

## Agency PMF Coordinator's Preparing for Finalists Checklist

The following checklist is a tool for Agency PMF Coordinators to use in preparing for the PMF Program Office's announcement of Finalists. Review the [Become a PMF](#) section on the PMF website for class year timelines. This Checklist may not be all inclusive and Coordinators may want to modify to fit their needs. This Checklist can be found under the [Agencies/Resources](#) section on the PMF website at [www.pmf.gov](http://www.pmf.gov) and under the "Resources" section on the [Portal Site](#) of the PMF TMS (Talent Management System). Please send any feedback via email with the subject of "Agency Finalist Checklist" to [pmf@opm.gov](mailto:pmf@opm.gov).

<input checked="" type="checkbox"/> :	<b>ACTION:</b>
<input type="checkbox"/>	Review the <a href="#">Value Proposition and Overview</a> on the PMF website. This webpage explains what the PMF Program is about, how agencies use the program, how to get started, agency responsibilities, links to the current list of Agency PMF Coordinators, finding candidates, resources, and FAQs.
<input type="checkbox"/>	View the <a href="#">PMF Agency Brochure</a> , which is a two page brochure for agencies to learn about the program.
<input type="checkbox"/>	Review the <a href="#">PMF Participant Handbook</a> . This Handbook is designed for Fellows to engage with their Supervisor and Agency PMF Coordinator upon onboarding. The Handbook goes into greater detail about the program requirements and stakeholder roles.
<input type="checkbox"/>	Update your Agency Profile Page within the PMF TMS. See the <a href="#">PMF Agency Profile Page Checklist for Agencies</a> . The profile page can be used by Coordinators to post general information about their agency, brochures, videos, meet and greets, slides, informational webinars, FAQs, etc. It's an invaluable resource to redirect Finalists who contact you to learn more about your agency.
<input type="checkbox"/>	See the <a href="#">Preparing for Finalists Timeline</a> to give you a general timeline on preparing for Finalists.
<input type="checkbox"/>	Review your agency's Workforce Planning Statistics on the Portal Site of the PMF TMS. Upon announcing Finalists, the PMF TMS will instantly match those Finalists based on your agency's needs.
<input type="checkbox"/>	Work with Hiring Officials to identify staffing needs. Assemble PMF appointment opportunities (e.g., Job Opportunity Announcements); see the <a href="#">PMF TMS Appointment Opportunity Template for Agencies</a> .
<input type="checkbox"/>	Upon announcing Finalists: <ul style="list-style-type: none"> <li>- Post your PMF Appointment Opportunities. As the saying goes, the early bird gets the worm!</li> <li>- Identify HR staff to assist with the recruiting and examining of Finalists who apply.</li> <li>- Review the <i>How to Use Apply Now for Agencies</i> and the <i>Apply Now FAQs for Agencies</i>, posted under the "Resources" section on the Portal Site of the PMF TMS.</li> <li>- Grant Hiring Officials and HR Staff access to the Portal Site to search and view Finalists.</li> </ul>
<input type="checkbox"/>	Prepare to participate in the PMF Program's hosted <a href="#">hiring fair</a> , or consider hosting one for your agency. Assemble current/former Fellows at your agency to participate and help answer questions.
<input type="checkbox"/>	Work with your agency's IT department to establish a "pmf@[your agency].gov" email address where any and all program-related inquiries can be directed to. Upon announcing Finalists, they are bound to contact you for general information and appointment opportunities. <ul style="list-style-type: none"> <li>- Consider an auto-reply to any inquiries to redirect Finalists to monitor your Agency Profile Page for general information and any updates.</li> </ul>
<input type="checkbox"/>	Refer to the <a href="#">Onboarding Toolkit for Agency PMF Coordinators</a> on next steps.
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