

2012 FINALISTS JOB FAIR CHECKLIST

This checklist is provided to participating Finalists for their Job Fair preparations. Most references to links and additional information can be found under the "Become A PMF\Find a Job\Job Fair" webpage at www.pmf.gov.

#:	Item:	✓:
1.	Official Notification. A list of 2012 Finalists can be found at http://www.pmf.gov/become-a-pmf/current-finalists.aspx .	
2.	Finalists' Job Fair Overview. Review the Overview from the Job Fair webpage.	
3.	RSVP on whether or not you are attending the Job Fair; link is on the Job Fair webpage. The Online RSVP System for Finalists closes three business days before the Job Fair.	
4.	Hotel and Travel arrangements. You may want to add an extra day before or after the Job Fair for those agencies wishing to conduct interviews. Addition information is in the Overview.	
5.	Keep your personal contact information current. Agencies may contact you by phone and email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date via the Information Worksheet .	
6.	Is your on-line resume current? To submit an updated resume, follow the instructions on the "Become A PMF\Find a Job" webpage (http://www.pmf.gov/become-a-pmf/find-a-job.aspx).	
7.	Job Search. What participating agencies are you interested in? Search for positions using the Projected Positions System under the Job Search webpage and start applying for the PMF positions that interest you. Some agencies will conduct phone interviews prior to the Job Fair and/or schedule specific interviews before/during/after the Job Fair.	
8.	Prepare your plan of action for this three day event. For example, familiarize yourself with the Metro, bring light refreshments to last the day, dress for success (business attire), study the floor plans, and bring copies of your current resume.	
9.	Make a list of questions to ask the hiring officials during the Job Fair. Review the suggested Job Fair questions submitted by the Presidential Management Alumni Group, found in the Overview.	
10.	Check the Projected Positions System frequently. Many agencies post last-minute positions just prior to the Job Fair. Some agencies post new positions on the Message Boards at the Job Fair.	
11.	Accept an agency's offer in a timely manner. Agencies will make an offer to another Finalist if they do not hear from you. Some agencies have an immediate need to fill positions.	
12.	Background Investigation. The common forms used for background investigations can be found under the Forms webpage. You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the process. All appointments require some level of a background investigation before you come onboard.	
13.	You may experience some down time upon accepting an offer and coming onboard. Check with the Agency PMF Coordinator for any updates.	
14.	Contact the PMF Program Office upon <i>accepting</i> an appointment as a Fellow so we can update our records immediately. See the Overview for instructions on how to contact the office.	
15.	Prepare for your first day at the appointing agency. Later this year, the PMF Program Office will advertise registration for the PMF Class of 2012's Orientation and Training Program; which all 2012 PMFs will be invited to register and participate.	