

2012 AGENCY JOB FAIR CHECKLIST

Agencies (especially Coordinators) can use this checklist to help them prepare for the PMF Job Fair. Most references to links and additional information can be found on the PMF website at under the [Agencies\Find Candidates](#) webpage.

#:	Item:	✓:
1.	Coordinate Agency Participants: The Agency PMF Coordinator, Human Resources staff, and hiring officials should coordinate their efforts to prepare for and participate in the Job Fair.	
2.	Submit RSVP for Agency Job Fair Participation: Submit your RSVP from the Find Candidates webpage.	
3.	Call Into PMF Job Fair Conference Call for any Questions: The PMF Program Office conducts a conference call for Agency PMF Coordinators (especially new Coordinators) to call in to ask questions about the Job Fair. Details will be provided in a separate email to all Coordinators.	
4.	Prepare and Post Positions: <ul style="list-style-type: none"> • Help hiring officials write position descriptions (emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed). • Post positions to the PMF Program's Projected Positions System before the Job Fair. • Bring copies of positions to the Job Fair. 	
5.	Provide Access to Resumes: Grant hiring officials access to search and view resumes.	
6.	Schedule Interviewers: <ul style="list-style-type: none"> • Identify which hiring officials plan to attend the Job Fair and coordinate interviews between hiring officials and Finalists. • Use the <i>Job Fair Interview Scheduling Sheet</i> from the Find Candidates webpage. • Display a list of your sub-agencies that are hiring at your exhibit booth(s). 	
7.	Prepare Exhibit Booths: Prepare exhibit booths for staffing, Finalists with special accommodations (if any), copies of available positions, agency fact sheets, exhibit floor plans, etc. NOTE: Typically the venue has several restrictions on what can be brought onto the exhibit floor (e.g., no helium balloons). If in doubt, please contact the PMF Program Office for any questions.	
8.	Review PMF Website Information: <ul style="list-style-type: none"> • Review the Agency Job Fair Overview, the Hiring a Presidential Management Fellow and Agency Program fact sheets, as well as the PMF Guide for Agencies on how to handle veterans' preference. • Provide hiring officials copies in advance to ensure they are familiar with the Program requirements. 	
9.	Review and Prepare Responses to PMAG Questions: The "Agency Job Fair Overview" contains a list of questions the Presidential Management Alumni Group (PMAG) suggests Finalists ask during the Job Fair. Be sure your agency's hiring officials and attending staff are able to answer these questions.	
10.	Establish Procedures for Making Job Offers: Coordinate procedures with HR staff and hiring officials, including what paperwork is needed (e.g., background investigation forms, tentative job offers).	
11.	Verify Service Agreements: Check with appropriate agency staff (e.g., HR, General Counsel) on any service agreements needed for hiring incentives, such as student loan repayments and relocation.	
12.	Communicate Onsite Registration Procedures: <ul style="list-style-type: none"> • All agency participants must check in at the Job Fair registration counters and display their agency-issued government identification throughout their attendance. • Remind hiring officials and staff to allot sufficient time to check in at registration. 	
13.	Inform Participants of Follow-Up Survey: Inform agency participants the PMF Program Office will email an on-line survey to collect feedback on the Job Fair, as long as they provide an email address at registration.	
14.	Monitor Status of Job Offers: <ul style="list-style-type: none"> • Follow up with HR, the hiring official, and the Finalist on their background check, on-boarding, and entering the appointment via the Agency Submission for Automated Processing (ASAP) system. • Delete any entries in the Projected Positions System once an offer is accepted. 	
15.	Submit Appointment Placement Fee to OPM: Coordinate with hiring official to submit the appointment placement fee to the PMF Program Office within 30 days of appointment or 2 weeks prior to the Fellow attending one of the PMF Program's Orientation Sessions; whichever comes first. The common financial forms for submitting reimbursement can be found under the Agencies/Resources webpage.	