

2012 FINALISTS JOB FAIR OVERVIEW

Congratulations on becoming a Finalist for the Class of 2012! We hope this overview will help you prepare for the upcoming annual Job Fair, March 19-21, 2012 (Monday-Wednesday), at the Walter E. Washington Convention Center, in Washington, DC. You may want to print a copy of this overview as a reference; please check for any update.

GENERAL INFORMATION

The Job Fair is open to Class of 2012 Finalists and participating agencies only. This is your opportunity to learn more about the participating agencies offering a multitude of opportunities. The Job Fair is a three-day event open to all Federal Agencies interested in hiring 2012 Finalists as Presidential Management Fellows (PMFs; Fellows). Finalists are not required to attend; however, many PMF positions are filled as a result of the Job Fair. All times listed are Eastern Standard Time. Please refer to the Job Fair Agenda posted on the PMF website. Typically this three-day event consists of the following:

- **Day 1:**
 - Registration check-in for Finalists and Federal Agencies
 - Information Session for Finalists and Federal Agencies
 - NOTE: No interviewing takes place on Day 1.
- **Day 2:**
 - Exhibit floor opens to Finalists
 - Agencies staff exhibit booths and conduct interviews
- **Day 3:**
 - Exhibit floor opens to Finalists and Federal Agencies
 - Agencies staff exhibit booths and conduct interviews
 - Job Fair concludes

HOTELS, TRANSPORTATION, LOCAL RESTAURANTS, AND BUSINESS\COPY CENTERS

Finalists should make travel arrangements as soon as possible. Finalists may want to extend their trip an extra day in case agencies request additional interviews beyond the Job Fair dates.

Attendees are strongly encouraged to use public transportation. For more information on the Washington, DC public transportation system, please visit: www.metroopensdoors.com. For hotels and services around the convention center, please visit: www.dcconvention.com/Visitors/VisitingDCOverview.aspx.

We will provide a map and listing of local restaurants and business\copy centers at the "PMF Help Desk" on the Job Fair's exhibit floor for Days 1 and 2.

JOB FAIR TIPS

Now that you have been selected as a Finalist, your most important task will be securing an appointment as a PMF with a participating Federal Agency. The Job Fair tips below will assist you in this endeavor. Please note Finalists have until one year from selection as Finalists to obtain an appointment as a PMF. The Class of 2012 Finalists were selected on January 24, 2012, and have until January 24, 2013, to obtain an appointment.

Keep Agencies Notified of the Changes to Your Resume

- Update your on-line resume on the PMF website. Follow the instructions listed under the [Find a Job](#) webpage to update your on-line resume. Agencies access and search resumes on-line to find Finalists best matched to their positions.
- Print copies of your resume to bring with you to the Job Fair.

Make Sure Agencies Are Able to Contact You

- Complete the [Information Worksheet](#) to update your personal contact information.
- This on-line form is used to notify the PMF Program Office of changes to personal contact information (e.g., changes to name, home mailing address, personal phone numbers, and/or personal email address).

Search for Posted Positions

- Agencies post positions open only to Finalists on the PMF Program's "Projected Positions System (PPS)", found under the [Job Search](#) webpage.
- Each posting includes:
 - Position Title/Number of Positions/Location(s),
 - Contact Information for Position and Agency PMF Coordinator,
 - Description of Position,
 - Agency Description and Guidance, and
 - Background Investigation Requirement (if any).
- Agencies can post positions throughout the year, but they are not required to post their positions on the PPS. Postings remain active for 90 days or until an agency fills or deletes a position.
- If you do not see a position posted from the agency you are interested in, contact the Agency PMF Coordinator to see what positions they may be offering this year. Many agencies post right before the Job Fair.
- Positions overseas are very rare. Most appointments are placed in the Washington, DC, metropolitan area; however, some are posted throughout the Nation and Finalists can search by location.
- The PMF Program Office cannot reduce or delete the number of positions, fix typos, extend the posting, or define acronyms. Only the agency who submitted the posting can address these.

Do Your Homework

Discover as much as you can about the background of the agencies that interest you. Research and review mission/function statements, presidential initiatives, benefits offered, major issues and budgets. Remember agencies have their own workplace cultures, which differ from office to office. Here are some helpful tips:

- Research agency websites. We recommend you start with www.usa.gov.
- Talk with agency representatives at the Job Fair exhibit booths.
- Ask what the agency provides for PMF training, travel, rotations, and career development.
- Ask if the agency provides student loan repayment, relocation assistance, or hiring incentives. The PMF Program Office does **not** provide these incentives; they are agency-specific and dependent on agency budgets and policies. Some agencies require a service agreement.
- Collect agency handouts at the Job Fair and read later to refresh your memory.
- Contact Agency PMF Coordinators directly.

Comply with Agency Specific PMF Application Procedures Outlined for Positions Posted

Each agency follows different procedures. Some agencies conduct interviews before and after the Job Fair, while others may only interview at the Job Fair. If you are interested in a specific agency or position, contact the agency to find out their process for conducting interviews and any specific requirements.

Understand the Agency/Office Position on Rotational Opportunities

- Rotational opportunities are assignments that give you the opportunity to learn more about a program from a different perspective, and may take you to another branch, division, office, program, or even another agency. They are generally free to the office to which you are rotating.
- Remember your home office and supervisor will be without your services while still paying your salary. Thus, it is extremely important to understand the agency/office position on these opportunities. Fellows should consult with their supervisor and Agency PMF Coordinator.
- Some agencies place limitations on the number of developmental opportunities they provide, while others have few restrictions. Some agencies do not allow external assignments.
- In accordance with the OPM regulations for the PMF Program, all PMFs must serve a four to six month developmental assignment in the occupation or functional discipline in which you will most likely be placed, with full-time management and/or technical responsibilities consistent with your IDP during their two year fellowship.

Be Flexible

- Apply to more than one agency. Many agencies have other interesting opportunities.
- If you do not obtain a PMF position with an agency, you may still want to seek a developmental opportunity there when you do obtain a PMF position with another agency.

Be Upfront About Your Professional Goals and Expectations

- Try to find out which agencies best match your expectations.
- Keep your options open. One position may lead to another one that better fits your interests or needs.

Ask Questions and Follow-Up

- Do not close doors because you were not able to obtain the information you were looking for at the Job Fair.
- Make follow-up calls or send emails to Agency PMF Coordinators after the Job Fair. Keep in mind other Finalists are doing the same.

Accept or Decline Offers On Time

- When you receive an offer (or offers), find out when the agency expects a decision.
- Accept or decline by that date (if you decline, the agency may want to make an offer to another Finalist).
- Don't lose hope if the position you want is not offered during the Job Fair. Agencies post to the PPS throughout the year and may have more opportunities next fiscal year (October 2012).
- Throughout the appointment eligibility period, the PMF Program Office will occasionally send all Finalists a "status update" email to ensure our records are accurate.

Miscellaneous

- Dress for success...business attire is required for the Job Fair.
- Schedule your time efficiently, take breaks, drink plenty of fluids, and be prepared.
- Message Boards will be on display for all Federal Agencies and Finalists to post messages. Any messages remaining at the end of Day 3 will be discarded. Any changes to participating agencies will be posted to the Message Boards if the list of participating agencies has already been produced. We will also post a list of food and beverage venues open during the Job Fair.
- Please review the agenda and note the schedule.
- The Job Fair typically has close to 2,500 attendees.
- The exhibit floor will have tables and chairs for Finalists to rest and prepare for interviews.
- First Aid station and nurse will be provided at the Job Fair.
- Check the Job Fair webpage frequently for any updates; information is subject to change.

AFTER THE JOB FAIR

Provide Complete Information for Background Investigations

- All PMF positions require a background investigation to some degree; whereas, some positions require a security clearance.
- This can be a lengthy process and it is not uncommon to take *several* months before you come on board.
- If an investigation is required, be as thorough and honest as possible. Incomplete or inconsistent data will only stall the investigation and cause a significant delay in bringing you on board. You may be terminated and/or barred from Federal employment for providing inconsistent or false data.
- The PMF Program Office has posted common background investigation forms its website.
 - The most common forms are the SF 85 (Questionnaire for Non-Sensitive Positions) and SF 86 (Questionnaire for National Security Positions).
- You are **highly** encouraged to review and start filling out these forms ahead of time to educate yourself on the questions asked, what is needed, and the extent of the background being investigated. You will need time to assemble requested information (e.g., references).
- Some agencies use their own forms and will provide to you upon making an offer.
- A representative from OPM's Federal Investigative Service (FIS) will be speaking about the background investigations process on Day 1 of the Job Fair. FIS conducts the vast majority of background investigations for the Federal Government and the presentation will be very informative for all.

Notify the PMF Program Office of Appointment

If you accept an appointment (job offer) from an agency, please let us know. Follow the instructions found in the "Memo to PMF Class of 2012 Finalists" under the [Current Finalists](#) webpage.

Once appointed, your name on the list of Finalists posted on our website will be annotated with an "A" for Accepted an Appointment/Appointed.

Once on board, your status as a Finalist changes to a "Fellow"— an actual PMF. After you settle in, contact your Agency PMF Coordinator and the PMF Program Office to submit your work mailing address, phone numbers (office/fax), and work email address (and the name and email address of your supervisor if known).

Later this year you will be invited to attend one of the PMF Program's Orientation and Training Sessions, via a broadcast email from the PMF Program Office. We intentionally include all Finalists in the email for those who obtain appointments after announcing. If you choose to withdraw as a Finalist or resign as a Fellow, please notify the PMF Program Office immediately.

PMF HELP DESK

The PMF Program Office will have several tables located on the exhibit floor to provide assistance to attendees and to answer general Program questions. In addition, several resources and fact sheets will be provided to Finalists at the tables.

REST AREAS

During the Job Fair, a number of tables will be provided between the exhibit and interview booths to enable Finalists to rest and prepare.

PRESIDENTIAL MANAGEMENT ALUMNI GROUP (PMAG)

This is a membership organization comprised of former and current Presidential Management Fellows (PMF's) and others interested in recruiting and developing Federal Government career managers. To learn more, go to www.pmag.org.

The following questions are courtesy of The Presidential Management Alumni Group (PMAG).

QUESTIONS TO ASK A PROSPECTIVE EMPLOYER DURING YOUR PMF JOB HUNT

1. What is the position's title and classification series?

What is the full performance level of the position (career ladder) or the highest grade (or equivalent) that I can expect to reach in this position?

What are specific duties of this position and the range of work I could expect?

Are there other PMF positions I should know about in your agency?

2. What grade (or equivalent) am I now qualified for in this position?

At what grade (between 9 and 12) would you be hiring me?

3. Is this the position I would be converted into after my two year fellowship (target position)?

If not, what do you expect my target position to be?

4. Who would be my immediate supervisor? What is his or her leadership style?

What can you tell me about the team/division and its organizational culture?

Are there opportunities to meet others on the team (before making a decision)?

5. What is your agency's promotion policy for Fellows?

6. When would be the earliest/latest that I could start work in this position?

What is the required security clearance level and process for this position?

How long does obtaining this level of security clearance take?

Could I begin work with a partial or interim clearance?

7. How many assignments or rotations can I expect during the two years?

Do you encourage developmental assignments or rotations outside the agency?

Does this position provide opportunities to travel – where and how often?

What are some examples of rotations taken by other Fellows from your office?

8. What training opportunities should I expect during my time as a Fellow?

How do you ensure that your Fellows receive their 80 hours of formal classroom training each year?

Can you give me examples of training opportunities other Fellows have had here?

Tell me about interesting or noteworthy training experiences in your agency...

9. How would you describe the role of your Agency PMF Coordinator?

How long has the Coordinator been in the position?

What percentage of the Coordinator's time is focused on the PMF Program?

How available are they to support Fellows' training, rotations and promotions?

What is the Executive Resources Board (ERB) process in your agency for conversion?

How does the PMF Program fit into your agency's recruiting and hiring goals?

What proportion of Fellows who converted are still with the agency?

What would you identify as the strengths, weaknesses of your agency's participation in the PMF Program?

10. How do Fellows from this agency collaborate or network with each other?

What would current and former Fellows tell me candidly about your agency?

Can you provide contact information for Fellows who have served in your office?

Good luck in your interviews!