Conference Center in Bethesda, MD (<http://www.nih.gov/about/visitor/>), Thursday-Friday, August 13-14, 2015. An agenda will be posted to the PMF website, once available, and at check-in at the Job Fair.

Participants should enter the campus at the NIH Visitor Gateway Center (<http://www.nih.gov/about/visitorsecurity.htm>), outside of the Bethesda Metro Station (Red Line).

A map of the facility can be found on the Job Fair webpages and will be provided at check-in.

Upon entering the facility, you will need to clear through security where you will be directed to the Natcher Conference Center. Finalists will be issued a color-coded name badge to identify them as 2015 Finalists at check-in in the Center. Participating agency representatives will be issued a green exhibitor ribbon. And event staff will also be wearing a color-coded badge.

Agencies and Finalists will be sent a separate link to register for their participation.

Agenda:

An agenda will be posted to the PMF website and distributed at check-in. Day 1 consists of set-up, welcoming remarks, a panel discussion, and agency presentations. Day 2 will be the Job Fair where participating agencies will have exhibit tables and interview tables.

A list of participating Federal agencies, along with their assigned exhibit and interview tables, will be posted to the Job Fair webpage prior to the event and available at check-in.

Free designated space will be provided for Finalists who need to store personal belongings (e.g., coats, luggage) at their risk.

The facility also provides a cafeteria and is accessible for people with disabilities.

Here are some tips and suggestions for success at the Job Fair:

- Bring government-issued identification (for security and check-in)
- Bring copies of your most up to date resume

- Contact Agency PMF Coordinators regarding positions of interest found on the PMF TAS prior to the Job Fair and ask about scheduling interviews

Resources:

For more information, please visit the Job Fair webpages on the PMF website at www.pmf.gov. For Finalists, go to the “Become a PMF\Find a Job” section. For agencies, go to the “Agencies\Find Candidates\Job Fairs” section. There you will find:

1. Agenda (posted prior to the Job Fair)
2. A copy of this Overview
3. Floor Plans
4. Job Fair FAQs (Frequently Asked Questions)
5. List of Participating Federal Agencies (once assignments are made)
6. A link on how to access the current List of Agency PMF Coordinators

Appointment Deadline:

The appointment deadline for all 2015 Finalists is Saturday, March 26, 2016. If an agency makes a PMF appointment offer to a 2015 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 appointment deadline, the agency may request an appointment eligibility extension.

Such requests must be submitted by the hiring agency’s designated Agency PMF Coordinator and identify the Finalist and the status of the appointment. If approved, the Finalist and appointing agency will be granted a 90-day onboarding extension. Typically an appointment will reflect a start date of “12/31/201x” to serve as a visual reference of a pending start date. The extension will apply only for that Finalist and agency. If the appointment offer is rescinded for any reason or the Finalist has declined after the original appointment deadline, then 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 Finalist formally 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.

Please remember to check back for any updates.