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|  | **PMF TMS Appointment Opportunity****Template for Agencies** |

**INTRODUCTION:** The following template is designed for Agency PMF Coordinators or Agency HR Staff to distribute to Agency Hiring Officials in collecting appropriate content for posting an ***appointment opportunity*** in the PMF TMS (Talent Management System); a job vacancy announcement. This template enables agencies to submit their requirements for posting an *appointment* *opportunity* to solicit current Finalists for their initial appointment as a PMF (Fellow) and the target position’s Job Series and Full Promotion Level (FPL). Postings are ONLY accessible by current Finalists via the PMF TMS. This template is designed to collect information from the requestor and then forward to the Agency PMF Coordinator or Agency HR Staff users for posting.

The PMF TMS is the PMF Program Office’s online system for posting appointment opportunities for Finalists. Only Agency PMF Coordinators and Agency HR Staff users associated to an agency/sub-agency of the PMF TMS can post opportunities and manage those Finalists who apply. For a current list of Agency PMF Coordinators, please go to: <https://apply.pmf.gov/coordinators.aspx>.

NOTE: All PMF appointment opportunities **must** be advertised in the PMF TMS; this further supports the spirit of public notice referenced in the Pathways Programs regulations and adherence to veterans’ preference.

The PMF TMS includes Apply Now features which (1) enables Finalists to apply directly to appointment opportunities (including the submission of a custom resume for their application), and (2) enables agencies to manage those Finalists who apply and record initial PMF appointments. Agencies may have specific “How to Apply” instructions and/or embed a link for Finalists to apply (e.g., an announcement on USAJOBS); however, Finalists **must** also apply directly via Apply Now and agencies **must** manage such applicants and record appointments via the PMF TMS.

All opportunities in the PMF TMS will have a naming scheme of "PMF-XO-YYYY-####"; where "PMF" stands for PMF Program, "XO" is the type of opportunity ("AO" for Appointment, "RO" for Rotational, or “TO” for Training), "YYYY" is the fiscal year, and "####" is a sequential number. Finalists may opt-in to receive an automated digest email to be notified of any appointment opportunity that posts live the day after.

**PRE-CHECKLIST:** The following is a suggested pre-checklist for the Agency Hiring Official to follow when recruiting a Finalist for a PMF position. This checklist is not all-inclusive; you may have other agency requirements. Consult with your Agency PMF Coordinator or Agency HR Staff for any additional procedures or questions.

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| **☑:** | **ACTION:** |
| 🞏 | PMFs are full-time, salaried positions. A PMF’s appointment is a 2-year trial period (fellowship) in the excepted service, after which Fellows may be eligible for noncompetitive conversion to a term or permanent position. *Do you have a staffing position available (a billet or FTE; Full-Time Equivalent)?* |
| 🞏 | Finalists may only be *initially* appointed at the GS-9/11/12 (or equivalent) and promoted as high as a GS-13 during their fellowship (if such a career path exists). *Do you have a PD (Position Description)? Is there a career ladder? Does the PD indicate the FPL (full promotion level)? Is the position properly classified?* Agencies will be prompted to enter the PD# associated to the position when recording an appointment in the PMF TMS.You can find instructions and Position Description (PD) Templates for a Program Analyst, GS-0342-9/11/12/13, via the PMF Program’s “PMF Program’s Program Analyst Career Ladder Position Description (PD) Templates Guide”, posted under the “Agencies/Resources” section on the PMF website at [www.pmf.gov](http://www.pmf.gov) and under the “Resources” section of the Portal Site on the PMF TMS (for registered agency users). |
| 🞏 | *Do you have the correct Job Series identified for the initial position?* Be specific as possible. The Job Series impacts the qualifications needed for the position. You may want to consult with your HR Office.  |
| 🞏 | *Do you know the Job Series and Full Promotion Level of the* ***target*** *position?* Agencies train and develop Fellows for their current or target position, and should know the target position the Fellow is expected to be converted into at the end of their fellowship. This information is required in order to advertise an appointment opportunity. |
| 🞏 | *Could the work be done remotely or have a telework option?* If so, please see below. |
| 🞏 | *Do you have clear qualifications and selective factors, as appropriate, identified?* Some positions/job series have a positive education requirement. See OPM’s webpage on [Using Selective Factors](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e6). |
| 🞏 | *Do you have a Pathways Participant Agreement ready?* Check with your Agency PMF Coordinator and/or HR Office for assistance. The Participant Agreement outlines expectations between all parties. Agencies may use the optional PMF Form 1301, PMF Participant Agreement, posted under the [Agencies\Resources](https://www.pmf.gov/agencies/resources/) section on our website at [www.pmf.gov](http://www.pmf.gov)  |
| 🞏 | If a background investigation/security clearance needed, identify it the announcement below and identify what forms are needed. If no security clearance is needed, the default would typically be “Public Trust”. |
| 🞏 | *Is U.S. citizenship required for the position?* The PMF Program allows non-U.S. citizens to apply to the program and be selected as a Finalist. Agencies may hire a non-U.S. citizen Finalist to a PMF position if allowed by the annual Appropriations Act, the Immigration Law, and if the agency’s internal policies allow it. |
| 🞏 | *Are there any recruitment incentives offered (e.g., student loan repayment, relocation, retention, etc.)?* Agencies are reminded to follow their policies and procedures and ensure the Finalist/Fellow follows such. |
| 🞏 | *Have you checked with your Agency PMF Coordinator for any agency-specific requirements?* You should inform your Agency PMF Coordinator on any recruitment efforts, so he/she is kept informed. Check with your HR Office on who can make offers. |
| 🞏 | *Does your agency need an appointment eligibility extension?* See [FAQ# 15](https://www.pmf.gov/agencies/faqs.aspx#q15) under the [Agencies/FAQs](https://www.pmf.gov/agencies/faqs/) section on the PMF website at [www.pmf.gov](http://www.pmf.gov) for additional instructions. The process to request an extension is automated and integrated into the PMF TMS. Only Agency PMF Coordinators may submit an on-line request. |
| 🞏 | *Do you have specific needs for the PMF Program Office to consider (e.g., specific advanced degrees, skills, languages, etc.)?* If so, please inform your Agency PMF Coordinator to include in the PMF Program’s annual PMF Workforce Planning Survey. |

**INSTRUCTIONS:** The Agency Hiring Official should follow the steps below and any other additional instructions from their Agency PMF Coordinator. When completed, the form should be submitted to your Agency PMF Coordinator or Agency HR Staff for review and posting. Requests should be reviewed for accuracy and written in plain language (e.g., avoid acronyms and government jargon not familiar to most Finalists). Items marked with a red asterisk (\*) are required in order to post an appointment opportunity.

Users drafting and posting an appointment opportunity in the PMF TMS have the ability to prompt the system to email a copy of the opportunity at any stage via the “Actions\Email” feature; such as sending the Hiring Official a copy.

A sample appointment opportunity posting (as it would appear to Finalists on the PMF TMS) can be found in **Appendix A**, an example of an effective announcement can be found in **Appendix B**, and a Best Practices Guide can be found in **Appendix C** of this template. Please see the automatic notation that appears on the bottom of all posted opportunities.

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| \*AGENCY NAME (do not abbreviate): |  |
| \*SUB-AGENCY NAME (if applicable): |  |
| HOSTING OFFICE (please spell out): |  |
| WEBSITE ADDRESS (enter a website address to promote the agency/sub-agency/hosting office, if applicable): |  |
| \*POSITION TITLE of the position being recruited: |  |
| \*JOB SERIES NUMBER FOR THE INITIAL POSITION (####; e.g., a Program Analyst is “0343”): Ensure the series matches the position and Position Description. |  |
| POSITION DESCRIPTION NUMBER (PD#; identify the PD# for the position, *if available*):(See the PMF Program’s PD Templates Guide referenced in the Pre-Checklist above.) |  |
| \*OPENING DATE (mm/dd/yyyy): |  | \*CLOSING DATE (mm/dd/yyyy): |  |
| NOTE: Upon approval and submission within the PMF TMS, the opportunity will post on the opening date identified above. If using today’s date, the announcement may take 30 minutes to post live after approval. The closing time is defaulted to 11:59:59pm (ET). |
| \*BACKGROUND INVESTIGATION/SECURITY CLEARANCE REQUIRED: For example: Public Trust, Confidential, Secret, Top Secret, Top Secret/SCI, or Other. If “Other”, identify in the text box. |  |
| \*TOTAL NUMBER OF POSITIONS ACROSS ALL LOCATIONS (##; enter a total number): |  |
| \*DUTY LOCATION(S)(defaults to United States; PMF TMS will populate based on ZIP Code; add more rows if applicable): | City: | State: | \*ZIP Code: | Number of Positions Per Location: |
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| City: | State: | \*ZIP Code: | Number of Positions Per Location: |
|  |  |  |  |
| City: | State: | \*ZIP Code: | Number of Positions Per Location: |
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| NOTE: If the Duty Location is negotiable, please reference such in the “Description of Position” text box below. |
| \*RECRUITMENT INCENTIVE (Yes/No): *Is there any recruitment incentive (e.g., student loan repayment, relocation, retention))?* If “Yes”, explain what it is under the “Description of Position” text box below. |  |
| \*TRAVEL REQUIRED (Yes/No/Occasionally): If “Yes” or “Occasional”, identify in the “Description of Position” text box below. |  |
| \*PAY PLAN AND GRADE LEVEL (OR EQUIVALENT) FOR THIS **INITIAL** APPOINTMENT: Use the General Schedule pay plan and identify the Grade Level (or equivalent) for this position. Finalists may only be *initially* appointed to the GS-09, -11, or -12 (or equivalent). Indicate if recruiting for multiple entry grade levels (e.g., GS-09/11). |  |
| \*SALARY RANGE: Based on duty location. See [OPM Salary Tables](https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/) for ranges by Grade Level and Geographic Location. | FROM: |  | TO: |  |
| \*PROMOTION POTENTIAL FOR THE **INITIAL** POSITION: Enter the FPL (full promotion level) of the initial position, based on the General Schedule and as classified by the Position Description (e.g., GS-13 (or equivalent)). Fellows may promote as high as a GS-13 during their fellowship. The FPL can be higher. There should be established PDs (Position Descriptions) for each grade level of the position. |  |
| \*JOB SERIES FOR THE ***TARGET*** *POSITION* (for the position the Fellow is expected to be converted into; e.g., a Program Analyst is “0343”): |  |
| \*PROMOTION LEVEL FOR THE ***TARGET*** *POSITION*: Enter the FPL (full promotion level) of the target position, the highest grade level for promotion for the position the agency intends to convert the Fellow into; e.g., GS-13: |  |
| \*IS THERE A REMOTE OR TELEWORK OPTION FOR THIS POSITION? (e.g., Yes/No; if “Yes”, explain in the text box below. Participants will be able to search for such options when searching opportunities.) |  |
| \*IS U.S. CITIZENSHIP REQUIRED FOR THIS POSITION? (e.g., Yes/No; the default is “Yes”. If you are able to appoint non-U.S. Finalists, please elaborate under the “Qualifications for the Position” text box below.) |  |

**NOTE:** Please avoid acronyms and government jargon. Descriptions should be clear and in detail. Finalists need to understand the position and the impact they will have as Fellows and how they can contribute. The following fields will expand to fit text. All text boxes offer styling options in the PMF TMS (e.g., bold, italics, underline, links, bullets, and tabs). For suggestions on more standardized and effective PMF announcements, see Appendix C for the “Best Practices Guide”.

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| REMOTE/TELEWORK OPTION: Use this space to identify if there is a remote or remote option for the position. |
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| --- |
| \*DESCRIPTION OF ORGANIZATION: Use this space to describe your agency, sub-agency, and/or hosting organization. |
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| \*DESCRIPTION OF POSITION: Use this space to describe the position and identify any information on recruitment incentives, is location negotiable, any travel, background investigation, etc. |
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| \*QUALIFICATIONS FOR THE POSITION: Use this space to describe the qualifications. At a minimum, the position must follow OPM qualification standards. Agencies should be very specific and include any selective factors (see below).  |
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| SELECTIVE FACTOR(S), if applicable: If you have any [selective factors](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e6) being considered for this appointment opportunity, please indicate such in the text box below. Any such factors will appear under a separate section under the “Qualifications for the Position” section of the posting. If you are not sure, please consult with your HR Office for assistance. You should be as specific as possible and follow your agency’s policies and procedures for identifying any. The following notation will automatically appear if adding selective factors on the announcement: **NOTE:**  In addition to the qualifications identified, this position has one or more selective factors. A selective factor is a skill, knowledge, ability or other worker characteristic essential for satisfactory performance of the job. Finalists who do not meet the selective factor(s) will be rated as not qualified for this position. |
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| \*HOW TO APPLY INSTRUCTIONS: Use this space to describe the How to Apply instructions, including if the agency is limiting the number of applications it will consider\*\*. Finalists are able to upload an updated resume and/or transcripts as part of their record or application in the PMF TMS. The PMF Program Office has already adjudicated any claims for veterans’ preference and any such documents can be viewed from the Finalists’ documents in the PMF TMS by Agency PMF Coordinators and HR staff users. Therefore, it is not necessary to request such documents. If documents are requested, be sure to spell out what documents are requested and who to submit via email; typically, this would be the Agency Contact identified. Please see above note about the Apply Now features built into the PMF TMS. Agencies may embed a link for Finalists to apply directly via USAJOBS; however, the Finalist and agency must use the Apply Now features as well. |
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| The following notation automatically appears as part of the instructions: “**NOTE:** In addition to any other instructions entered by the agency, Finalists must always apply via the Apply Now button and agencies must process applicants in the PMF TMS.” \*\* = If limiting the number of applications, the Agency PMF Coordinator or Agency HR Staff user would need to “Edit” the opportunity to close it early once the number of applications has been received; do *not* deactivate, which is the same as cancelling the announcement. |

Identify the “Agency Contact” below where Finalists send inquires to; this is traditionally the HR Specialist or Administrative Officer. Please consult with your HR Office and/or Agency PMF Coordinator for your agency’s policies and procedures. Agencies are reminded to follow their Pathways recruitment policies and procedures for excepted service positions and must also ensure veterans' preference procedures are followed.

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| --- | --- |
| \*AGENCY CONTACT: First and last name. |  |
| \*CONTACT’S EMAIL ADDRESS: Enter work email. |  |
| CONTACT’S WORK PHONE NUMBER (###-###-####): |  |
| CONTACT’S WORK FAX NUMBER (###-###-####): |  |

This concludes the steps needed to submit an appointment opportunity for posting. The Agency PMF Coordinator or Agency HR Staff should notify the requestor once the position is posted. The PMF TMS will automatically send an approved copy of the opportunity via email to the Opportunity Creator, Agency Contact, and Agency PMF Coordinator, who can then forward a copy to the hiring official and/or other HR staff accordingly or use the “Actions/Email” feature to prompt the system to email a copy at any stage. Please review the Appendices that follow.

**APPENDIX A: *SAMPLE* APPOINTMENT OPPORTUNITY (AS IT WOULD APPEAR TO FINALISTS ON THE PMF TMS):**

When a Finalist logs into the PMF TMS to search for appointment opportunities and clicks on the announcement number, the announcement appears in the following format.

**Appointment Opportunity**

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| --- | --- |
| Announcement DetailsLast Updated: [date/time]  |  |
| **Announcement Number** | PMF-AO-202#-#### | **Type of Opportunity** | Appointment Opportunity |
| **Position Title** | Program Analyst | **Agency/Sub-Agency** | **Office of Personnel Management** |
| **Opening Date** | 09/01/2023 | **Hosting Office (if applicable)** | PMF Program Office  |
| **Closing Date** | 09/15/2023 | **Website Address** | <https://www.pmf.gov> |
| **Number of Positions and Location(s)** | 1 in Washington, DC 20415 | **Job Series for the** **Initial Position** | 0343 – Management and Program Analysis |
| **Agency Contact** | Name: [First and Last Name]Phone: ###-###-####Email: first.last@agency.gov | **Background Investigation/Security Clearance Required** | Public Trust |
| **Recruitment Incentive** | Yes | **Travel Required** | Occasionally |
| **Pay Plan, Grade Level, and Salary Range** | GS-09$64,957 to $84,441 | **Promotion Potential for the****Initial Position** | GS-13 |
| **Remote/Telework Option** | Yes | **Promotion Potential for the *Target Position*** | GS-13 |
| **U.S. Citizenship Required** | Yes | **Job Series for the** ***Target Position*** | 0343 – Management and Program Analysis |
|  |
| **Description of Organization** |
| This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office). |
| **Description of Position** |
| This is where the agency will describe the duties of the position, any information on recruitment incentives, is location negotiable, any travel, details about the background investigation, etc. |
| **Qualifications for the Position** |
| This is where the agency will describe the qualifications for the position. Agencies should be very specific and include any selective factors (see below). |
| **Selective Factor(s)** (**NOTE:** In addition to the qualifications identified, this position has one or more selective factors. A selective factor is a skill, knowledge, ability or other worker characteristic essential for satisfactory performance of the job. Finalists who do not meet the selective factor(s) will be rated as not qualified for this position.) |
| This is where the agency would identify any additional characteristics required, beyond the qualifications listed above. |
| **Remote/Telework Option** |
| This is where the agency will provide additional information (e.g., as determined by agency policy, salary may be adjusted based on the locality pay for the duty station, etc. |
| **How to Apply Instructions** (**NOTE:** In addition to any other instructions entered by the agency, Finalists must always apply via the Apply Now button and agencies must process applicants in the PMF TMS.) |
| This is where the agency informs the Finalist on how to express an interest in the position. The PMF Program Office has already adjudicated any claims for veterans’ preference and any such documents can be viewed from the Finalists’ documents in the PMF TMS by Agency PMF Coordinators and Agency HR Staff users. Therefore, it is not necessary to request such documents. If documents are requested, be sure to spell out what documents are requested and who to submit via email; typically, this would be the Agency Contact identified. Please see above instructions about the Apply Now features built into the PMF TMS.**NOTE:** Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential noncompetitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier. |

**APPENDIX B: *SAMPLE* EFFECTIVE APPOINTMENT OPPORTUNITY:**

**Appointment Opportunity**

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| --- | --- |
| Announcement DetailsLast Updated: [date/time]  |  |
| **Announcement Number** | PMF-AO-***2017***-0285 | **Type of Opportunity** | Appointment Opportunity |
| **Position Title** | Epidemiologist | **Agency/Sub-Agency** | **Department of Health and Human Services** / Centers for Disease Control & Prevention |
| **Opening Date** | 03/02/2017 | **Hosting Office (if applicable)** | Office of Minority Health and Health Equity  |
| **Closing Date** | 03/09/2017 | **Website Address** | https://www.cdc.gov |
| **Number of Positions and Location(s)** | 1 in Atlanta, GA 30310 | **Job Series for the****Initial Position** | 0601 – General Health Science |
| **Agency Contact** | Name: Stephanie DunsonEmail: pmf@cdc.gov | **Background Investigation/Security Clearance Required** | Public Trust |
| **Recruitment Incentive** | No | **Travel Required** | No |
| **Pay Plan, Grade Level, and Salary Range** | GS-09, GS-11$63,161 - $117,028  | **Promotion Potential for the Initial Position** | GS-13 |
| **Remote/Telework Option** | Yes | **Promotion Potential for *Target Position*** | GS-13 |
| **U.S. Citizenship Required** | Yes | **Job Series for the** ***Target Position*** | 0343 – Management and Program Analysis |
|  |
| **Description of Organization** |
| This position is within the **Office of Minority Health and Health Equity (OMHHE)**, within the **Centers for Disease Control and Prevention (CDC)**, within the **U.S.** **Department of Health and Human Services (HHS)**.**HHS** is the U.S. Government’s principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves. HHS accomplishes its mission through programs and initiatives that cover a wide spectrum of activities, serving and protecting Americans at every stage of life, from conception. HHS is responsible for almost a quarter of all Federal outlays and administers more grant dollars than all other Federal agencies combined. To learn more about HHS, please visit: <https://www.hhs.gov/>**CDC** is one of the major operating components of HHS. CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same. CDC increases the health security of our nation. As the nation’s health protection agency, CDC saves lives and protects people from health threats. To accomplish our mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats and responds when these arise. To learn more about CDC, please visit: <https://www.cdc.gov/> The **OMHHE** works to advance health equity and women’s health issues across the nation through CDC’s science and programs and increase CDC’s capacity to leverage its diverse workforce and engage stakeholders toward this end. OMHHE’s vision is a world where all people have the opportunity to attain the best health possible. To learn more about the OMHHE, please visit: <https://www.cdc.gov/minorityhealth/index.html> |
| **Description of Position** |
| **Purpose:** To assist with the scientific activities of the OMHHE.**Duties:** The Fellow will assist the Associate Director for Science with measurement focused projects aimed at eliminating health disparities and achieving health equity.  The Fellow will apply epidemiological methods and techniques to—* Identify and assess options to measure the diversity of the health and health care workforce.
* Stimulate innovative strategies to achieve health equity.
* Research and address health disparities and the social determinants of health that create and perpetuate health disparities.
* Develop and evaluate indicators to capture the effectiveness of health equity focused actions and activities.

The Fellow will also help synthesize, refine and disseminate frameworks to communicate information about health equity issues and viable actions that can be taken to achieve health equity.**Target Skills Fellow will Learn:** The Fellow will develop the following skills while working in this position—and be able to apply these skills by the end of the fellowship:* Applying knowledge of complex, health-related etiologic processes and theoretical frameworks to analyze, interpret, and apply data on the social determinants of health, health disparities, and health equity;
* Identifying surveillance and other data sources for tracking program objectives and outcomes;
* Applying a health equity centered, epidemiologic perspective to inform planning, preparations for and responses to public health emergencies in which the agency is involved;
* Assessing frameworks to develop and evaluate public health interventions based on scientific evidence; and,
* Critically review and enhance a broad range of science-related activities and products to ensure quality, depth and public health relevance (generally and specifically relating to health equity).
 |
| **Qualifications for the Position** |
| **Required Qualifications:** * Knowledge of a wide variety of epidemiologic principles, concepts, methods, and techniques to critically analyze and evaluate population level health problems;
* Knowledge of methodological techniques used to collect, analyze, and interpret highly specialized scientific data as part of epidemiological studies;
* Ability to perform complex analytical studies, to interpret results to evaluate scientific methods and practices, and to recommend improvements and changes as justified by findings;
* Ability to communicate effectively orally to make presentations, consult on programs, and respond to inquiries; and,
* Ability to communicate effectively in writing to develop reports, respond to inquiries, and engage with colleagues via email.

**To qualify for the GS-11 level:**You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal service.-OR-You may substitute education for specialized experience at the GS-11 level as follows: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree or LL.M., if related. |
| **Selective Factor(s)** (**NOTE:** In addition to the qualifications identified, this position has one or more selective factors. A selective factor is a skill, knowledge, ability or other worker characteristic essential for satisfactory performance of the job. Finalists who do not meet the selective factor(s) will be rated as not qualified for this position.) |
| The incumbent for this position must be able to speak, read, and write Spanish fluently. |
| **Remote/Telework Option** |
| This position may have a remote/telework option as determined by the agency’s policy. Salary may be adjusted based on the locality pay for the duty station if a remote position.  |
| **How to Apply Instructions** (**NOTE:** In addition to any other instructions entered by the agency, Finalists must always apply via the Apply Now button and agencies must process applicants in the PMF TMS.) |
| Follow the Apply Now Instructions appearing on the Apply Site of the PMF TMS to submit your application for this position. **NOTE:** Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential noncompetitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier. |

**APPENDIX C: BEST PRACTICES GUIDE**

The Best Practices identified below are intended to help agencies develop more standardized and effective PMF announcements. There are two sections: (1) Section-Specific and (2) General. Your agency may have additional policies and procedures to follow; please check with your Agency PMF Coordinator or HR Staff. Also, please review the **Pre-Checklist** at the top of this document.

**1. SECTION-SPECIFIC:**

**DESCRIPTION OF ORGANIZATION:**

| **Do** | **Avoid** | **Examples** |
| --- | --- | --- |
| Describe the department/agency, the sub-agency, and the hosting office (and consider including mission statements for each)  | Incomplete descriptions or irrelevant information | Include — “The [department] …”, “The [agency] …”, “The [office] …”Instead of only— “The [agency]…” |
| [Optional] Include a link to a website or other resource Finalists can access to learn more  | Skipping this data field | https://www.pmf.gov  |

**DESCRIPTION OF POSITION:**

| **Do** | **Avoid** | **Examples** |
| --- | --- | --- |
| Describe how and where the position fits in the organizational structure | Vague and general statements about the position and the office with which it is associated (e.g., “This position is located in NHQ.”). | Include — “This position is on the \_\_\_\_\_ team in the \_\_\_\_\_ office.” |
| Describe with whom the incumbent will be working (if applicable) | Vague and general statements regarding with whom the person in this position will be working (e.g., “The incumbent will work on cross-functional teams.”). | Include — “The incumbent will work with \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.” (Could be position titles, teams, offices, or other organizational units.) |
| Describe what functions, tasks, and projects the incumbent will perform, and which people and functions the incumbent will support. | Vague and general statements about the work the person in the position will do (e.g., “The incumbent will work on a variety of projects of varying complexity.”) | Include — “The incumbent will be responsible for \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_, in support of \_\_\_\_\_.”**NOTE:** It may be helpful to describe specific examples of tasks and projects and the impact the Fellow will have in this position. |

**QUALIFICATIONS FOR THE POSITION:**

| **Do** | **Avoid** | **Examples** |
| --- | --- | --- |
| List specific qualifications and competencies | Vague or incomplete information about qualifications and competencies (e.g., only stating that applicants must “Possess a Ph.D. or equivalent doctoral degree OR 3 years of progressively higher-level graduate education.”). | Include — “Minimum qualifications for this position include:* Excellent written and oral communication skills
* Ability to work independently and in teams
* Experience in managing multiple deadlines and prioritizing workload
* Proficiency in Microsoft Office products, including Word, Excel, and PowerPoint
* Knowledge of and skills with data analysis and basic database tools”

And--“For GS-11: You must have one year of specialized experience at a level of difficulty and responsibility equivalent to the GS-09 grade level in the Federal service.-OR-You may substitute education for specialized experience at the GS-11 level as follows: Ph.D. or equivalent doctoral degree or 3 full years of progressively higher-level graduate education leading to such a degree or LL.M., if related.” |
| Include information relevant to the organization and job | Including information about the PMF Program | Include — Relevant job qualifications.Instead of — “Qualified applicants should have an advanced degree or be on a pathway to completion of an advanced degree before starting a PMF position.” |
| Include information relevant to the target position | Not referencing the target position upon conversion | Include the intended Job Series and Full Promotion Level (FPL) of the target position upon conversion |
| Identify selective factors, if applicable | See link to the right for more | Review OPM’s guidance on [Using Selective Factors](https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-policies/#url=e6) |

**HOW TO APPLY INSTRUCTIONS:**

| **Do** | **Avoid** | **Examples** |
| --- | --- | --- |
| Identify how Finalists should submit their application | Redirecting to an announcement on USAJOBS; use the Apply Now feature | Include — “Click on **Apply Now** and follow the instructions to submit your application.” |
| Identify if the agency is only accepting a limited number of applications | Saying “Applications Capped at xxx” | Instead – “This announcement is limited to the first xxx applications received.” |

**2. GENERAL:**

| **Do** | **Avoid** | **Examples** |
| --- | --- | --- |
| Review the “PMF Program’s Program Analyst Career Ladder Position Description (PD) Templates Guide” | Starting from scratch in preparing PDs for your Program Analyst positions. | Use the Guide; see the **Pre-Checklist** for additional information. |
| Enter information in the correct or most appropriate section | Entering information in the wrong or an inappropriate section | Enter — Application information and instructions in the “How to Apply Instructions” section.Instead of — In the “Description of Position” section. |
| Use plain language with an ‘active’ voice | Jargon, undefined acronyms, passive voice, nominalization | Say — “… to identify and resolve issues.”Instead of — “… to the identification and resolution of issues.” |
| Use specific and succinct language (and use examples, if needed) | Ambiguous language, run-on sentences, and repetitious information | Say — “The incumbent will perform a range of operational management services in support of \_\_\_\_\_. Assignments will be complex, in-depth, and varied, and may include \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Specific regular duties and projects include supporting process improvement initiatives, developing communications plans, drafting and editing documents, and strategic planning activities.”Instead of — “The incumbent will provide a full range of operational management services. Assignments will be of considerable complexity, depth, and variety, which may include supporting process improvement initiatives, developing communications plans, drafting and editing documents, and strategic planning activities” |
| Use bullets and numbering to group lists or format “like” things and be consistent with formatting.The PMF TMS offers styling options (e.g., bold, italics, underline, links, and bullets). | Unformatted lists or inconsistent formatting | Use — “Qualifications:* Ability to ...
* Knowledge of …
* Experience …”
 |
| State information and instructions in the positive, then clarify by stating the converse in the negative, if needed | Stating information or instructions in the negative only | Say — “This position is part of the sub-agency’s PMF Program, not part of the centralized department PMF Program.”Instead of — “This position is NOT part of the centralized department PMF Program.” |
| Use the “Actions\Email” option in the PMF TMS to prompt the system to email a copy of the opportunity at any stage | Not checking with the Hiring Official to ensure the opportunity is accurate. | By triggering the PMF TMS to email a copy of the opportunity to the Hiring Official (or other reviewers), you ensure there are no mistakes, typos, etc. |

We welcome any feedback on this template. Please send any suggestions or best practices to pmf@opm.gov. Thank you!