

The U.S. Office of Personnel Management (OPM), PMF Program Office is sponsoring a Hiring Fair for the Class of 2016 Finalists. This overview is intended to give general information for all participants and is subject to change.

NOTE: Supplemental documents (e.g., this overview, frequently asked questions, floor plans, and list of participating Federal agencies) are posted to the PMF website at the webpages referenced below under "Resources".

Hiring Fair:

The 2016 Finalists Hiring Fair will take place at the U.S. Department of Health and Human Services (HHS) Parklawn Building at 5600 Fishers Lane, Rockville, MD 20852, Monday, April 4, 2016, from 9am-4:30pm (ET). Participating agencies may arrive after Noon (ET), Friday, April 1, 2016, to bring their material and set-up their tables.

Participants should enter the main entrance at 5600 Fishers Lane. **NOTE:** There is no visible address number on the building. The nearest Metro Station is Twinbrook (Red Line), approximately a half-mile walk to the building. A map of the facility can be found on the hiring fair webpages and will be provided at check-in. Directional signs will be in place throughout the building.

Public garage parking is available off of Twinbrook Parkway, a couple blocks away; see map.

Upon entering the building, you will need to clear through security. **NOTE: The security process may take a significant amount of time to clear and check-in.** After the security screening process, participants will see check-in tables for the hiring fair. Finalists will be issued an event badge clearly showing their first and last name. Agency personnel **MUST** wear and display their PIV badge where a green exhibitor ribbon will be affixed to the badge to identify them as event participants. And event staff will also be wearing a color-coded badge.

Finalists will be directed to a holding room to store their belongings and wait until the Hiring Fair opens in the atrium after going through the security screening process and check-in tables.

An email will be sent to all Agency PMF Coordinators and Finalists containing a link to register for their participation.

A designated room will be provided for participants who need to store personal belongings (e.g., coats, luggage) at their own risk. The building does provide free wi-fi throughout.

The building's atrium provides a cafeteria, snack bar, and medical clinic and the building is accessible for people with disabilities.

This event is strictly a hiring fair for participating Federal agencies to staff exhibit tables for Finalists to ask questions, check appointment opportunities, and/or check-in for their interviews. The exhibit tables are located within the atrium and all interview tables will be located in separate areas throughout the floor. The atrium does **NOT** provide a means for electrical needs. Agencies are encouraged to limit their exhibit table displays and materials (e.g., pop-up poster displays, handouts,

and copies of appointment opportunities). Any material brought in must be able to fit through a standard x-ray machine.

A list of participating Federal agencies, along with their assigned exhibit and interview tables, will be posted to the website prior to the event and available as a handout during the fair.

Resources:

For more information, please visit the hiring fair webpages on the PMF website at www.pmf.gov. For Finalists, go to the [Become a PMF/Find a Job/Job Fair](#) section. For Federal agencies, go to the [Agencies/Find Candidates/Job Fair](#) section. There you will find:

1. A copy of this Overview
2. Floor Plan and Map (will be posted once available)
3. Frequently Asked Questions (FAQs)
4. List of Participating Federal Agencies (will be posted once agency registration concludes and prior to the hiring fair)
5. A link on how to access the current List of Agency PMF Coordinators

An interview scheduling sheet is available for agencies to assist them in scheduling their interviews and a Hiring Fair Checklist for agencies is also available. These documents are available under the Agency Job Fair webpage referenced above.

Agencies are NOT able to ship their material to the Parklawn Building beforehand. Agencies are highly encouraged to bring their materials and set-up their tables after Noon (ET), Friday, April 1, 2016. Please note the security screening process previously covered.

Appointment Deadline:

The appointment deadline for all 2016 Finalists is 12 months from the date of official selection and announcement of Finalists. If an agency makes a PMF appointment offer to a 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. An OPM Form 1305, PMF Appointment Eligibility Extension Request Form, can be found under the [Agencies/Resources](#) section on the PMF website.

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. All appointment offers are contingent on a background investigation. Agencies should clearly state any deadline for accepting appointment offers.

Once an appointment offer is recorded in the PMF TAS, the Finalists' status will change on the PMF website to appear as "Appointed". If an Entry on Duty (EOD) start date is not yet known, record a tentative date or use "12/31/20xx" as a visual default. 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. Only current Finalists can view appointment opportunities within the PMF TAS. When a Finalist's status changes to Fellow, he/she will no longer have access to view appointment opportunities. Please note to distinguish between STEM and Non-STEM Finalists in posting appointment opportunities.

Please remember to check the website for any updates.