



Introduction:

Agency supervisors and hiring officials can hire Fellows as capable new staff members, and as investments in succession planning for their agencies. The U.S. Office of Personnel Management (OPM) assesses Finalists with recent graduate degrees for strong analytic, leadership and writing skills, and pre-qualifies a Finalist pool at the GS-9 level (although agencies can initially hire at the GS-9 thru 12, or equivalent).

You can find the best fit for a position in your agency by sorting and reviewing Finalist resumes online. You can meet and interview hundreds of Finalists at the annual Job Fair in the spring. You can also post your positions online to attract Finalists. Additional information can be found under the “Agencies\Find Candidates” section of our website at www.pmf.gov.

The appointment reimbursement fee per Fellow includes recruitment, assessment, selection, and placement of Fellows; PMF Program sponsored events (e.g., Job Fair, Orientation, Forums, and Graduation); and training and support for agencies and Fellows. Effective with the PMF Class of 2011, the fee is \$7,000. To ensure you are ready to hire and develop these high potential employees as future leaders, participating agencies are asked to commit to the following Program requirements:

- **Outline an Individual Development Plan (IDP)** with the Fellow, which serves as a strategic roadmap for the Fellow’s training and development over their 2 year fellowship. An [OPM Form 1302, PMF IDP](#), can be found on the PMF website.
- **Provide 80 hours of formal classroom training in each of the two years (160 hours total)** in keeping with the Fellow’s IDP. A Fellow’s attendance at Orientation and Forums counts towards these hours.
- **Design a Developmental Assignment of 4 to 6 months** that is full-time, outside the Fellow’s normal duties and immediate office, and provides managerial or technical responsibilities to prepare the Fellow for his or her targeted position.
- **Prepare Performance Plans and Reviews** to clarify expectations and potential for advancement; Fellows must minimally perform at the satisfactory level for both of the 2 years.
- **Convert the Fellow to a permanent full-time position** after certification from your agency’s Executive Resources Board (or equivalent) stating the Fellow has successfully completed the Program.

How do I get started?

- **First, Talk to Your Agency PMF Coordinator** (<https://www.pmf.opm.gov/ACoords.aspx>) to discuss how to get started. Your Agency PMF Coordinator can grant you access through the PMF website to search and view Finalists’ online resumes. Once an account is established, the system will send you a User ID and Password; an account automatically deactivates upon 6 months of inactivity and will need to be reestablished. Each participating agency identifies one or more Agency PMF Coordinators to support agency users and Fellows in their agency.
- **Attend the PMF Job Fair**, held annually in the spring in Washington, DC, where agencies can meet and interview hundreds of Finalists available for hire. Come prepared with position descriptions, interview questions, and information about your agency. Additional information about the Job Fair and preparing for this annual event can be found under the “Agencies\Find Candidates” section on our website.
- **Post Your Positions** on the Projected Positions System (PPS), located under the “Agencies\Resources\Post Positions” section on our website. Be sure to include requirements for the position so you can select Finalists with the best fit of skills. New users can gain access to the PPS through their Agency PMF Coordinator. Fellows may be hired via posting on the PPS anytime during the year of eligibility.
- **Review Finalists’ Resumes** online, located under the “Agencies\Find Candidates\Search Resumes” section

on our website. Reports are available to sort Finalists by degree, academic institution, name, appointment status, and agency (if already appointed). The searchable online resumes enables a search by degree, adjudicated veterans' preference, Indian preference, citizenship, foreign languages, geographic employment preference, and up to 30 professional skills/competencies. Supervisors and hiring officials can gain access to resumes through their Agency PMF Coordinator. Finalists are available all year, although the pool of candidates typically changes just prior to the PMF Job Fair.

- **Review your agency's policies and procedures** on starting grades, promotions, rotations, training, tuition reimbursement, relocation assistance, and other PMF issues.
- **Review the "Application of Hiring Preferences"** guidance as they apply to your candidate pool in the [PMF Guide for Agencies](#), found under the "About Us/Policy" section on the PMF website.
- **Determine who has the authority to make an offer** of employment and what steps you need to take within your agency once you are ready to hire. It helps to have HR staff present for questions, review of qualifications, and tentative job offers.

The First 60 days...

- **Prepare an on boarding strategy for your new Fellow.** Make the first day positive. Set up meetings with the team, introductions with agency leadership, and networking opportunities with other Fellows. Clarify your expectations in the Fellow's performance plan.
- **Submit the Fellow's appointment fee** to OPM within 30 days of hiring the Fellow or 2 weeks prior to the orientation session the PMF registers for, whichever is earlier. Work with your Agency PMF Coordinator to submit the paperwork. The most common reimbursement forms can be found under the "[Agencies/Resources](#)" section on the PMF website.
- **Create an Individual Development Plan (IDP)** with your Fellow and begin to map out a training schedule and budget for their development.
- **Urge your Fellow to attend a PMF Orientation and Training Session** provided by the PMF Program Office. The cost of this training is included in the appointment fee, although travel and per diem are paid by the appointing agency.

The First Year...

- **Review the Fellow's performance, IDP, target position, and discuss any potential changes.** Work with your Fellow to identify a developmental assignment. Ensure the Fellow receives 80 hours of formal classroom training each year. Talk to your Fellow about forums, special projects, and other developmental opportunities. Review the Fellow's IDP throughout their fellowship. If the PMF is eligible for a ladder promotion, promote in a timely fashion.

The Second Year...

- **Evaluate if your Fellow is ready for conversion.** If not, decide on a plan to prepare your Fellow for conversion. If a Fellow will need an extension of more than 120 days, work with your Executive Resources Board (or equivalent) to apply for an extension with OPM via the PMF Program Office.
- **Plan for your Fellow's conversion to his or her target position** within your agency. Contact your Agency PMF Coordinator for information on the Executive Resources Board review and certification process. Fellows who successfully complete the program must be converted to a permanent full-time position. Please note there are specific timelines to follow for the ERB and conversion processes; additional information can be found in the [PMF Guide for Agencies](#), found under the "About Us/Policy" section on the PMF website. Encourage the PMF to attend the graduation to formally recognize their successful completion of the program.

Help is available anytime!

- If you have any questions, talk to your Agency PMF Coordinator initially, or the PMF Program Office staff at (202) 606-1040 or pmf@opm.gov. The [PMF Guide for Agencies](#) has additional helpful information. We look forward to working with you to recruit, hire, and develop top quality talent for you and your agency.