

### Revision History

Revision Date	Revision Summary
09-03-2015, 1:30pm (Eastern Time)	<ul style="list-style-type: none"> <li>Initial release</li> </ul>
09-25-2015, 10:00am (Eastern Time)	<ul style="list-style-type: none"> <li>Updates to reasonable accommodations, tips, in-person assessment rules, system requirements, medical emergencies, and enlarged screen shots for Event Scheduler.</li> </ul>

### Introduction

Thank you for applying to the Presidential Management Fellows (PMF) Program. This *Assessment Preparation Guide* (“Guide”) will help you prepare for the rigorous assessment process used by the U.S. Office of Personnel Management (OPM) to select a diverse PMF candidate pool. This Guide is specific to the 2016 PMF Program assessment process and will familiarize you with its key features so that you know what to expect and are prepared to do your best. In addition, this Guide is the official PMF Program Office instructions regarding the assessment process; you should ignore any third-party guidance or what you may be told from former applicants, Fellows, etc., as these instructions and procedures may have changed.

You are highly encouraged to thoroughly review this Guide and refer to it as you complete the assessment process. **This Guide is subject to change and any updates will be posted to the “Become a PMF Assessment Process” section on the PMF website at [www.pmf.gov](http://www.pmf.gov).** Additional information about eligibility, how to apply, and the assessment process can be found under the “Become a PMF” section on the PMF website at [www.pmf.gov](http://www.pmf.gov) and within the application announcement. Many frequently asked questions about the assessment process can be answered by reviewing this Guide.

The PMF Program will continue offering two tracks: the traditional PMF track and the Science, Technology, Engineering, and Math (STEM) pilot track. This Guide includes the specific aspects of the assessment process for both tracks, the criteria used to evaluate candidates, basic assessment center strategies, a description of each assessment component, as well as scheduling tips. New and returning applicants are recommended to review the application announcement and the program requirements in their entirety when deciding which track to apply to. Additional information on the PMF STEM pilot track can be found under “The Opportunity\PMF STEM” section on the PMF website at [www.pmf.gov](http://www.pmf.gov). Throughout this Guide the STEM pilot will be referred to as the PMF STEM track. *Only selected Finalists who applied to the PMF STEM track are eligible for hire by Federal agencies into designated PMF STEM track positions. And, only PMF traditional track Finalists are eligible for non-STEM positions.*

There are two phases to the assessment process:

- Phase One, is an On-Line Assessment that all applicants must complete during the application process.
- Phase Two, is a half-day, In-Person Assessment for Semi-Finalists selected from the total applicant pool.

Once a Finalist is hired by a Federal agency, he/she officially becomes a Presidential Management Fellow (PMF; Fellow).

**NOTE:** Current PMF Class of 2015 Finalists who choose to reapply to the PMF Program for the Class of 2016, if you initiate an application and the On-Line Assessment, you will forfeit your standing as a current Finalist (5 CFR 362.403).

## Key Features of Phase One:

The On-Line Assessment includes three components:

1. A video-based situational judgment assessment;
2. A questionnaire designed to assess specific work styles and work-related characteristics required for success and fit in the PMF Program; and,
3. Essay questions that are collected during the application process, but factored into the In-Person Assessment.

The On-Line Assessment is administered in an un-proctored environment and is *not* timed during the application open period. The On-Line Assessment provides a screening process on job-related criteria and allows the PMF Program Office to identify Semi-Finalists to participate in the proctored In-Person Assessment.

## Key Features of Phase Two:

The In-Person Assessment is a half-day immersion experience that puts Semi-Finalists through a series of group and individual exercises designed to simulate “the day in the life” of a PMF. The In-Person Assessment includes three exercises:

1. Group exercise,
2. Behavioral interview, and
3. Written exercise. (completed on a computer)

Semi-Finalists will be timed, observed, and/or evaluated by a panel of assessors in each exercise.

Both phases of the assessment process are designed to uncover evidence of the following competencies that are critical to success on the job across all PMF occupations:

1. **Adaptability** - Learns quickly and readily adapts to changing circumstances and unexpected events; manages self effectively under pressure; aware of strengths and development needs; and, proactive in learning and self-development.
2. **Personal Accountability** - Behaves in an honest, fair, and ethical manner; holds self-accountable for high quality, timely, and cost effective results; and, takes responsibility and learns from mistakes.
3. **Public Service Motivation** - Demonstrates initiative, commitment, and effort in working to serve the public; perseveres in the face of challenges and measures success by accomplishments, not status; and, demonstrates humility and respect for co-workers.
4. **Problem Solving** - Identifies problems; determines accuracy and relevance of information; and, uses sound judgment to generate and evaluate alternatives, and to make recommendations.
5. **Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; and, is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.
6. **Oral Communication** - Communicates information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; and, listens to others, attends to nonverbal cues and responds appropriately.
7. **Written Communication** - Recognizes or uses correct English grammar, punctuation, and spelling; expresses information (for example, facts, ideas, or messages) in a succinct and organized manner;

and, produces written information, which may include technical material that is appropriate for the intended audience.

The PMF Program is deeply committed to building a fellowship that reflects a diverse population. The next section of the Guide will walk applicants through the process in which to request reasonable accommodation(s).

### **Certification and Acknowledgement:**

During the On-Line Assessment, applicants will be prompted to certify they completed their entire application (including the On-Line Assessment and Essays) independently and without any assistance. Those applicants selected as Semi-Finalists will also sign-in during their In-Person Assessment to acknowledge they did not receive any outside help, not discuss any of the exercises, and return any materials received during the exercises. Applicants risk being fined or imprisoned, disqualified from further consideration, fired from Federal employment, and/or debarred from Federal employment.

### **Reasonable Accommodations**

Reasonable accommodations are provided to applicants with disabilities where appropriate, as qualified under the Americans with Disabilities Act of 1990, as amended, or the Rehabilitation Act of 1973, as amended.

Applicants with disabilities may request reasonable accommodations for either phase of the assessment process when applying to the PMF Program. The PMF Program Office will review each request during the application process and contact you directly to adjudicate your request. Remember that the On-Line Assessment is un-proctored and not timed during the application period, so requests for additional time are not necessary. During the application process, applicants are prompted on whether or not a reasonable accommodation is needed. If the applicant makes a request for the On-Line Assessment, he/she is instructed to not participate in the On-Line Assessment **until** the PMF Program Office can adjudicate their request; however, the applicant may continue with the rest of their application as long as he/she does not submit their final application until completing the On-Line Assessment. If an applicant makes such a request, the application system will prompt him/her to write a brief description of the accommodation needed and upload supporting documentation. Review the steps below for submitting supporting documentation.

### **Do You Need a Reasonable Accommodation for the On-Line Assessment?**

The following accommodations are already incorporated into the On-Line Assessment:

- **Time adjustments:** The assessments are untimed and can be completed at your own pace, during the application period.
- **Modified computer equipment:** The On-Line Assessments are un-proctored, meaning you do not need to take them at a certain location. You can complete the On-Line Assessment using your personal computer, taking advantage of your own assistive technology.
- **Sign language interpreter:** The videos shown during the On-Line Assessment are closed-captioned.
- **Reader:** All assessment questions can be “read aloud” following the instructions provided and using your computer speakers.
- **Magnification or low-vision aids:** The On-Line Assessment is completed using your personal computer, allowing you to take advantage of your own assistive technology for this purpose.

### **How to Request a Reasonable Accommodation for the Assessment Process**

If after reviewing the information above you would like to request a reasonable accommodation for either phase of the assessment process, please follow the steps below:

**STEP 1:** Under the “Reasonable Accommodation” section of the application, indicate the component of the assessment process you wish to request an accommodation (on-line, in-person, or both) and describe the specific assessment accommodation that you are requesting.

- Keep in mind that if you indicate a need for a reasonable accommodation to participate in the on-line assessment, you cannot take the assessment until we adjudicate your request. If you begin the assessment before we provide a decision, your request will be void and you will be scored based on your performance without an accommodation.
- If you request an accommodation for the in-person assessment, we will provide you additional information if you are selected as a Semi-Finalist.

**STEP 2:** Under the “Documents” section of the application, submit any supporting documentation for each assessment accommodation that you are requesting.

- Supporting documentation must be from a qualified professional (e.g., medical doctor, rehabilitation counselor) concerning your claimed disability and functional limitations in relation to your performance during the assessment process (i.e., the specific tasks or functions affected by the disability). **Your failure to provide supporting documentation may result in a delay or the inability to adjudicate your request.**

The In-Person Assessment facility is handicap-accessible. However, if you have specific needs, please identify such under the reasonable accommodations section during the application process.

**NOTE:** You must request the reasonable accommodation for the on-line and/or in-person assessment and provide supporting documentation before the closing date of the announcement.



**PROCESS:** The PMF Program Office determines assessment accommodations on a case-by-case basis based on claimed disability and documentation provided. During the adjudication process, we will contact you via the email you provided in the application to communicate the final decision, next steps, or request additional information or documentation.

## Phase One: On-Line Assessment

The On-Line Assessment consists of three parts: Situational Judgment Test, Questionnaire, and Essay Questions. Each component is administered in an un-proctored environment and is *not* timed. However, the On-Line Assessment must be completed prior to the announcement closing date.

### Part I: Situational Judgment Assessment

In this section, you will watch a series of videos that reflect situations found in a typical office environment that illustrate interpersonal scenarios PMFs could encounter on the job. For each scenario, you will be asked to choose **the most effective** course of action *and* **the least effective** course of action out of four possible courses of action for that particular scenario. You should choose a particular course of action based on the experiences you may have had in your current or previous jobs, in school, or in social, athletic, or volunteer organizations. You should choose the course of action you consider the best for a particular scenario **AFTER** watching the video and reading through the four courses of action.

*We highly recommend you start and finish this portion of the On-Line Assessment in one sitting.* However, once you start this portion you may pause during this portion and return later to complete. Once you complete this portion, before moving to the next, you will **not** be able to edit your previous responses.



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**TIP:** For each scenario, select the course of action you consider the best, not the course of action you think others might select, or the course of action you think is expected of you.

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**PROCESS:** The videos can be viewed in closed captioning by clicking on the QUOTE icon for **each** video located below the screen.

## Part II: Questionnaire

The questionnaire is designed to assess the competencies required for success in professional, managerial, and leadership roles. It is based upon extensive research exploring the skills required to be successful in today's economy and business climate, and so is uniquely well suited for PMF candidates. In this section of the on-line assessment, you will be presented with short behavioral statements that ask about your interests and work preferences. You will be asked to rate each behavioral statement on a five-point scale ranging from *Strongly Disagree* to *Strongly Agree*. Read each statement carefully, decide which of the five possible responses most accurately describes you, and then click on that response.

## Part III: Essay Questions

During the essay portion of the application process, you will be asked to complete essays about your accomplishments and experiences. You **must** answer all essay questions in order for an application to be considered complete. Each essay response must be a minimum of **2,000** characters. The essay questions will be factored into the in-person assessment process.

The essays are not timed; however, you must complete your application, the On-Line Assessment, and the essays **prior to** the closing of the announcement, on your own, without any assistance.

You may use a word processor to draft your responses and then cut-and-paste them into the text boxes provided. When doing so, please review your essays for formatting and spacing. Avoid using special characters, font attributes, etc.; if you cut-and-paste, be sure to double-check your essay for formatting. You **CANNOT** answer one essay and later come back to answer the remaining two. After entering your essays, be sure to click "Next" during the application to save your essays. Essays must be a minimum of 2,000 characters and no more than 3,000 characters each (including punctuation and spaces); **DO NOT** go over the maximum number of characters.



**PROCESS:** All essays **must be** entered in one session; however, you may make edits to your essays up to the closing of the announcement.

A few notes to keep in mind during the on-line assessment process:

- When reading the questions on the assessments, you may wonder how they are related to your potential as a PMF. We know from extensive research that these characteristics are essential to success in the PMF Program, which is why they are measured during the selection process.
- Do not get hung up on one or two questions – it is not the individual items that are important, it is the whole person represented by measured characteristics that the assessment evaluates.
- When reading the questions on the assessments, you may not be able to tell what characteristics they are measuring, which is by design to discourage applicants from guessing what the desired response is versus answering according to their personal characteristics; this ensures a person cannot “fake good” on the assessment. Also, some of the questions may be related to multiple characteristics.
  - “Fake good” means that you should not respond in such a way as to try to “fake” the system, but rather respond in the way you would actually respond to the situation presented.
- It is important that you are candid and honest in your responses to all assessment questions. Attempts to distort your answers or try to make a positive impression by answering in what you think is the “best” way are likely to lead to invalid or inconsistent responses.
- It is best to complete the entire on-line assessment in one sitting.
- A large percentage of applicants tend to wait until the closing deadline to complete their application and On-Line Assessment. Thus, applicants are highly encouraged to apply early.



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**TIP:** *Allow yourself plenty of time. Do not wait until the last few hours to take the On-Line Assessment as it will take between 1 and 2 hours to complete in addition to any time needed to complete the rest of your application and essays.*

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### General Assessment-Taking Tips

1. Get a good night's sleep before you participate in any portion of the assessment process.
2. Eat a light, nutritious meal to increase your energy level.
3. Read all instructions carefully before beginning.
4. Review the system requirements below **before** you begin the assessment.
5. For each question, read the entire question and all response options carefully before choosing an answer.
6. Ensure you can access the Internet from a distraction-free environment.
7. Turn on the speakers on your computer or use headphones before you begin the assessment.
8. Try to complete the assessment in one sitting.
9. The assessment requires thoughtful consideration, and it is important for you to complete it during a time in which you can give it your full attention and effort.
10. Be prepared for varying room temperatures. You may wish to dress in layers to adjust to fluctuations in temperature or other environmental issues that the assessment center staff cannot control.

### System Requirements for the On-Line Assessment

Please check your computer for the following requirements **BEFORE** you begin the On-Line Assessment. These settings may be different than the system requirements needed to complete your application. System and browser requirements for the application process can be found under the "Become a PMF\Application Process" section on the PMF website at [www.pmf.gov](http://www.pmf.gov).

Make sure you have the latest version of [Adobe Flash Player](#) installed on your computer and avoid using devices that are not compatible with Flash.

#### Operating System

We highly recommend that you complete the assessment on one of the following minimum **Windows-based** operating systems:

- ✓ Windows XP Service Pack 2 (SP2)
- ✓ Windows XP Service Pack 3 (SP3)
- ✓ Windows Server 2003 Service Pack 2 (SP2)
- ✓ Windows Server 2003 R2
- ✓ Windows Vista
- ✓ Windows 7
- ✓ Windows Server 2008

The assessment is **not** supported on the following Windows-based operating systems:

- ✓ Any version prior to Windows XP Service Pack 2 (released in August 2004)
- ✓ Windows 2003 (prior to Service Pack 2 or R2) (released in March 2007)

The on-line assessment is **not** supported on any mobile devices, such as hand-held devices (e.g., devices with touch screen input), smart phones, and tablets.

The on-line assessment can be completed on a **dual boot Mac machine**, if the assessment is completed in a Windows environment (virtual machine) using **Internet Explorer version 7 (or higher)**. If you attempt to complete the assessment on any other browser, including **Internet Explorer version 6 (or lower), AOL, or Firefox**, you may experience technical difficulties. To check which version you are using, click the **Help** button on your Internet Explorer menu bar and select **About Internet Explorer**.

The supported browsers for the assessment includes: Internet Explorer 8, 9, 10, and 11 (not in compatibility mode); Firefox (current version, must use auto-update); Chrome (current version, must use auto-update); and, Safari for the Mac 7.0+.

### Monitor Size/Screen Resolution

The assessment is best viewed on a **17”** monitor with a screen resolution of **1024 x 768 pixels or higher**. To check your screen resolution, right click anywhere on your desktop, click on **Properties**, and select the **Settings** tab. If using Windows 7, right click anywhere on your desktop and click on Screen resolution. If the screen resolution is smaller than 1024 x 768 pixels, increase the resolution and then click **OK**.

### Internet Explorer Settings

The following settings in Internet Explorer should be checked PRIOR TO completing the assessment.



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**TIP:** *If you need to change any of these settings, you will want to make note of the original settings so you can change them back to your preferred settings after you finish the assessment.*

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- ✓ **Active Scripting (JavaScript)** must be enabled. To confirm this setting, click on **Tools** on your Internet Explorer menu bar, click on **Internet Options**, select the **Security** tab, click on the **Custom level** button, and scroll to **Scripting**, select **Enable** for **Active Scripting**, and then click **OK**. To confirm this setting, click on the **Customize and Control Google Chrome** menu bar, enter the word “**Java**” in the search box, click on **Content Settings**, select “**Allow all sites to run JavaScript (recommended)**” and click **Done**.
- ✓ **ActiveX Controls** must be enabled. To confirm this setting, click on **Tools** on your Internet Explorer menu bar, click on **Internet Options**, select the **Security** tab, click on the **Custom level** button, scroll to **Internet ActiveX Controls and Plugins**, select **Enable** for **Run ActiveX Controls and Plugins** and **Script ActiveX Controls Marked Safe for Scripting**, then click **OK**.
- ✓ **Cookies** must be enabled. To confirm this setting, click on **Tools** on your Internet Explorer menu bar, select **Internet Options**, click on the **Privacy** tab, click on the **Advanced** button, check the **Override automatic cookie handling** box and the **Always allow session cookies** box, then click **OK**.  
*NOTE: Cookies are used by the assessment site, but will not be stored on your computer. They will be deleted when you finish your assessment.*
- ✓ **TLS encryption** must be enabled. To confirm this setting, click on **Tools** on your Internet Explorer menu bar, click **Internet Options**, select the **Advanced** tab, scroll to the **Security** section, make sure the **Use TLS 1.0, TLS 1.1, and TLS 1.2** options are checked, and then click **OK**.
- ✓ **Your Internet browser text display size** must be set to **Medium** or **Smaller**. To confirm this setting, click on **View** on your Internet Explorer menu bar, point to **Text Size**, and select either **Medium** or **Smaller**.
- ✓ Your **Zoom Level** should be set at **100%**. To confirm this setting, click on the zoom feature in the lower right-hand corner of your Internet Explorer window and select **100%**.  
*NOTE: If you have any difficulties viewing the “Start” or “Continue” buttons when completing your on-line assessment, the zoom setting may need to be decreased to 90%.*

## Pop-up Blockers

Please check to see if you have pop-up blocking software installed on your computer. If so, please **disable the pop-up blocking software until the assessment is complete** because this software may prevent the assessment from opening correctly.

Pop-up blocking software is included and turned on by default in some anti-virus, Internet security, personal firewall, browsers, and many of the free toolbars available, including the toolbars supplied by Google, MSN, and Yahoo. The instructions on how to uninstall or disable each particular pop-up blocker will vary depending on that particular software.

The places that pop-up blocking software can exist are too numerous to name; however, here is a list of the most common areas to find pop-up blockers:

- **Internet Explorer:** Includes a pop-up blocker that is enabled by default. To disable this, click on **Tools** on your Internet Explorer menu bar, point to **Pop-up Blocker**, and select **Turn Off Pop-up Blocker**.
- **Toolbars:** Look at your browser's toolbar for **Google**, **MSN**, or **Yahoo** toolbars. Most, if not all, of these toolbars include a pop-up blocker. To temporarily disable these pop-up blockers, click on the **"blocked"** button on the toolbar.

Bypassing pop-up blockers can often be accomplished by holding down the **Ctrl** key on your keyboard while clicking on the link that you will be accessing.

## System Requirement Check

An automatic system check is performed prior to launching the On-Line Assessment. *If the local system does not meet the requirements a warning message is displayed. Although a warning is displayed, you are permitted to continue; however, the assessment may not perform as expected. You may also check the local browser settings. If your local system meets all requirements, you will be taken directly into the on-line assessment.*

Below are screen shots of the system check:

## Browser Requirements

Sorry, your browser does not meet all of the requirements.

Please ensure that you are running a modern browser and that you have JavaScript enabled.

[Try Again](#) [View Browser Info](#)

### Internet Explorer Instructions

Click Tools -> Internet Options and then click on the Security Tab.

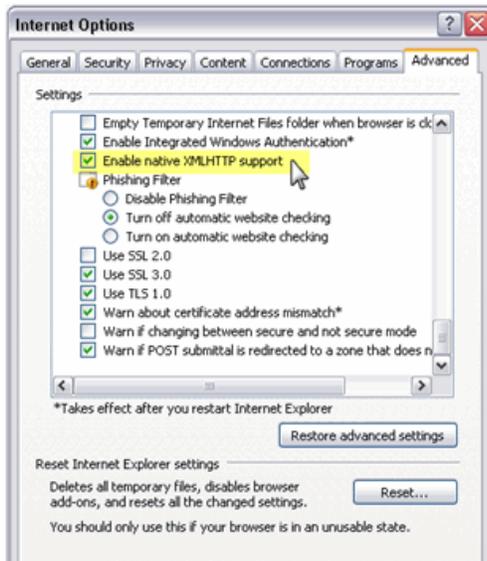
After selecting the appropriate "Internet Zone", click the "Custom level..." button.

Enable JavaScript:



After closing this dialog, click on the Advanced tab and scroll towards the bottom.

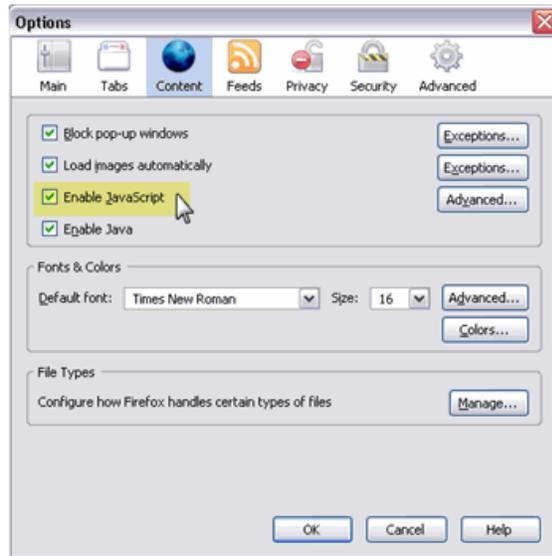
Enable XmlHttpRequest:



### Firefox Instructions

Click Tools -> Options and then click on the Content tab.

Ensure that "Enable JavaScript" is checked:



**Does your system meet our requirements?**

Internet Explorer 8/9/10/11, Firefox, Safari OR Chrome?	<b>Passed</b>
Active Scripting (JavaScript) is enabled?	<b>Failed</b>
Session cookies are enabled?	<b>Passed</b>
Minimum screen resolution of 1024 x 768?	<b>Passed</b>
CSS is Enabled?	<b>Passed</b>
AJAX is Enabled?	<b>Passed</b>

**Additional Information**

Operating System:	Windows 8 x64
Browser:	IE
Major Version:	10
Minor Version:	0
ECMA Version:	3.0
JScript Version:	6.0
Screen Resolution:	1920 X 1200
.NET Framework Version:	0.0
Supports ActiveX?	Yes
Is Web Crawler?	No
Supports Frames?	Yes
Is Beta?	No
Supports Java Applets?	Yes
W3C DOM Version:	1.0
MS DOM Version:	10.0
Is AOL?	No
Is Mobile Device?	No

Browser Compatibility Warning:

**Browser Requirements**

**WARNING:** You are using **Microsoft Edge 12.10240**. This browser is not currently supported. We highly recommend that you switch to or install a supported browser. Continuing may result in unexpected performance or incorrect results.

**Supported Browsers**



			
Internet Explorer 7, 8, 9, 10, 11	Google Chrome 4+	Mozilla Firefox 4+	Apple Safari 7+

**IMPORTANT NOTE:** Please do NOT share any emails and/or links provided to you during the application and assessment process with anyone else. The emails and links are personalized for you as the applicant.

**Notification of the On-Line Assessment Results**

All applicants will be notified whether or not they are selected as Semi-Finalists. Please refer to the timeline posted under the “Become a PMF\2016 Application” section on the PMF website at [www.pmf.gov](http://www.pmf.gov) for any updates. Semi-Finalists will be invited to participate in the in-person assessment and given information on how to schedule their in-person assessment.

**Phase Two: In-Person Assessment**

The In-Person Assessment is an immersion experience that simulates a day in the life of a PMF. You will participate in a series of three timed exercises structured around issues relevant to the Federal Government today: a Group Exercise, a Behavioral Interview, and a Written Exercise.

Read the definitions of the seven critical competencies (page 2) carefully and understand what they mean. A panel of trained assessors will evaluate the degree to which you demonstrate these competencies based on your performance in each exercise.



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**TIP:** *Be prepared to demonstrate skills and abilities necessary to be a successful PMF, not to compete with other candidates during the in-person assessment.*

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### Group Exercise

Each candidate receives a package of materials to help them prepare for the group exercise. Then, the candidates are brought together in a group of three to six to comprise a task force. Candidates may take notes at any time.

Once in a group, the candidates are observed by the assessors. The assessors do not participate; they only observe and take notes.



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**TIP:** *Read the instructions you will be provided carefully and focus on the purpose of the exercise.*

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### Behavioral Interview

This is an individual exercise conducted by two assessors. Candidates are asked a standardized set of questions and are encouraged to respond based on their personal background and experience. The assessors only ask predetermined questions. They do not encourage or discourage a specific answer by providing any verbal or non-verbal clues. Be sure to give enough detail.



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**TIP:** *Using the STAR technique can help you answer questions: describe the **Situation** that you were in, the **Task** you needed to accomplish, **Action** you took, and **Results** you achieved.*

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### Written Exercise

The Written Exercise is administered via a laptop provided at the in-person assessment. It is collected at the end of the assessment and scored by assessors. Read the instructions carefully and understand what is asked of you. Write an outline to clarify your thoughts. Take time to write an introduction and summary. Be sure to allow sufficient time to reread and edit your answer.



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**TIP:** *Keep it formal: resist any inclination towards text speech, informal greetings and a lower case 'i'.*

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**NOTE:** To request a reasonable accommodation for using a laptop for the written exercise, please follow the Reasonable Accommodation steps outlined in this Guide. **You must submit your request for reasonable accommodation during the application process.**

The in-person assessment will last **approximately five hours** and is designed to be a challenging, highly engaging experience. You should be prepared to have little downtime. All Semi-Finalists must participate in the in-person assessment (all exercises) to be considered for selection as a Finalist. The in-person assessment will have accessible restrooms, food and beverages within walking distance, and access to public transportation.

Once Semi-Finalist are checked in at the in-person assessment facility, there will be no opportunity to purchase snacks or beverages. There are several fast food restaurants in the immediate area and a convenience store in the lobby of the facility. Semi-Finalists may purchase food/beverages *before* going through security.

The 2016 in-person assessment will be conducted in Washington, DC. The location and dates will be posted on the PMF website.



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**TIP:** Allow sufficient time for arrival as you will not be able to leave early due to travel commitments. There could be delays with public transportation or inclement weather. Schedule any return flights at least 2 hours later to allow for any delays and commute time.

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## Semi-Finalists Webinar

The PMF Program Office will invite Semi-Finalists (via a separate email) to an on-line webinar, shortly after selecting Semi-Finalists. The webinar will include tips for scheduling, a general overview of the in-person assessment process, and next steps; similar to what this Guide already provides. This webinar is strictly for 2016 Semi-Finalists and by invitation only. This is a one-time only webinar and will not be recorded for future viewing.

## In-Person Assessment Admission Rules

- ✓ Semi-Finalists should check the PMF website's "News & Events" (on the homepage) for any notices on delays or closures due to inclement weather and/or emergencies.
- ✓ You must report to the assessment center at the scheduled time. The Washington, DC, location is a Federal Government building and may require additional time to clear security. If you arrive late, you may **not** be allowed to participate in the in-person assessment. Accommodating late arrivals will be at the discretion of the Site Coordinator.
- ✓ **You must bring valid government-issued State or Federal photo identification, such as a driver's license or a passport.** The security guard at the assessment center may retain your identification upon check-in. Immediately upon your arrival, please proceed through the security check-in so that you are processed in time. Inform security you are here for the "PMF Assessment." Please double-check you receive *your* identification upon departure if collected by security. Resumes, dictionaries, or other reference material will not be permitted.
- ✓ Any snacks or bottled beverages brought must be consumed in designated areas only. A room will be provided for participants to store personal belongings (e.g., luggage, purses, and briefcases). You will be asked to silence any cell phones and to refrain from using the cell phone during the assessment center. The PMF Program Office is not responsible for personal belongings so please use best judgment with items you elect to bring.
- ✓ You must return all assessment materials, including scratch paper, provided by the assessment staff before departing the center. *We suggest bringing extra pens.*
- ✓ If you have a medical condition that may require you to take medication during your in-person assessment, you may bring such medication and take during the downtime portions of the schedule. If you believe your medical condition requires an accommodation, you must request it during the application period before the closing of the announcement.



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**TIP:** Use the Internet to map the assessment location; plan to arrive early; search for local restaurants, lodging, and parking garages, if applicable; and get plenty of rest before your scheduled assessment. You are expected to show up on time and participate in the full assessment.

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## Inclement Weather (covering the Washington, DC, metro area)

If the Federal Government is "closed" due to inclement weather or other unforeseen events, the in-person assessment impacted will also be cancelled. If the in-person assessment closes on the day of your scheduled assessment, you will need to reschedule; we will attempt to contact those participants impacted. Hence, you should use your cell phone number when registering so we can reach you quicker. In such situations, we may have vacancies the following scheduled date. NOTE: The PMF Program Office may cancel a scheduled session in *anticipation* of inclement weather. If such should occur, a notice will be posted to the "News & Events" section on the PMF website and an email sent to impacted Semi-Finalists and staff.

If the Federal Government announces a “delayed arrival”, Semi-Finalists should still attempt to arrive on-time in a safe fashion. The scheduled in-person assessment will commence once a sufficient number of Semi-Finalists, Assessors, and staff assemble. Late arrivals may need to wait until the next available session (space permitting) or reschedule, if additional sessions or space are available. If the Federal Government announces an “early departure,” the Site Coordinator will inform you.

If the Federal Government announces an “unscheduled leave\telework” option, the in-person assessment for that day **will continue as scheduled**.

**You are responsible for monitoring email and the PMF website for all notices regarding the in-person assessment.** The PMF Program Office will do its best to monitor such situations and post any news worthy events to the “News & Events” section on the PMF website at [www.pmf.gov](http://www.pmf.gov). In-person assessment is not conducted on Federal holidays or weekends.

To monitor the operating status for the Washington, DC, metro area, go to OPM’s website at [www.opm.gov](http://www.opm.gov) and click on the “Operating Status” link at the top of the page. We encourage you to download the “OPM Alert mobile app” and/or subscribe to the listserv from that website.



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**TIP:** *A change in Operating Status may impact your commute and travel. Please adjust accordingly.*

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### **Medical Emergencies During In-Person Assessments**

Your safety and health are important to us. In the event of a sudden unexplained or possible life threatening medical situation or a severe illness or injury on the way to or at the in-person assessment, please dial 9-1-1 immediately and notify any member of the in-person assessment staff.

On-site emergency: Based on the length and scope of the emergency, the PMF Program Office may reschedule your in-person appointment. If you are re-scheduled, you will not be allowed to re-take all of the exercise(s); instead you will start where the medical emergency impacted the exercise(s). If you stopped in the middle of an exercise, you may be allowed to start at the beginning of that particular exercise. The in-person assessment staff will address any such emergencies and provide you options.

If you experienced a life threatening emergency on the way to, or within 24 hours of, your scheduled in-person assessment, it is your responsibility to notify the PMF Program Office via email at [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov) as soon as practical. If you do not contact us in a timely manner, you may be withdrawn from further consideration as a “no show”. Documentation may be requested. We may be able to reschedule you based on availability.

Please review this Guide thoroughly on general tips and rules for the in-person assessment.

### **Scheduling/Rescheduling Your In-Person Assessment**

Please read this entire section to prevent any mistakes or delays. The reservation system is referred to as Event Scheduler and is associated to the same system used for the application. Please follow the System and Browser Requirements posted under the “Become a PMF\Application Process” section at [www.pmf.gov](http://www.pmf.gov).

Semi-Finalists will receive a personalized email with instructions on how to schedule their in-person assessment. **Please note that registration is on a first-come, first-serve basis, and the link to register is personalized for you only.** All in-person assessments must take place during the advertised timeline on the PMF website. Sessions fill up quickly and registration will close at the date and time referenced in the invitation. You should retain your invitational email as it will contain your personalized link. You can use this link to initially schedule your assessment, reschedule your reservation (up to the registration deadline), and view your reservation throughout the in-person assessment process.

Please be sure to follow the registration steps thoroughly. Upon successful registration for your initial reservation, or a reschedule up to the registration deadline, the system will send you an email confirmation. The system is associated to the email address we have on record for your application.

## Scheduling Tips

Here are some schedule tips to consider:

1. Be sure to sync any travel arrangements with the date/time you plan to register.
2. You are not confirmed for a reservation until you complete the registration process and receive a confirmation email. The confirmation email will come from [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov) with the subject "Confirm Registration."
3. When registering, if you do not see your preferred date/time, the date/time selected may be full.
4. Note the day of the week, date, and time of your reservation.
5. There are several hotels in the area that are Metro accessible. You may want to consider a hotel's cancellation policy if adjustments are needed.
6. Reagan National Airport (airport code: DCA) is the closest airport; followed by Dulles International Airport (airport code: IAD) and Baltimore-Washington International Airport (airport code: BWI).
7. Event Scheduler does NOT send a reminder email nor does it send a confirmation email if you are rescheduled by the PMF Program Office after the registration deadline.
8. Check the "News & Events" section on the PMF website at [www.pmf.gov](http://www.pmf.gov) for any updates.

## Event Scheduler

Semi-Finalists should follow the steps below for making their initial reservation:

1. Semi-Finalists will receive a personalized invitational email from the PMF Application email address. The email will include general instructions and the personalized link to register.
2. Upon receipt you should review the rest of this Guide, along with the Scheduling Tips referenced above.
3. When ready, click on the personalized link. You will be taken to Event Scheduler and the initial screen will look *similar* to the screen shot below:

The screenshot displays the PMF (Presidential Management Fellows) Event Scheduler interface. At the top, the PMF logo and navigation menu are visible. The main heading reads: "TODD, you are invited to '2015 PMF STEM Semi-Finalist In-Person Assessment'". Below this, a message states: "Choose one session, register before Monday December 1, 2014." The interface is divided into several sections:

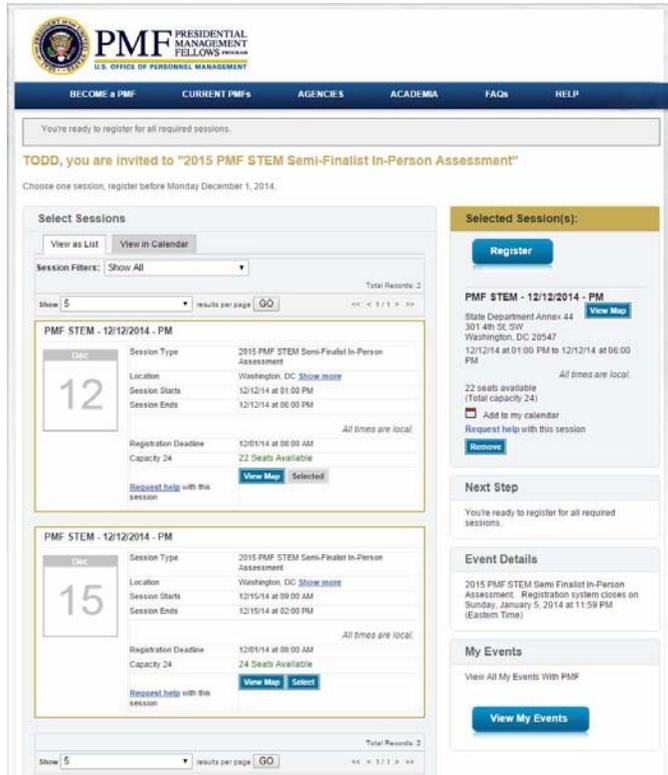
- Select a Session:** Includes filters for "View as List" and "View in Calendar", and a "Session Filters" dropdown set to "Show All". It shows "Total Records: 2" and a "Show 5" dropdown.
- Selected Session(s):** A yellow box indicating that no sessions have been selected yet.
- Next Step:** A section stating "You still need to register for: 2015 PMF STEM Semi-Finalist In-Person Assessment".
- Event Details:** Provides information for the "2015 PMF STEM Semi-Finalist In-Person Assessment", including the registration system closing on Sunday, January 5, 2014 at 11:59 PM (Eastern Time).
- My Events:** A section with a "View My Events" button.

Two session cards are visible:

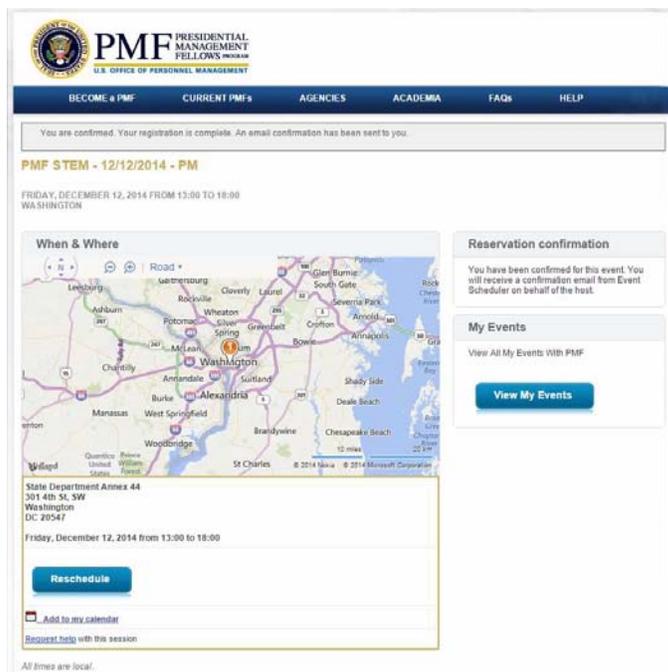
- PMF STEM - 12/12/2014 - PM:** Session Type: 2015 PMF STEM Semi-Finalist In-Person Assessment; Location: Washington, DC; Session Starts: 12/12/14 at 01:00 PM; Session Ends: 12/12/14 at 06:00 PM; Registration Deadline: 12/01/14 at 08:00 AM; Capacity: 24; 22 Seats Available.
- PMF STEM - 12/15/2014 - PM:** Session Type: 2015 PMF STEM Semi-Finalist In-Person Assessment; Location: Washington, DC; Session Starts: 12/15/14 at 09:00 AM; Session Ends: 12/15/14 at 02:00 PM; Registration Deadline: 12/01/14 at 08:00 AM; Capacity: 24; 24 Seats Available.

4. You will see a list of available dates/times. NOTE: If you applied as a PMF STEM applicant you will only be presented with dates/times designated for PMF STEM Semi-Finalists.

- Click the “Select” button under the date/time you wish to register for. The screen will refresh showing the date/time you selected on the right-hand side and gray-out the “Select” button under the session you are registering for. NOTE: At this point you have NOT confirmed your registration. Any delay may cause your selection to become unavailable. The screen will look *similar* to the screen shot below:



- To process your selection, click the “Register” button at the top right-hand corner of the screen.
- You will be sent a confirmation email that only confirms a registration was completed.
- The screen will refresh showing a message at the top of the screen confirming your registration and will look *similar* to the screen shot below:



9. You may add this reservation to your calendar by clicking on the “Add to Calendar” link.
10. You may want to print the screen or write down your reservation. **Again, the confirmation email strictly confirms you completed a registration and it does NOT reference the date/time of your reservation.** This is another reason for keeping your invitational email containing your personalized link. You can click on that link to confirm the date/time of your reservation after registering.

## Reschedules

Please select your appointment carefully as appointments AFTER THE REGISTRATION DEADLINE will only be rescheduled based on availability. Emergency situations will be reviewed on a case-by-case basis. Semi-Finalists may reschedule on their own, up to the registration deadline, by clicking on the personalized link found in their invitational email.

To reschedule AFTER the registration deadline, send a message from the email address associated to your application and include the following: full name, Applicant ID#, original scheduled appointment, and reason for requesting a reschedule. If approved, a separate confirmation email will be sent from the PMF Program Office. Any “no shows” may be withdrawn from further consideration.

NOTE: If you are rescheduled after the registration deadline, you may need to manually adjust any calendar reminders. Also, using your personalized link to check your reservation (as a result of a reschedule after the registration deadline), may no longer be applicable as any reschedules after the registration deadline are tracked outside of Event Scheduler.

Follow these steps to reschedule (prior to the registration deadline):

1. Click on your personalized link.
2. You will be taken to your existing reservation and the screen will look *similar* to the screen shot below:



3. Click the “Reschedule” button in the bottom left-hand corner of the screen.
4. The screen will refresh listing all available dates/times.
5. Click the “Select” button for the date/time you wish to reschedule to.
6. The screen will refresh prompting you to confirm “Replace Registered Session?”
  - a. If you answer “Yes”, the previous reservation will be released.
  - b. If you answer “No”, you will be taken back to the list of available dates/times.
  - c. If you decide to keep the previous reservation, select “No” and you will be taken back to the previous screen. Simply close the browser for no action.
7. If you answered “Yes” and wish to reschedule, the screen will refresh showing the newer date/time you selected (if still available). You must click the “Schedule With These Sessions” button in the upper right-hand corner of the screen to confirm.
  - a. NOTE: This button is labeled differently when scheduling the initial reservation.
8. Upon clicking the above button, **you will be sent a confirmation email which strictly confirms you completed a registration**, and the screen will refresh to look *similar* to the screen shot below:



9. If you previously used the “Add to Calendar” feature, you may need to add again or edit to reflect your rescheduled reservation.

**NOTE:** If you do not attend your scheduled/re-scheduled session (i.e., “no show”), you will be withdrawn from further consideration in the PMF Program.

### **Notification of the In-Person Assessment Results**

Semi-Finalists will be notified whether or not they are selected as Finalists via email. Please refer to the timeline posted under the “Become a PMF\2016 Application” section and any updates posted to the “News & Events” section on the PMF website at [www.pmf.gov](http://www.pmf.gov).

### **Contact Information**

Any and all inquiries regarding the application and assessment process must be sent via email to [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov). This mailbox will be monitored during the in-person assessment.

We are delighted that you are interested in being appointed into the Federal Government as a Presidential Management Fellow. The opportunities available to PMFs are as extraordinary as are the challenges facing our Nation today. The assessment process you are about to go through is rigorous, demanding, and highly competitive, helping us find top talent with strong management potential for this elite program. We wish you well in the assessment process and hope to see you on the other side!

Please be sure to check often for any updates to this Guide. A “Revision History” appears in the footer to identify if and when any revisions have been made.

**PLEASE NOTE: Assessment results are not provided and there is no appeal process.**