



Agencies Preparing for Finalists



Workforce Planning Statistics

Review the data submitted by your Hiring Officials, HR representatives, and leadership on your agency needs for the fiscal year by visiting *Workforce Planning Statistics* on the PMF TMS (Talent Management System). You can also compare projections from the previous years.

Identify & Prepare Appointment Opportunities

Work with Hiring Officials to identify staffing needs (including Position Descriptions) and funding sources for PMF requirements. Utilize the PMF TMS' [Appointment Opportunity Template](#) to prepare and post appointment opportunities.

Submit Attractive Announcements

Review your appointment opportunities to ensure the postings are attractive and the language is simple to those Finalists who may be unfamiliar with government jargon. Submit template to [Agency PMF Coordinator](#) to post.

Grant Access to the PMF TMS

Agency PMF Coordinators can provide access to Hiring Officials and HR Staff to the PMF TMS. Then provide an overview on how to identify candidates from the "Manage Finalists" module. Agency HR Staff users can also post and manage appointment opportunities.



Update Agency Profile Page

Agency PMF Coordinators should update their Agency Profile Page on the PMF TMS to market their agency to Finalists. Include info about your agency; upload brochures, FAQs, videos, and webinars; and, show what opportunities are available. Finalists can view from the *Explore* screen on the PMF TMS.

Announcement of Finalists

When Finalists are selected, they will appear on the [list of Finalists](#) and instantly become available to agencies, as well as their application documents. Agency PMF Coordinators may want to prepare for Finalists to start contacting them for available appointment opportunities.

Search Finalists

Agency PMF Coordinators and Hiring Officials should utilize the PMF TMS to search for Finalists via the "Manage Finalist" and "Workforce Planning Statistics" modules. Directly reach out to Finalists who may be a strong fit to encourage them to apply (once an opportunity has been posted).

Prepare for Hiring Fair

Use the hiring fair (if and when scheduled) to conduct interviews and attract additional Finalists to your announcements. Ensure appointment opportunities are posted in advance, update your Agency Profile Page, encourage agency participation, and bring an HR Specialist to make tentative offers.