

Presidential Management Fellows (PMF) Talent Acquisition System (TAS)

User Guide for Agencies

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*U.S. Office of Personnel Management
1900 E Street, NW, Room 6500
Washington, DC 20415
pmf@opm.gov*



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04-11-2013	Adjusted pagination to align steps and figures throughout.
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1. Introduction

The Presidential Management Fellows Talent Acquisition System (PMF TAS) is a multi-purpose system used by a variety of stakeholders, including but not limited to: applicants, agencies, and the PMF Program Office (PMF PO). The integrated IT system consists of two components: 1) the PMF Program application and publically accessible information and 2) the PMF Program administration website. The PMF TAS is an official U.S. Government System for authorized use only. Unauthorized use of this system or the information on the system could result in criminal prosecution.

1.1 Public Facing Site – Apply (Seeker)

The public has access to view PMF Finalists and Agency PMF Coordinators at <https://apply.pmf.gov/pmf>. It is commonly referred to as the “Seeker” side of the system. Applicants’ first created their account, applied to the program, and will return to view vacancy and developmental opportunities on this site. Accessing the link “View Finalists and Coordinators,” reveals tabs to lists of Current Finalists, Total Current PMF Appointments by Agency, and Lists of Agency PMF Coordinators. “Current Finalists” tab offers the option to sort the list in a variety of ways: by name, university, status, or agency appointment. Agencies wishing to access additional information on a Finalist will do so through the PMF Program Administration website known as the “Portal.”

The “Total Current PMF Appointments by Agency” tab provides the total number of appointments by Agency and Sub-Agency. Individual PMF names are not provided on this tab but may be found on the “Current Finalists” tab and “Sort by Agency” tab.

The “List of Agency PMF Coordinators” is a quick way to find the PMF Coordinator at the Agency or Sub-Agency level. This information is linked to the accounts created in the User Management module.

1.2 PMF Administration – Portal

PMF Administration at <https://portal.pmf.gov/pmf-home> is the site where Agency PMF Coordinators, Agency Human Resource (HR) Recruiters, Agency Users, and the PMF PO will manage the program. Functions include: creating agency users; accessing Finalists’ files; entering appointment, rotational, and training opportunities; appointing Finalists and changing PMF status; and recording PMF developmental information.

In order to access this site, accounts must first be created for Agency users. For information on who can create an account, refer to “Roles and Responsibilities” Section 2 of this Guide. Once the account is created, users will log into the system using their user name and password. Since this is an official Government site, users must agree to Terms and Conditions by clicking “Accept” in order to proceed.

Users will be taken to the **Launch Pad** where they will see some or all of the following module options, depending on their level of access: Hiring Management, User Management, HR Admin, Collaborate, and Analytics. Most functions for the PMF Program are contained in either User Management or Hiring Management. User Management is the module where accounts are created and is explained in [Section 3](#) of this Guide. Hiring Management, explained in [Section 4](#) and [Section 5](#) of this Guide, is the module

used for most of the operations of the program. In this module, Users will create the different type of vacancies, search for and appoint Finalists, and input all information for the life cycle of the Fellow.

NOTE: This is a commercial product and some options throughout the system will not be used for the PMF Program. In addition, a period of inactivity may cause users to be automatically timed out of the system. Inactivity may be defined as anything other than submitting a form by clicking a submit button or requesting a new page by clicking a link. Due to security purposes the session will expire if the maximum system inactivity time is exceeded. Users will NOT be notified prior to the system timing out. To prevent the session from expiring, click a submit button or click a link.

2. Roles and Responsibilities

The purpose of this section is to describe the different roles, responsibilities, and the permissions that each user has in the PMF TAS.

2.1 PMF Program Office

The PMF Program Office (PMF PO) has the highest level of access in the system and oversees all actions taken in the PMF TAS. The PMF PO is responsible for creating the headquarters-level Agency PMF Coordinators' accounts. Once the account is created, the headquarters Agency PMF Coordinator will receive an email with a User ID and password. The Agency PMF Coordinator will use this information to access their account at <https://portal.pmf.gov/pmf-home>. It is important that Agency PMF Coordinators access the account within 24 hours of receipt of the notice.

The PMF PO may add Agency Human Resources (HR) Recruiters or Agency Users but this role is primarily the responsibility of the Agency PMF Coordinator at the Agency/Sub-Agency level.

In cases where a Fellow reappoints to another agency, the PMF PO will perform the reappointment action from one agency to another within the PMF TAS. Personnel actions will be completed by the losing and gaining agencies.

In emergency situations, the PMF PO may access accounts to add users, grant permissions, take action on the Finalists/PMF, add/edit/delete opportunities, or reset user passwords.

2.2 Agency PMF Coordinator

Agency PMF Coordinators have access to the User Management, Hiring Management, and Collaboration modules. Agency PMF Coordinators will perform the following roles and responsibilities:

- Create accounts for Agency/Sub-Agency users in PMF TAS
- Maintain the Agency information
- Search and appoint Finalist as Fellows
- Maintain the Fellows' records

In the User Management module, the Agency PMF Coordinator will create Agency/Sub-Agency PMF Coordinators, Agency HR Recruiter, and Agency User accounts. As part of the account creation, the

Agency PMF Coordinator will grant permissions in keeping with the guidelines of roles and responsibilities listed below for each role.

In the Hiring Management module, Agency PMF Coordinators have the ability to search Finalists; view and print resumes; appoint Finalists; update PMF Fellows' appointment information; enter information on mentors, training and development; and enter conversion information.

Agency PMF Coordinators will also use the Hiring Management module to post appointment, rotational, and training opportunities. Instruction for creating these opportunities is found in [Section 5](#) of this Guide.

The Collaboration module will appear on the Launch Pad. Collaborate is the functionality that actually powers the PMF Program Review pages in Hiring Management and must be active. Clicking into that module from the Launch Pad will yield a blank dashboard, but module access must be assigned to agency users in all three roles (Coordinator, HR Recruiter, or User).

Note: The first time the Agency PMF Coordinator accesses their account, they will use the User ID and Password sent to them via email, keeping in mind that the password is **case sensitive**. Once in the system, they will accept Terms and Conditions followed by a screen requesting them to change their password. The next step is to go to the Launch Pad and select User Management to complete all required information. In addition, upon the first login, Agency PMF Coordinators will have to update their organizations and contact information. Template accounts have been created in some agencies and require the Agency PMF Coordinator to update the pertinent information.

Agency PMF Coordinators serve as the link between Finalists and their agency, Fellows, agency personnel, and the PMF Program Office. A list of Agency PMF Coordinator responsibilities can be found on the PMF website under the "Agencies" section. A current Fellow cannot serve as the agency's designated Agency PMF Coordinator.

2.3 Agency Human Resources Recruiter

Agency Human Resources (HR) Recruiters will have access to the Hiring Management and Collaboration modules. Agency HR Recruiters do not have to be HR personnel. Agency HR Recruiter is the title of the role in the PMF TAS. Agency HR Recruiters will perform the following roles and responsibilities:

- Search, view, and print Finalist information
- Post appointment, rotational, and/or training opportunities.

The Agency HR Recruiter is not able to appoint Finalists as Fellows, reappoint current Fellows, make changes to Fellows' records, or create user accounts in PMF TAS.

2.4 Agency User

Agency User is the role assigned to individuals who need access to search Finalists and view/print resumes. The Agency User will have access to the Hiring Manager and Collaboration modules, but will not be able to post announcements, record appointments, or make any changes to participant records.

3. User Management

The PMF TAS provides Agency PMF Coordinators the ability to create and edit accounts, reset passwords, and deactivate Agency and Sub-Agency (if applicable) users. Accounts for headquarters-level Agency PMF Coordinators will be established by the PMF Program Office (PMF PO). New Agency PMF Coordinators are required to update information upon first logging into the system.

NOTE: Agency HR Recruiters and Agency Users will not have access to this module.

3.1 Create an Account

Step 1. Navigate to the Launch Pad, by clicking on the “Launch Pad” link in the top right corner of the application. If you are already in the User Management module, move to Step 2.

NOTE: Some users will automatically be routed to the “Launch Pad.”

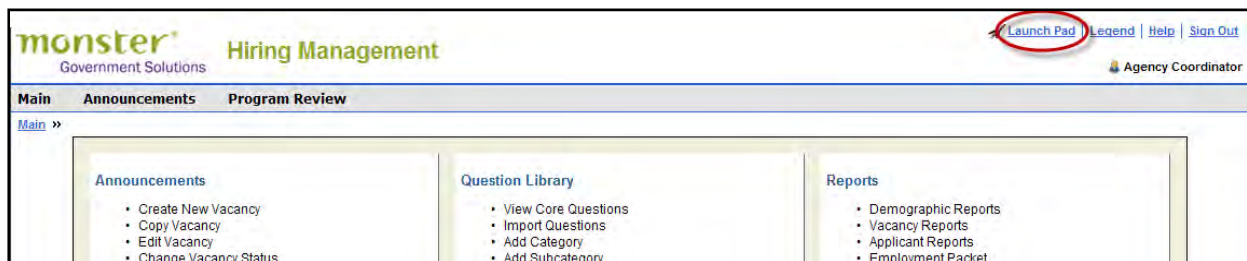


Figure 3.1 - 1

Step 2. Click “User Management” in the Launch Pad.

NOTE: If you are an Agency PMF Coordinator and do not have the User Management module, contact the PMF PO or Agency PMF Coordinator who created your account.

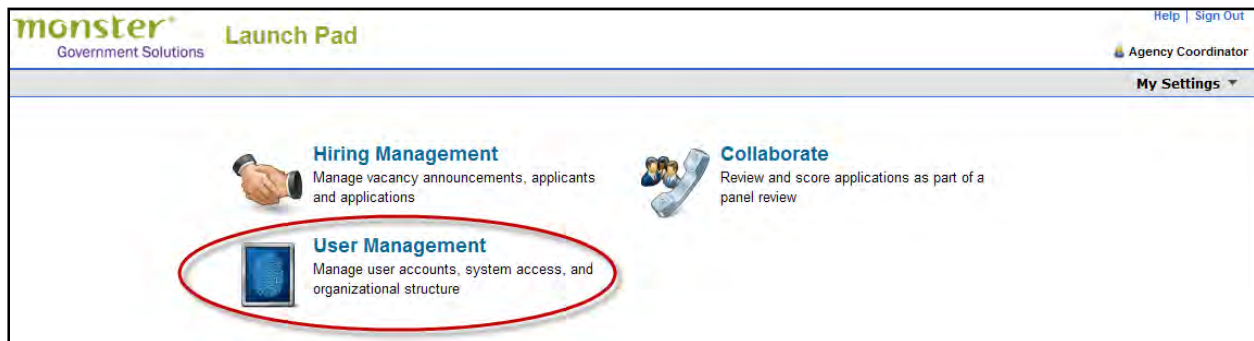


Figure 3.1 - 2

Step 3. Click on “Add User.”

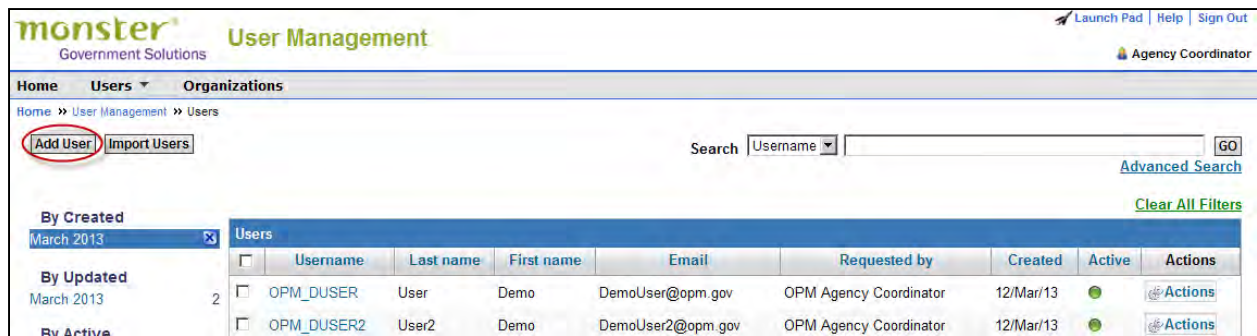


Figure 3.1 - 3

Step 4. Click on the “User Account” tab and enter the data required for PMF TAS in the following sections. Fields with a red asterisk (*) are required.

- a. General User Details section.
 - i. Userid: The Userid should be the first name, a period, and the last name (total cannot exceed 25 characters), e.g. John.Doe. (If there is more than one person with the same first initial and last name in an organization, the account will be created with the first and middle initial and last name.
 - ii. First name:
 - iii. Last name:
 - iv. Email:
- b. Active: Ensure there is a check mark in this box.
- c. User Account Information section.
 - i. Requested by: The format of this field should be Agency acronym and User Role (e.g., OPM Agency PMF Coordinator).
- d. Client Specified User Details section. (The “Client” is the same person as the “User” whose account is being established.)
 - i. Grade Level: Enter the grade level of the user.
- e. Maximum system inactivity time: The default is 60 minutes. Please do **not** change this setting.

NOTE: Do **not** complete the sections on the right side of this page. Move to the next step **without** clicking save. Clicking save at this point will result in an error message.

Home Users Organizations

Home » User Management » Users » Add User

Add User

Save Cancel

User Account User Access

General User Details

User ID: OPM_BUser

First Name: Demo

Middle Name:

Last Name: User

Email: DemoUser@opm.gov

Phone:

User Account Information

Active: ☒

Requested by: OPM Agency Coordinator

Maximum system inactivity time: 60

Accessibility: ☐ [Check to prefer accessibility mode: section 508]

Client Specific User Details

Grade Level: IT

User Location

Home Organization:

Home Department:

Home Station:

Country:

State:

User Position Information

Series:

Job Title:

Temporary account

Start date:

End date:

Save Cancel

Figure 3.1 - 4

Step 5. Click on the “User Access” tab. In the “Module Access” section, check the boxes to select the appropriate modules.

- Hiring Management – required for all User Roles.
- Collaborate – required for all User Roles.
- User Management – selected for Agency PMF Coordinator only. This should **not** be selected for Agency HR Recruiter or Agency Users.

monster® Government Solutions User Management

Launch Pad Help Sign Out

Agency Coordinator

Home Users Organizations

Home » User Management » Users » Add User

Add User

Save Cancel

User Account User Access

Module Access

☒ Hiring Management ☒ Collaborate ☒ User Management

Figure 3.1 - 5

Step 6. In the “Organization” section of the “User Access” tab, click the pencil icon.

NOTE: If this is the first time you are using the systems, you will also need to update your Organization primary and secondary contact information. Please refer to [Section 3.5](#) of this Guide.

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Launch Pad | Help | Sign Out

Agency Coordinator

Home Users Organizations

Home » User Management » Users » Add User

Add User

Save Cancel

User Account User Access

Module Access

☒ Hiring Management ☒ Collaborate ☒ User Management

Assigned permissions (based on roles)

Module	Permission Name	Description
User has no Permissions. Edit roles to add permissions.		

Organizations:

Organization	CPDF Code	Action
There are no Organizations - use "Add / Edit Organizations" to add some.		

Figure 3.1 - 6

Step 7. In the “Available organizations” section, click the check box that corresponds to the agency the user is being granted access. Clicking on the primary agency grants access across the entire agency. Agency PMF Coordinators at the Sub-Agency level should only be granted access to the Sub-Agency. Click “Save.”

NOTE: If granting permissions for another Agency PMF Coordinator at the headquarters level, the Agency and all Sub-Agencies should be checked. If granting access for the Agency HR Recruiter, it should only be checked for that particular Sub-Agency. Only those Agencies and Sub-Agencies under Title 5 and having a signed Memorandum of Understanding (MOU) should have user accounts. Excepted service agencies and those agencies found outside of the Executive Branch should contact the PMF PO. If the Agency/Sub-Agency name is not shown or has changed, please contact the PMF PO.

Organizations for user OPM_DUser

Available organizations:

Description	Granted
OFFICE OF PERSONNEL MANAGEMENT	☒
Presidential Management Fellows Program (Testing)	☐

Save Cancel

Figure 3.1 - 7

Step 8. Click on the name of the organization assigned (if multiple, you will need to do this for each).

*Organizations:

Organization	CPDF Code
OFFICE OF PERSONNEL MANAGEMENT	OM

Roles

Role name	Description	Organization
There are no roles - use "Add / Edit Roles" button to add some.		

Save Cancel

Figure 3.1 - 8

Step 9. For Agency PMF Coordinators and Agency HR Recruiter roles, click the pencil icon in the “Departments” section.

The screenshot shows a web interface for assigning roles. At the top are 'Assign' and 'Back' buttons. Below is a 'General Organization Details' section with a table of information for the 'OFFICE OF PERSONNEL MANAGEMENT'. This is followed by a 'Groups' section with a table header and a message stating there are no groups. The 'Departments' section is circled in red, featuring a link with a pencil icon. Below it is another table header and a message stating there are no departments. At the bottom are 'Assign' and 'Back' buttons.

General Organization Details	
Parent Organization:	Address: 1900 E Street, NW
Organization Name: OFFICE OF PERSONNEL MANAGEMENT	Address2:
Short Name: OM	Address3:
Phone Number: 202-606-1800	City: Washington
Fax Number: 202-606-1732	State: DC
	Zip: 20415

Groups	
Group name	Group type
There are no groups - use "Add / Edit Groups" to add some.	

Departments

Department name	Action
There are no departments - use "Add / Edit Departments" button to add some.	

Figure 3.1 - 9

Step 10. Click the check box next to “Presidential Management Postings” and click “Assign.”

NOTE: If this step is missed, Users will not have access to the PMF Announcement template.

The screenshot shows a page titled 'Department access for user OPM_DUSER2 in OFFICE OF PERSONNEL MANAGEMENT:'. It includes a 'Note' box stating that changes won't be saved until the 'Save' button is clicked. Below is a table of 'Available departments' with one entry: 'Presidential Management Postings'. The 'Granted' checkbox for this entry is circled in red. At the bottom, the 'Assign' button is circled in red, along with a 'Cancel' button.

Department access for user OPM_DUSER2 in OFFICE OF PERSONNEL MANAGEMENT:

Note: Your changes will not be saved until you select Save on the Add/Edit User page.

Description	Granted
Presidential Management Postings	☒

Assign **Cancel**

Figure 3.1 - 10

Step 11. In the “Roles” section of the User Access tab, click the pencil icon.

monster[®] User Management
Government Solutions

Home Users Organizations

Home » User Management » Users » Add User

Add User

Save Cancel

User Account **User Access**

Module Access

☒ Hiring Management ☒ Collaborate ☒ User Management

Assigned permissions (based on roles)

Module	Permission Name	Description
User has no Permissions. Edit roles to add permissions.		

Organizations:

Organization	CPDF Code	Action
OFFICE OF PERSONNEL MANAGEMENT	OM	

Roles

Role name	Description	Organization	Action
There are no roles - use "Add / Edit Roles" button to add some.			

Save Cancel

Figure 3.1 - 11

Step 12. This screen gives access to perform different tasks/functions in the PMF TAS. Select the appropriate role(s) by clicking the check box and click “Save.”

NOTE: If the user requires access to multiple Organizations, multiple selections are required.

By Organization

OFFICE OF PERSONNEL MANAGEMENT

User Roles

Role Name	Role Description	Organization	
Agency HR Recruiter	Agency HR Recruiter	OFFICE OF PERSONNEL MANAGEMENT	☐
Agency PMF Coordinator	Agency PMF Coordinator	OFFICE OF PERSONNEL MANAGEMENT	☒
Agency User	Agency User	OFFICE OF PERSONNEL MANAGEMENT	☐

3 records total, showing 1 - 3

Show 25 results per page

Save Cancel

Figure 3.1 - 12

Step 13. Verify settings on “User Access” tab and click “Save.”

NOTE: If the user requires access to multiple Organizations, multiple selections are required.

monster[®] Government Solutions **User Management** [Launch Pad](#) | [Help](#) | [Sign Out](#)

Home **Users** **Organizations**

[Home](#) >> [User Management](#) >> [Users](#) >> [Add User](#)

Add User

Save **Cancel**

User Account **User Access**

Module Access

☒ Hiring Management ☒ Collaborate ☒ User Management

Assigned permissions (based on roles)

Module	Permission Name	Description
Hiring Management	Announcement Template Management	Announcement Template Management
Hiring Management	Approve Vacancy	Approve a vacancy announcement.
Hiring Management	Build/Edit Vacancy	Create and update vacancy announcements
Hiring Management	Manage Program Appointee Info	Manage Program Appointee Info
Hiring Management	Manage Program Appointee Status	Manage Program Appointee Status
User Management	Assign Permission Roles	Assign Permission Roles to users
User Management	Bulk modify users	Edit one or more users using bulk actions
User Management	Edit Organizations and Departments	Create and update Organizations and Departments
User Management	Edit User Details	Create and update User Accounts
User Management	Import Users	Import and/or update one or more users via spreadsheet data
User Management	Manage Organization/Department Access	Assign Organization/Department access users
User Management	Reset User Passwords	Reset passwords for users

Organizations:

Organization	CPDF Code	Action
OFFICE OF PERSONNEL MANAGEMENT	OM	

Roles

Role name	Description	Organization	Action
Agency PMF Coordinator	Agency PMF Coordinator	OFFICE OF PERSONNEL MANAGEMENT	

Figure 3.1 - 13

Step 14. The password will be generated. Provide the User ID and temporary password to the requestor in separate emails for security. *The system will **not** automatically send an email notification containing the user's User ID and/or Password.* The password **will only appear** on this screen so it is important to make note of it before leaving the screen. Click the "Back" button to return to User Management.

NOTE: Use the back button within the application, do not use the browsers back button.

monster[®] Government Solutions **User Management** [Launch Pad](#) | [Help](#) | [Sign Out](#)

Home **Users** **Organizations**

[Home](#) >> [User Management](#) >> [Users](#) >> [New User | Summary](#)

New User | Summary

New password for user Demo User with login name OPM_DUSER is: xV(Bn2h3

Back

Figure 3.1 - 14

3.2 Edit an Account

Step 1. On the User Management screen, click "Actions" next to the user you want to edit and click "Edit" in the dropdown.

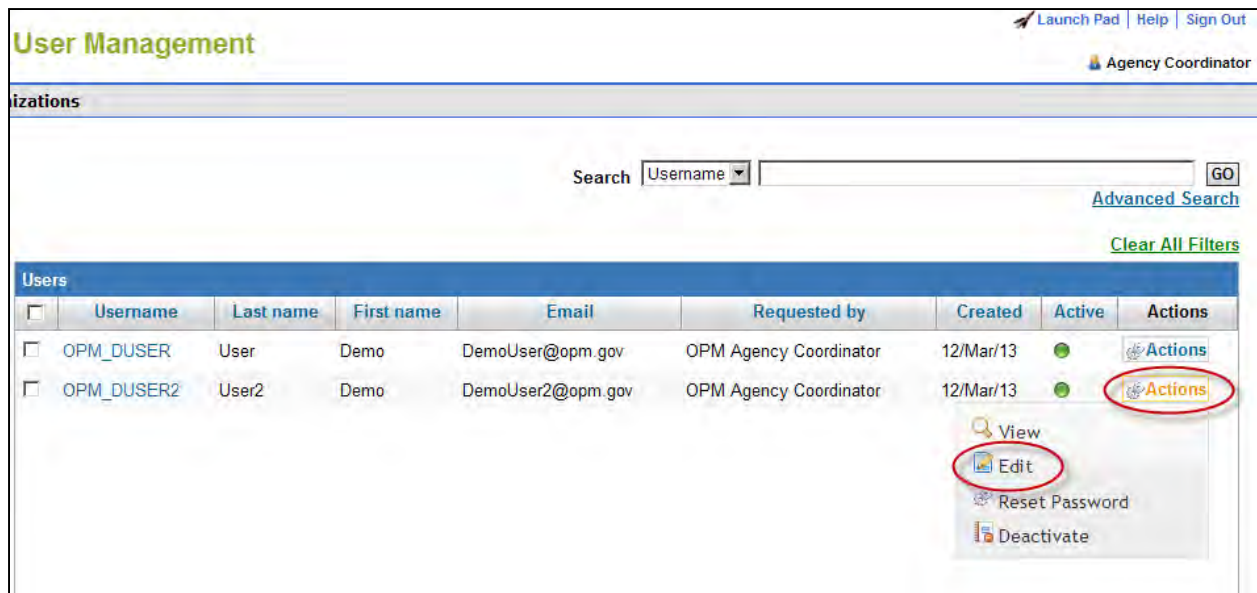


Figure 3.2 - 1

Step 2. If necessary, edit information on the “User Account” tab.

NOTE: Information related to set up of the User Account tab is explained in Steps 3 - 5 of [Section 3.1](#).

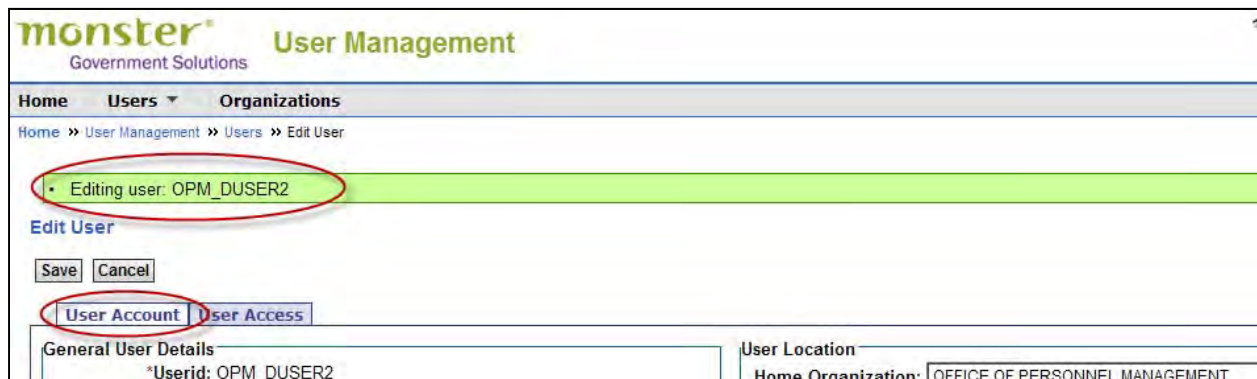


Figure 3.2 - 2

Step 3. Click the “User Access” tab. If necessary, edit information on the “User Access” tab and click “Save.”

NOTE: Information related to set up of the “User Access” tab is explained in Steps 6-15 of [Section 3.1](#).

monster[®] Government Solutions User Management

Home Users Organizations

Home » User Management » Users » Edit User

Editing user: OPM_DUSER2

Edit User

Save Cancel

User Account User Access

Module Access

☒ Hiring Management ☒ Collaborate ☒ User Management

Figure 3.2 - 3

monster[®] Government Solutions User Management

Home Users Organizations

Home » User Management » Users

User OPM_DUSER2 has been updated.

Add User Import Users

Search Username

By Created

March 2013 Users

Figure 3.2 - 4

3.3 Reset a Password

After an account has been created, you may need to reset a password. To do so, follow the instructions in the steps below.

Step 1. In the User Management module, click “Actions” for the user you want to edit and click “Reset Password.”

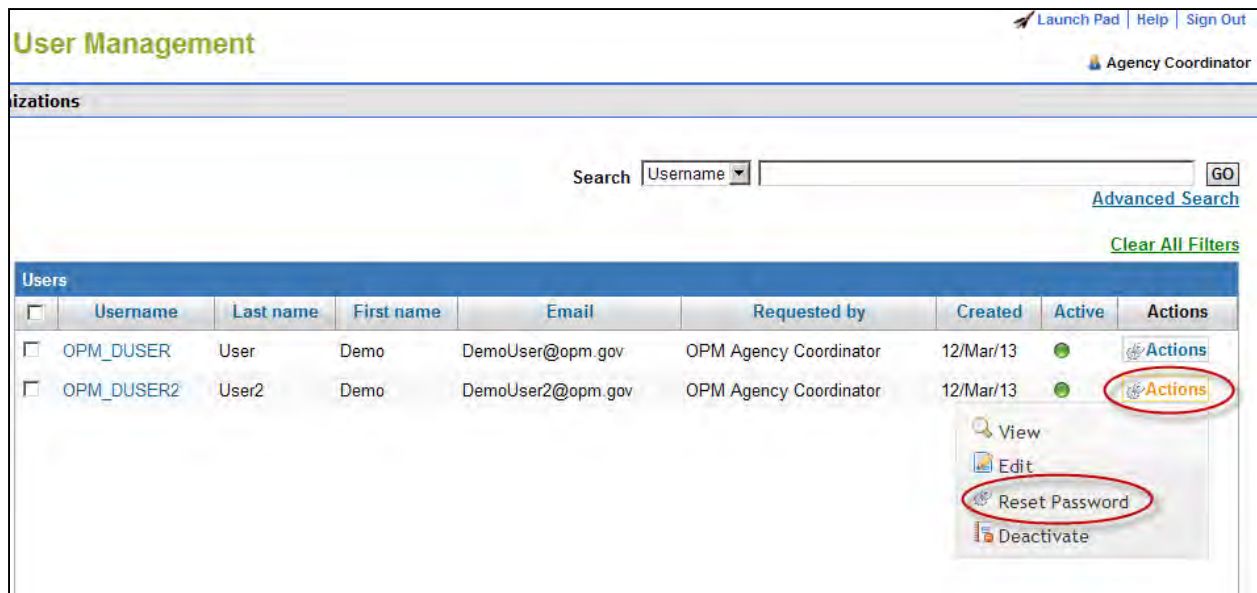


Figure 3.3 - 1

Step 2. Verify password reset is for the correct users and click “Confirm.”

NOTE: After confirming the change, a system generated email will be sent to the user with a one-time temporary password. The user will be required to change the password upon logging in. If the user does not receive the password, please verify the user’s email address. If the user does not take action within 72 hours, the temporary password will no longer be valid.



Figure 3.3 - 2

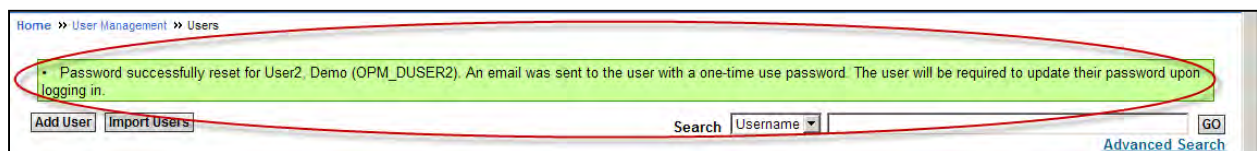


Figure 3.3 - 3

3.4 Deactivate/Activate an Account

Step 1. In the “User Management” module, click “Actions” for the user you want to deactivate and click “Deactivate.”

A message will appear notifying that “User **** is now Inactive.” Also, the “Active” status will change from green to red.

User accounts are deactivated after 6 months of inactivity in PMF TAS.

NOTE: If you want to activate an account, click “Actions” for the user you want to activate, and click “Activate.” The “Active” status will change from red to green.

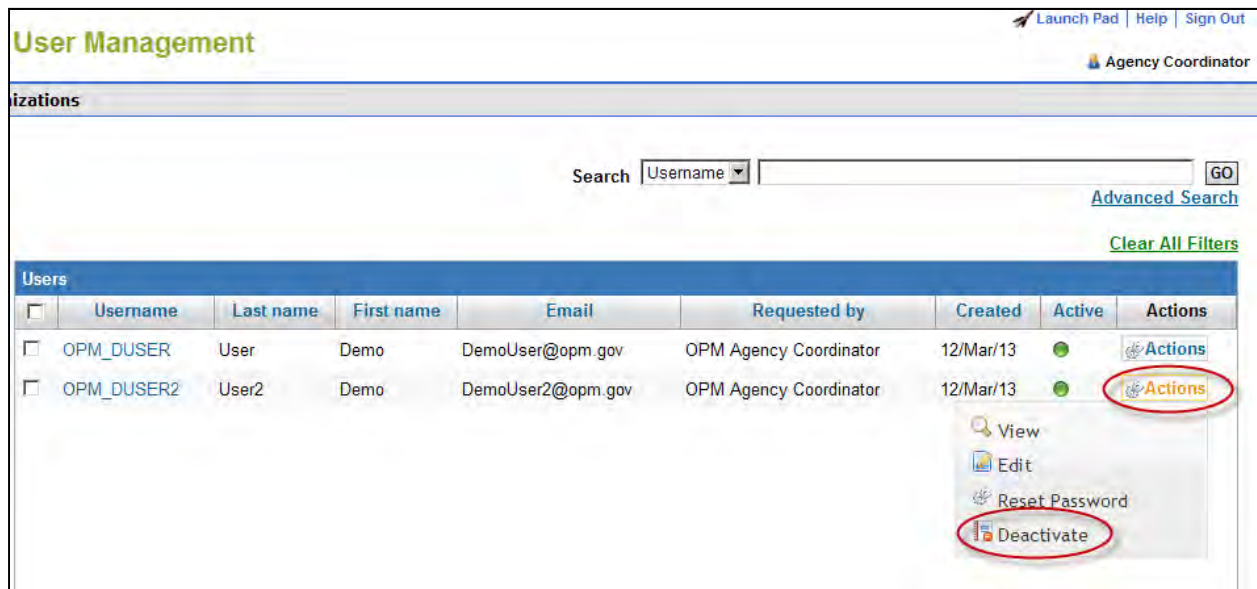


Figure 3.4 - 1

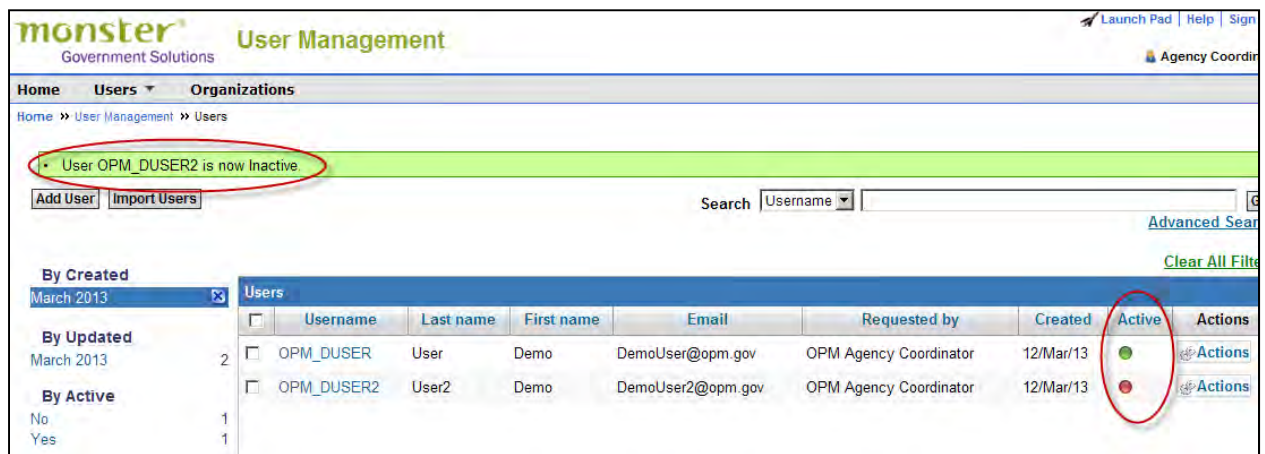


Figure 3.4 - 2

3.5 Update Organization and Contact Information

Step 1. In the User Management Module, click “Organizations” in the gray bar at the top of the page. Organization is referred to as the Agency/Sub-Agency you are updating.

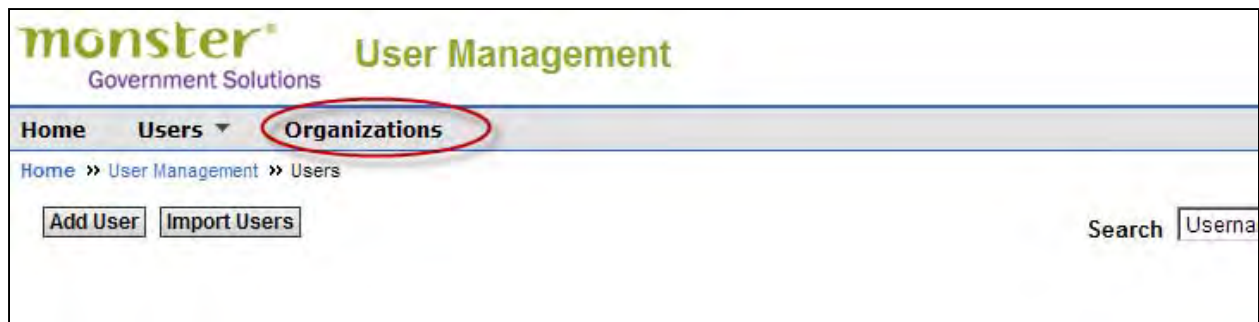


Figure 3.5 - 1

Step 2. Click on the name of the organization you want to update.

NOTE: If you have multiple organizations, you will need to repeat Steps 2-4 for each organization.



Figure 3.5 - 2

Step 3. Click “Actions” on the top right of the screen and select “Edit Organization.”

NOTE: If you need a new Organization or Department (e.g., Agency/Sub-Agency) added, please contact the PMF PO.

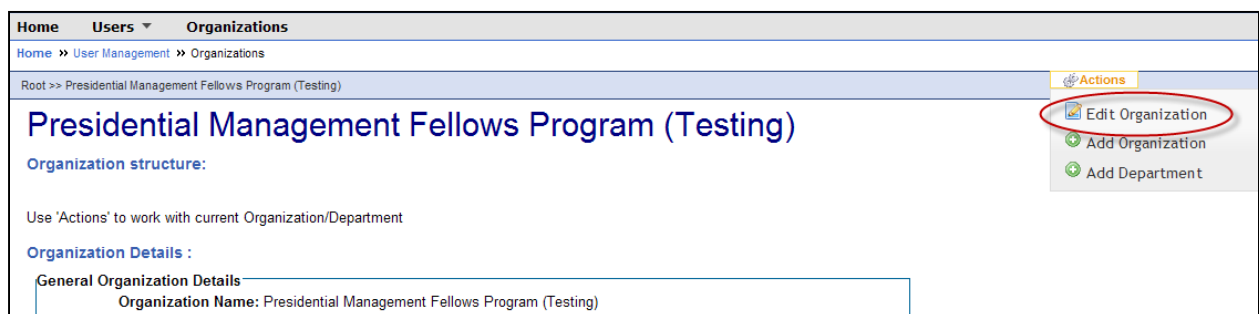


Figure 3.5 - 3

Step 4. Update the General Organization Details, Primary Point of Contract, and Secondary Point of Contract, then click “Save.” The “Additional Info” section is available if you need to provide more information about your Organization.

NOTE: The Primary Point of Contact and Secondary Point of Contact will need to be updated each time a new person enters the Primary Agency PMF Coordinator role.

The screenshot shows a web form titled "Edit Organization". It is divided into four main sections, each with a red circle around its header:

- General Organization Details:** This section contains fields for:
 - Organization Name: Presidential Management Fellows Program (Testin)
 - Short Name: PMF
 - Address: 1900 E Street NW
 - Address2: Room 6500
 - Address3: (empty)
 - City: Washington
 - State: District of Columbia (dropdown menu)
 - Zip: 20415
 - Phone Number: 202-606-5277
 - Fax Number: 000-000-0000
 - Fax Coversheet Phone Number: (empty)
 - Correspondence Email: donotreply@pmf.gov
- Primary Point of Contact:** This section contains fields for:
 - Name: Demo User
 - Phone Number: 202-606-1111
 - Email: DemoUser@opm.gov
- Secondary Point of Contact:** This section contains fields for:
 - Name: Demo User2
 - Phone Number: 202-606-2222
 - Email: DemoUser2@opm.gov
- Additional Info:** This section is currently empty.

Figure 3.5 - 4

4. Hiring Management

The Hiring Management module is the most robust of the modules. Agency PMF Coordinators, Agency Human Resources (HR) Recruiters, and Agency Users will use this module for the majority of their work in the PMF TAS. It could be thought of as the PMF Administrator and Projected Positions System combined. There are two distinct areas in the module: 1) Finalist search/appointment and PMF life cycle management; and 2) Vacancy/Opportunity Posting. [Section 4](#) takes the user from the search and appointment of Finalists to the conversion at the end of the two-year Fellowship. [Section 5](#) focuses on the creation of appointment, rotational and/or training opportunities. The same basic format is used for all three types of announcements.

4.1 Search and Appoint Finalists

Agency PMF Coordinators, Agency HR Recruiters, and Agency Users all have the ability to search Finalists and view resumes. To access Finalist files, Users will go to the PMF Administrator website at <https://portal.pmf.gov/pmf-home>. Users must first have an account and be logged into the site to search Finalists' records.

Step 1. Navigate to the **Launch Pad**, by clicking on the "Launch Pad" link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2

NOTE: Some users will automatically be routed to the “Launch Pad.”

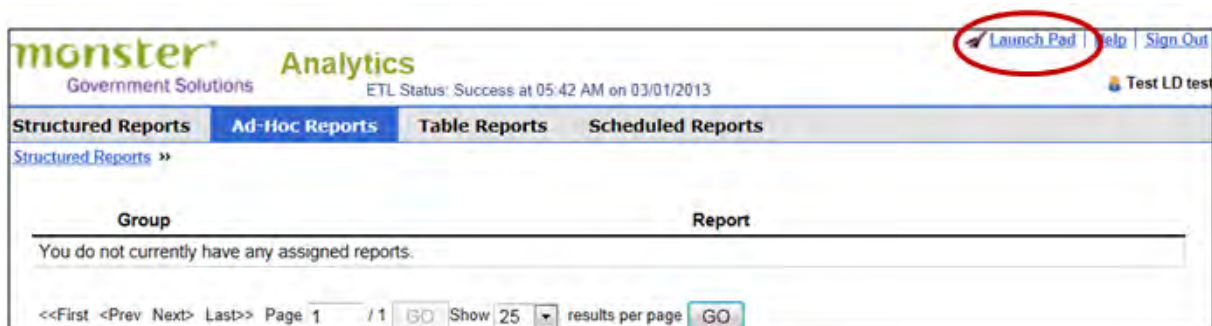


Figure 4.1 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

NOTE: If you do not have the “Hiring Management” module, contact the Agency PMF Coordinator who created your account.

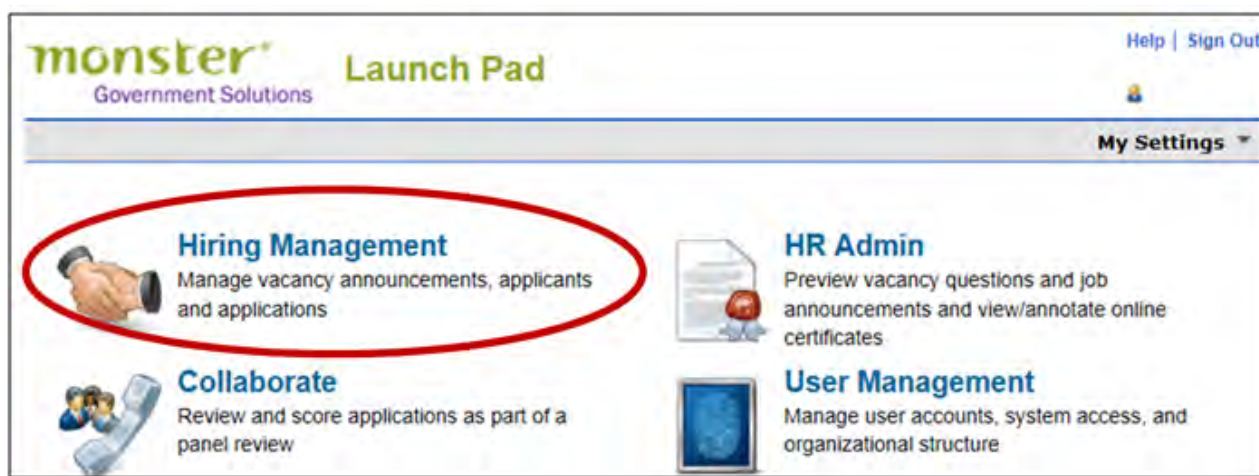


Figure 4.1 - 2

Step 3. Click “Program Review” in the top gray bar.



Figure 4.1 - 3

Step 4. Select the “PMF Finalists” tab to reveal the list of Finalists and search categories. The following categories are available for your use: class, name, preferred location, veterans’ preference (adjudicated by the PMF PO), education level, degree, university (graduate school), languages, additional skills, and programs of study or concentration.

Figure 4.1 - 4

Step 5. You may search Finalists by using one or multiple filters. Click the arrow to see the dropdown list within each of the categories. Select the desired area, and click “Apply Filter” to reveal the list. In the example below, the specific Degree “Public Administration” was the filter. The result is displayed at the bottom.

Main Announcements Program Review

Main >> PMF Finalists

PMF Finalists **PMF Fellows**

Filter This is a filtered list

Class: Name: Preferred Location: Veterans' Preference:

Education Level: Degree: University:

Languages: Additional Skills: Program(s) of Study or Concentration:

[Clear Filter](#) [Apply Filter](#)

1 record found

Class	Name	University	Degree	Veterans' Preference	Actions
2013	JOHNSON, FIRST	GEORGE MASON UNIVERSITY	Public Administration	No Preference Claimed	Appoint

Figure 4.1 - 5

Step 6. Click on the name to see the Finalist's record. If you are looking for a specific Finalist who does not appear, he/she may have already been appointed and will not appear in the list of results.

Main Announcements Program Review

Main >> PMF Finalists

PMF Finalists **PMF Fellows**

Filter This is a filtered list

Class: Name: Preferred Location: Veterans' Preference:

Education Level: Degree: University:

Languages: Additional Skills: Program(s) of Study or Concentration:

[Clear Filter](#) [Apply Filter](#)

1 record found

Class	Name	University	Degree	Veterans' Preference	Actions
2013	JOHNSON, FIRST	GEORGE MASON UNIVERSITY	Public Administration	No Preference Claimed	Appoint

Figure 4.1 - 6

Step 7. Click on "Documents" to view the resume and other attached documents.

Main Announcements Program Review

Main >> PMF Finalist Overview

PMF Finalist Overview [<< Back](#)

Finalist Details Documents

First Name: FIRST
 Middle Initial: J
 Last Name: JOHNSON
 SSN: ***-**-1234
 Address 1: 19141 Main St.
 Address 2:
 Address 3:
 City: MCLEAN
 Country: United States
 State: VA
 Postal/Zip Code: 12345

Figure 4.1 - 7

Step 8. To appoint a Finalist to a PMF position, under “Actions” on the main “PMF Finalist” tab, click “Appoint.”

Main Announcements Program Review

Main >> PMF Finalists

PMF Finalists PMF Fellows

Filter This is a filtered list

Class: All Name: Johnson Preferred Location: All Veterans' Preference: All
 Education Level: All Degree: Public Administration University: All
 Languages: All Additional Skills: All Program(s) of Study or Concentration: All

Clear Filter Apply Filter

1 record found

Class	Name	University	Degree	Veterans' Preference	Actions
2013	JOHNSON, FIRST19141 J	GEORGE MASON UNIVERSITY	Public Administration	No Preference Claimed	Appoint

Figure 4.1 - 8

Step 9. Select the Agency/Sub-Agency from the dropdown menu and click “Save.”

NOTE: You will only see the agency(s) to which you have access.

monster[®] Hiring Management
Government Solutions

Launch Pad | Legend | Help | Sign Out

Sue Wheeler

Main Announcements Program Review

Main » Appoint Fellow

Appoint Fellow

Items marked with * are required

First Name: FIRST

Last Name: JOHNSON

* Agency-Subagency: OFFICE OF PERSONNEL MANAGEMENT - OFFICE OF PERSONNEL MANAGEMENT.

Save Cancel

Figure 4.1 - 9

Step 10. Click “Confirm” to save the status change.

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Government Solutions

Launch Pad | Legend | Help | Sign Out

Sue Wheeler

Main Announcements Program Review

Main » Appoint Fellow

Appoint Fellow

Items marked with * are required

First Name: FIRST

Last Name: JOHNSON

* Agency-Subagency: OFFICE OF PERSONNEL MANAGEMENT - OFFICE OF PERSONNEL MANAGEMENT.

Save Cancel

Confirmation

Are you sure you want to appoint JOHNSON, FIRST to

Agency: OFFICE OF PERSONNEL MANAGEMENT

Sub Agency: OFFICE OF PERSONNEL MANAGEMENT.

Confirm Cancel

Figure 4.1 - 10

Step 11. Once the appointment is confirmed, you will be taken back to the main “PMF Finalist” tab where you will see confirmation of the appointment in the green bar.

However, this doesn’t complete the appointment. You now need to click on the “PMF Fellows” tab to complete the initial appointment information.

The screenshot shows the 'monster' Hiring Management interface. At the top, there are tabs for 'Main', 'Announcements', and 'Program Review'. Below these, a breadcrumb trail reads 'Main > PMF Finalists'. Two tabs are visible: 'PMF Finalists' and 'PMF Fellows', with the latter circled in red. A green notification bar states: 'JOHNSON, FIRST was appointed successfully. To view the record, access PMF Fellows tab.' Below this is a 'Filter' section with various dropdown menus: Class (All), Name (Johnson), Preferred Location (All), Veterans' Preference (All), Education Level (All), Degree (All), University (All), Languages (All), Additional Skills (All), and Program(s) of Study or Concentration (All).

Figure 4.1 - 11

Step 12. Find the Fellow that was recently appointed. If the name doesn't appear on the page, use one of the Filter features at the top of the page to locate the Fellow.

Then click "Manage Fellow" to enter the Initial Appointment information. This page contains the entire record of the Fellow from the Initial Appointment throughout the Fellow's life cycle.

The screenshot shows the 'Main > PMF Fellows' page. It has tabs for 'PMF Finalists' and 'PMF Fellows'. Below is a 'Filter' section with dropdowns for Agency (All), Class (All), and Status (All), followed by an 'Apply' button. A table header indicates '1 record found'. The table has columns: Agency, Sub-Agency, Class, Name, Status, and Actions. The first row shows: OFFICE OF PERSONNEL MANAGEMENT, OFFICE OF PERSONNEL MANAGEMENT, 2013, JOHNSON, FIRST, Appointed. In the 'Actions' column, there are four links: 'Manage Fellow' (circled in red), 'Request Reappointment', 'Resign', and 'Terminate'.

Figure 4.1 - 12

Step 13. On the "Manage Fellow" page, you will enter the Initial Appointment information: Target Start Date, Actual Start Date, Grade Upon Initial Appointment, Series Upon Initial Appointment, Position Title Upon Initial Appointment, Target Grade for Initial Appointment, PMF Work Email Address, PMF Telephone Number, PMF Supervisor Name, and PMF Supervisor Email Address.

Initial Appointment

Agency: DEPARTMENT OF COMMERCE

Sub-Agency:

Target Start Date: (MM/DD/YYYY)

Actual Start Date: (MM/DD/YYYY)

Grade Upon Initial Appointment: Please Select

Series Upon Initial Appointment:

Position Title Upon Initial Appointment:

Target Grade for Initial Appointment: Please Select

PMF Work Email Address:

PMF Telephone Number:

PMF Supervisor Name:

PMF Supervisor Email Address:

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Figure 4.1 - 13

4.2 Fellow Management

Agency PMF Coordinators will capture pertinent information and maintain the Fellow's progress throughout the two-year Fellowship. This information includes: mentor; Individual Development Plan (IDP); PMF Orientation; and training, developmental assignments, and rotational opportunities.

Step 1. Enter Program Requirements as they occur throughout the PMF's fellowship.

Program Requirements

Does the fellow have a mentor assigned? ☐ Yes ☒ No

Mentor Name:

Does the fellow have an Individual Development Plan (IDP) in place? ☐ Yes ☒ No

Did the Fellow attend the PMF Program Office Orientation? ☐ Yes ☒ No

Was 80 hours of training completed in year 1? ☐ Yes ☒ No

Was 80 hours of training completed in year 2? ☐ Yes ☒ No

Required Developmental Assignment: Please Select

Required Developmental Assignment Location: Please Select

Other Rotational Opportunities: Please Select

Other Rotational Opportunities Location: Please Select

Other Rotational Opportunities - 2: Please Select

Other Rotational Opportunities Location - 2: Please Select

[Back to top](#)

Figure 4.2 - 1

4.3 Certification and Conversion

At the end of the PMF's two-year fellowship, Agency PMF Coordinators will enter certification and conversion data for each PMF completing the PMF Program.

Step 1. Enter required Executive Resources Board (ERB), or equivalent, Certification date, results, ERB Chairperson’s name and email, and any comments. Be sure to save the information by clicking on “Save” at the bottom of the page.

Figure 4.3 - 1

Step 2. Enter required conversion information: conversion date; whether or not it was a competitive service position, and if not, the reason; position title upon conversion; conversion grade; conversion target grade; and conversion job series. Be sure to save the information by clicking on “Save” at the bottom of the page.

Figure 4.3 - 2

4.4 Status

Three actions may be performed as part of managing a Fellow’s status in Program Management. Agency PMF Coordinators use the section to record resignations, terminations, and extensions. If a PMF Fellow’s status changes, the Agency PMF Coordinator should immediately go into the Fellow’s record and make the change.

The Agency PMF Coordinator will email the PMF PO to notify them of the change in status when a PMF Fellow terminates or resigns. The Agency PMF Coordinator should enter comments in the “Comment” section if additional information is available on the action. See [Section 4.6](#) for information

on entering information in the Comment section. The Extension data is entered directly in the Status section as seen in Figure 4.4 – 5 below.

Step 1. On the PMF Fellows tab, locate the Fellow and select the appropriate action from the list of “Actions.”

The screenshot shows the PMF Fellows tab interface. At the top, there are tabs for 'Main', 'Announcements', and 'Program Review'. Below these, there's a breadcrumb 'Main >> PMF Fellows' and two buttons: 'PMF Finalists' and 'PMF Fellows', with the latter circled in red. A 'Filter' section contains dropdowns for 'Agency' (All), 'Class' (All), and 'Status' (All), with an 'Apply' button. Below the filter, it says '1 record found'. A table lists the following data: Agency: OFFICE OF PERSONNEL MANAGEMENT, Sub-Agency: OFFICE OF PERSONNEL MANAGEMENT, Class: 2013, Name: JOHNSON, FIRST, Status: Appointed. To the right of the table, under the 'Actions' column, are links for 'Manage Fellow', 'Request Reappointment', 'Resign' (circled in red), and 'Terminate' (circled in red).

Figure 4.4 - 1

Step 2. On the next screen enter the date of the action and reason, if known. Don't forget to save. Figure 4.4-2 shows an example of a Resignation and Figure 4.4-3 shows an example of a Termination below. If a Fellow is being terminated, please identify the reason for termination. If a Fellows is terminated for reasons of misconduct, performance, or suitability, then he/she cannot reapply or be reinstated in the PMF Program.

The screenshot shows the 'Fellow Resignation' form. At the top, there are tabs for 'Main', 'Announcements', and 'Program Review'. Below these, there's a breadcrumb 'Main >> Fellow Resignation' and a blue header 'Fellow Resignation'. A note says 'Items marked with * are required'. The form contains the following fields: 'First Name' (FIRST), 'Last Name' (JOHNSON), '*Resignation Date' (a date input field with '(MM/DD/YYYY)' next to it), and 'Resignation Reason' (a large text area). Below the text area, it says '250 characters remaining (Maximum characters allowed 250)'. At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

Figure 4.4 - 2

Main Announcements Program Review

Main » Fellow Termination

Fellow Termination

Items marked with * are required

First Name: FIRST

Last Name: JOHNSON

*Termination Date: (MM/DD/YYYY)

Termination Reason:

Figure 4.4 - 3

Step 3. Click “Confirm” to save the status change.

Program Review

Confirmation

Please confirm Resignation of JOHNSON, FIRST from

Agency: OFFICE OF PERSONNEL MANAGEMENT

Sub Agency: OFFICE OF PERSONNEL MANAGEMENT.

Figure 4.4 - 4

Step 4. To extend a PMF’s fellowship (e.g., up to 120 days beyond the 2-year fellowship), enter the extension date and reason for the extension as shown below.

Status

Resignation Date:

Resignation Reason:

Termination Date:

Termination Reason:

Fellow Extension Date: (MM/DD/YYYY)

Fellow Extension Reason:

2000 characters remaining

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Figure 4.4 - 5

4.5 Reappointment

NOTE: Please disregard previous instructions and steps on recording reappointments in the PMF TAS. Agencies **SHOULD NOT** use the “Request Reappointment” action feature in the PMF TAS.

There will be times when a Fellow requires reappointment to another agency. A reappointment is similar to an employee transfer. A PMF may only reappoint to another agency that has a Pathways MOU (Memorandum of Understanding) with OPM.

The first step is for the losing and gaining agencies to agree on the reappointment.

The losing agency’s Agency PMF Coordinator must send an email to the PMF Program Office at pmf@opm.gov, with the subject of “Reappointment”, and include the following information:

1. PMF’s Class Year
2. PMF’s First/Last Name
3. PMF’s Present Agency/Sub-Agency (e.g., HHS\NIH)
4. Agency/Sub-Agency PMF is Reappointing To (e.g., Transferring to DHS\FEMA)
5. Effective Date of Reappointment

Once the PMF Program Office receives the email, we will update the PMF TAS to reflect the reappointment. Once recorded, we will send an email to the gaining agency’s Agency PMF Coordinator notifying him/her of the reappointment to then log into the PMF TAS to update the reappointed PMF’s contact information (e.g., Position Title, Series, Grade, Work Phone Number, Work Email Address, Supervisor’s Name and Email Address, as it pertains to the gaining agency).

NOTE: It is critical the gaining agency does NOT change the original Entry on Duty (EOD) start date already entered in the PMF TAS from the initial appointment.

Once the PMF Program Office records the reappointment, the losing agency will no longer have access to the PMF’s record; such ability transfers to the gaining agency. The gaining agency’s Agency PMF Coordinator will then have ownership of the record and continue to update accordingly (e.g., when recording the PMF’s ERB certification, conversion, or any other change in contact information or status).

4.6 Comments

The PMF TAS provides a box for comments. Comments entered in this section should: begin with the date and time of the entry and end with the author's initials. Comments should be written in a professional manner as they are visible by Agency PMF Coordinators and the PMF PO. Comments could also be subject to Freedom of Information Act (FOIA) requests. Adding comments is a best practice when there is a need to document the action and provide additional information for the records. Be sure to click "Save" before exiting.

NOTE: The comment box has a 4,000 character limit.

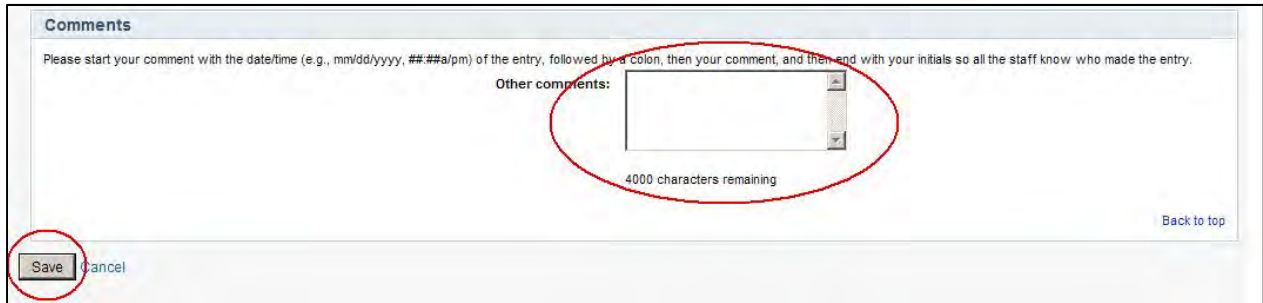


Figure 4.6 - 1

5. Vacancy/Opportunity (Hiring Management)

The PMF TAS provides Agency PMF Coordinators and the Agency HR Recruiters the ability to post their appointment opportunities for Finalists and rotational/training opportunities for Fellows. The post is an announcement board used to advertise the position and identify the opportunity contact information. Finalists and Fellows must contact the agency and apply to the position by following the instructions provided by the posting agency.

The PMF TAS is a commercial product with function options that the PMF PO does not leverage. The instructions provided below will identify the areas/fields that are not used.

To build an opportunity, **after** logging into the PMF TAS, follow the steps below to locate the vacancy template.

5.1 Vacancy Template

The PMF PO prepared an announcement template the Agency PMF Coordinators and Agency HR Recruiters will leverage to streamline the build process. **It is important to note that the process is the same for posting an appointment, rotational, or training opportunity.**

TIP: Have your position information nearby to quicken the process. A sample template of how an appointment opportunity (announcement) appears on-line for Finalists can be found under the "Agencies\Resources" section on the PMF website.

Step 1. Navigate to the **Launch Pad**, by clicking on the “Launch Pad” link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 3.

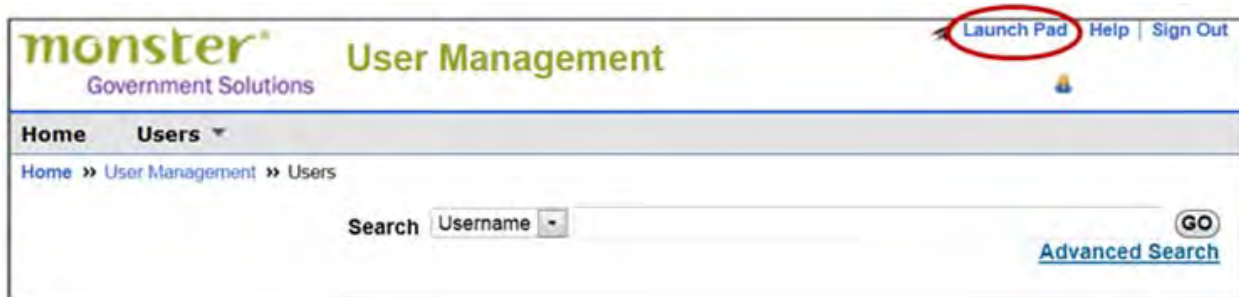


Figure 5.1 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

NOTE: The PMF PO creates Primary Agency PMF Coordinator accounts. If you do not see the Hiring Management module, please contact the PMF PO or the Agency PMF Coordinator who created your account. The Primary Agency PMF Coordinators create the accounts for their Sub- Agency PMF Coordinators, Agency HR Recruiters and Agency Users and is the point of contact for them.

Your account may not include all modules shown below as they are role based. Refer to [Section 2](#) of this guide for information on account roles.

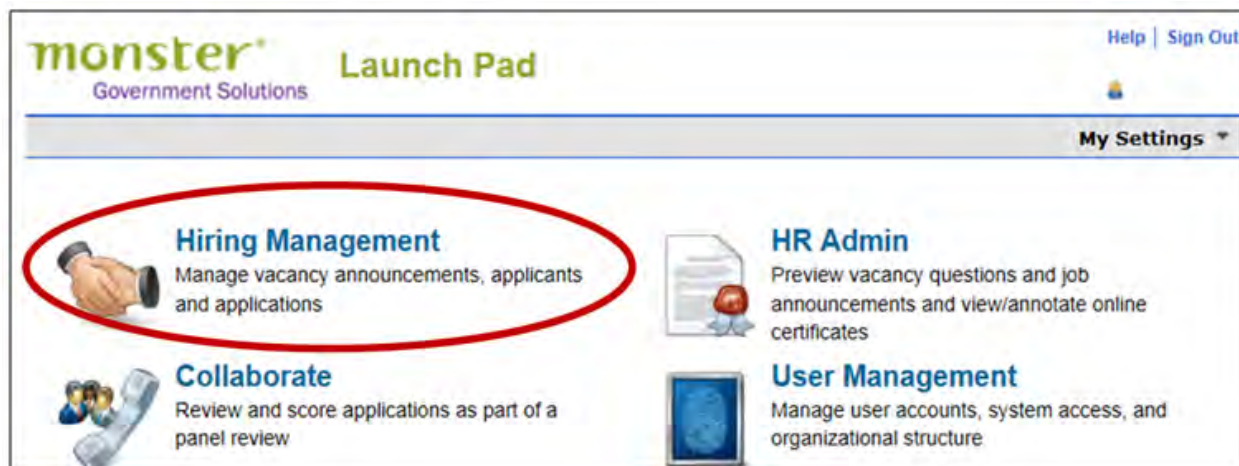


Figure 5.1 - 2

Step 3. Click “Announcements” in the gray bar.



Figure 5.1 - 3

Step 4. Using the dropdown menu, select the organization that you are assigned.

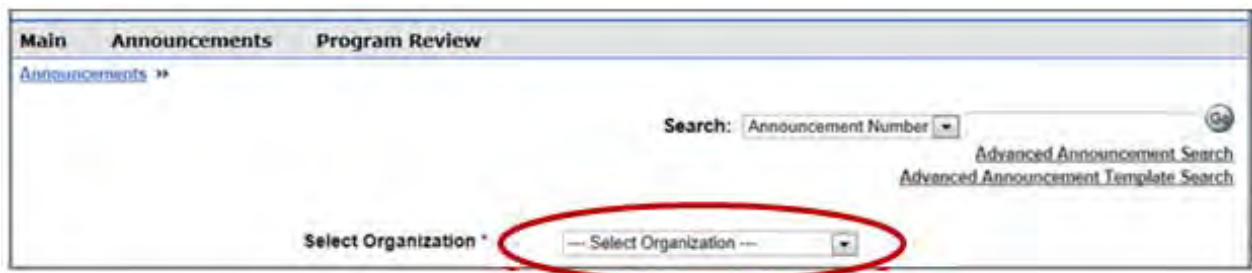


Figure 5.1 - 4

Step 5. Select your organization (e.g., Agency/Sub-Agency); the page will reload with additional options. Click "New Announcement from Template." Do **not** select a Series or Department. In the example below, the Agency selected is the "Department of Commerce."

The screenshot displays the PMF TAS web application interface. At the top, there are navigation tabs: 'Main', 'Announcements', and 'Program Review'. Below these, a breadcrumb trail reads 'Announcements » DEPARTMENT OF COMMERCE'. A search bar is located at the top right, with a dropdown menu set to 'Announcement Number' and a 'Go' button. Below the search bar are two links: 'Advanced Announcement Search' and 'Advanced Announcement Template Search'. The main content area features three selection fields: 'Select Organization *' (set to 'DEPARTMENT OF COMMERCE'), 'Select Department' (set to '— Select Department —'), and 'Select Series' (set to '— Select Series —'). Below these fields is a 'Select Action' dropdown menu. This menu is open, showing two sections: 'Create' and 'View & Manage'. Under 'Create', the option 'New Announcement from Template' is highlighted with a red circle. Other options in the 'Create' section include 'Add Announcement Template'. Under 'View & Manage', the options are 'View Templates', 'Edit Templates', 'Activate/Deactivate Templates', and 'Delete Templates'. At the bottom of the page, there is a 'Reset' button.

Figure 5.1 - 5

Step 6. The PMF Vacancy Template will appear. Click “Actions” next to the template. On the Actions list, click “New Announcement.”

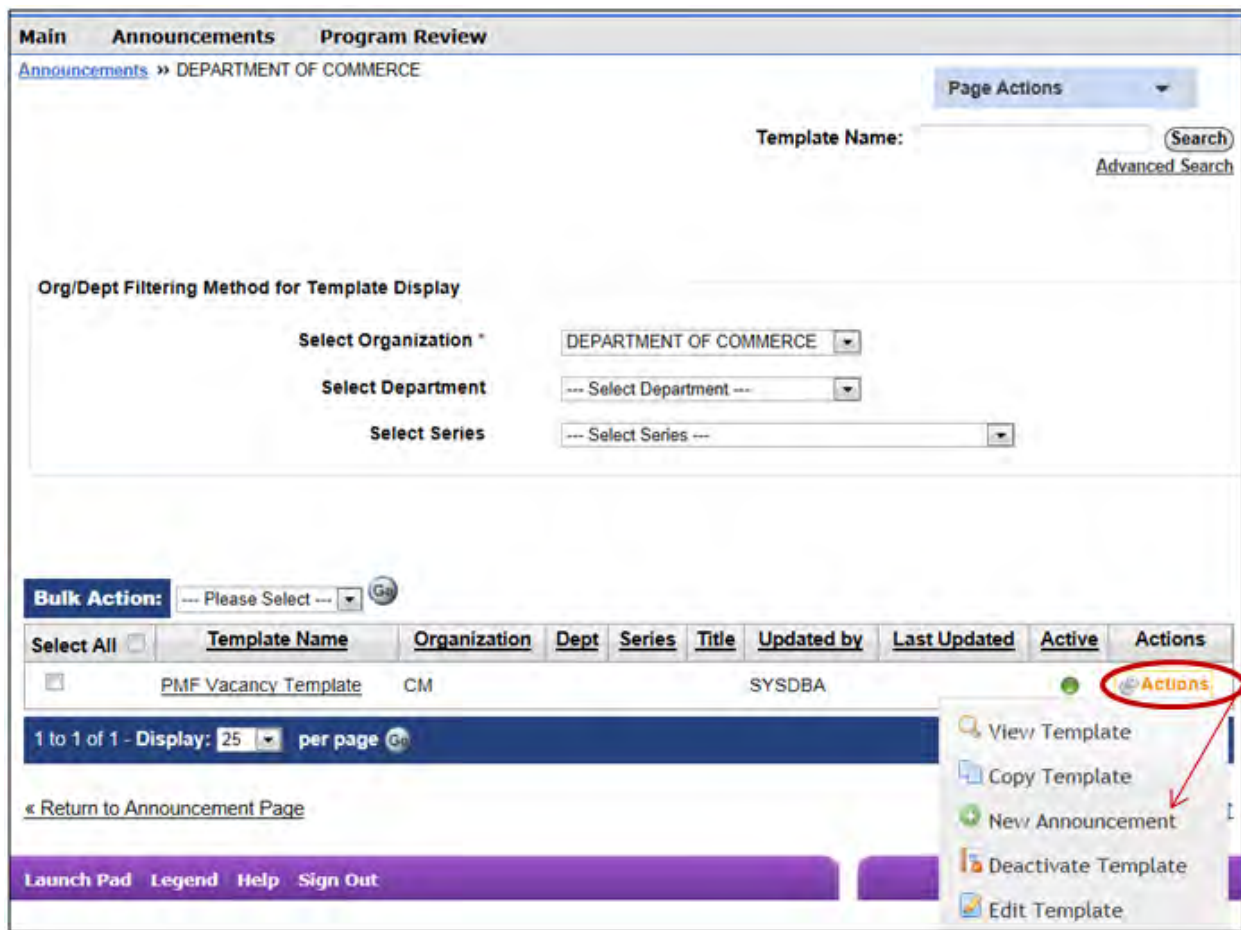


Figure 5.1 - 6

5.2 Announcement Information

The typical vacancy contains seven sections. The PMF Vacancy template shortens the process and allows Agency PMF Coordinators to skip some of the sections. Section 1 collects specific announcement information that the Finalist and Fellows will see.

The step below continues from the selection of a New Announcement.

Step 1. The new template for your opportunity will load. Confirm your organization is listed in the first row. Next, click "Select Department" in the Department row.

Main	Announcements	Program Review
Announcements » DEPARTMENT OF COMMERCE » Step 1		
Announcement Detail: Step 1 - Announcement Information		
Created By: testidHR, testidHR Mar 1, 2013 Last Updated By: testidHR, testidHR		
Save and Preview Save Cancel NEXT >>		
An asterisk (*) indicates a required field.		
* Organization:	DEPARTMENT OF COMMERCE	
* Department:	Select Department	

Figure 5.2 - 1

Step 2. Click “Presidential Management Postings” and it will populate on the next page.

Main	Announcements	Program Review
Announcements » DEPARTMENT OF COMMERCE » Step 1		
Announcement Detail: Step 1 - Announcement Information		
Created By: testidHR, testidHR Mar 1, 2013 Last Updated By: testidHR, testidHR		
An asterisk (*) indicates a required field.		
Please select one of the following departments:		
Presidential Management Postings		
Cancel Selection		
Cancel Selection		

Figure 5.2 - 2

Step 3. Confirm “Presidential Management Postings” is the Department selected. The Announcement Number will generate automatically. The Additional Vacancy Reference ID is an optional field that may be used for Agency internal tracking. Provide a Position Title that refers to the working title that describes the position to be filled.

TIP: Write down your announcement number to find this vacancy later to edit it.

* Department:	Presidential Management Postings	Select Department
* Announcement #	PMF-2013-0052	
Additional Vacancy Reference ID:		
* Position Title:		

Figure 5.2 - 3

Step 4. Click “Select Series” to locate and enter a series number.

Series (Single-Series):	Select Series
-------------------------	--

Figure 5.2 - 4

Step 5. A long list of job series will appear. Find your series by scrolling down the list on the left. Once you locate your series, click “Add.” The series will then appear on the right. Click “Save Series” and it will populate on the next page. The list of job series is comprised of those occupational codes and descriptions from OPM’s Handbook of Occupational Groups and Families. If you do not see the series code and description you are looking for, please choose the closest available option.

TIP: Use Ctrl+F to enter the position description to search the page faster.

Announcement Detail: Step 1 - Select Series

Assign Series for Vacancy PMF-2013-0044

NOTE: You can add a maximum of 5 series to the vacancy

Please choose the Cancel option if you have NOT made any data changes. Each time you click Save on this page, the grades and corresponding grade-specific data, (e.g. salary, questions, categories) will be cleared and you must add the data again: grades and salary (Step 1), questions (Step 4) and weighting (Step 5), and categories (Step 6).

(Save Series) (Cancel)

Available Series			Selected Series		
Code	Series Description	Options	Options	Code	Series Description
Add All >>			<< Remove All		
0000	Presidential Management Fellow	Add >>			
0006	Correctional Institution Administration	Add >>			
0007	Correctional Officer	Add >>			
0017	Explosives Safety	Add >>			
0018	Safety And Occupational Health Management	Add >>			
0019	Safety Technician	Add >>			
0020	Community Planning	Add >>			
0021	Community Planning Technician	Add >>			
0023	Outdoor Recreation Planning	Add >>			

Available Series			Selected Series		
Code	Series Description	Options	Options	Code	Series Description
Add All >>			<< Remove All		
0000	Presidential Management Fellow	Add >>	<< Remove	0017	Explosives Safety
0006	Correctional Institution Administration	Add >>			
0007	Correctional Officer	Add >>			

(Save Series) (Cancel)

Figure 5.2 - 5

Step 6. Confirm the Series is populated in the “Series” row.

Series (Single-Series):	0017 Explosives Safety	(Select Series)
--------------------------------	------------------------	-----------------

Figure 5.2 - 6

Step 7. Do **not** change the default Scoring Option, “General Schedule.”

* Scoring Option:	* Assign Scoring Option ☒ General Schedule ☐ Wage Grade ☐ Category Rating
--------------------------	---

Figure 5.2 - 7

Step 8. The “Opening Date” and “Closing Date” are required fields. They determine how long the position is visible to the Finalists and Fellows. Use the calendar or type in the appropriate date for the position. All opportunities should be open for at **least five days**.

* Opening Date (mm/dd/yyyy):	03/08/2013
* Closing Date (mm/dd/yyyy):	03/09/2013

Figure 5.2 - 8

Step 9. Leave “Application limit” blank. Do **not** change the settings for “Applicant Eligibility.” Keep the default settings for “Eligibility Set” and “Required Eligibility.”

Application limit:	
* Applicant Eligibility:	*Eligibility Set ☒ Universal Set The default eligibility set for all organizations. *Required Eligibility ☒ Public Status (Government Wide) ☐ Internal (Not Visible on USAJOBS) ☐ Internal (Visible on USAJOBS)

Figure 5.2 - 9

Step 10. Enter the total number of positions open across all locations in the “Total Openings” field. To select a duty location, click “Duty Locations Listing.”

* Duty Location(s):	Total Openings: 1 (This field is required if Zip code(s) are entered) * Assign Duty Locations Options To select a location from a list, click Duty Locations Listing To find a location, enter a full or partial location code Code to Find and click Find
---------------------	--

Figure 5.2 - 10

Step 11. A long list of duty locations will appear. Find your location by scrolling down the list on the left. Once you locate your location, click “Add.” The duty location will then appear on the right. Click “Save Location” and it will populate on the next page.

TIP: Use Ctrl+F to enter the city for the location you are searching for to find it faster. Use the two-digit State code when searching by State.

Main Announcements Program Review

Announcements » DEPARTMENT OF COMMERCE » Presidential Management Postings » Accounting » Step 1

Announcement Detail: Step 1 - Select Locations

Search: Location Code

Assign Duty Locations for Vacancy: PMF-2013-0046

Available Duty Locations

Location Code	City	State	State Description	Country	Options
GM0400000	Aachen			GM	Add>>
GM0500000	Aalen			GM	Add>>
420005027	Aaronsburg	PA	Pennsylvania (PA)	US	Add>>
NI0100000	Aba			NI	Add>>
IR0100000	Abadan			IR	Add>>
NI0125000	Abakaliki			NI	Add>>
JA0100000	Abashiri			JA	Add>>

Assigned Duty Locations

Options	Location Code	City	State	State Description	Country
Remove All					

Available Duty Locations

Location Code	City	State	State Description	Country	Options
GM0400000	Aachen			GM	Add>>

Assigned Duty Locations

Options	Location Code	City	State	State Description	Country
Remove All					
Remove	420005027	Aaronsburg	PA	Pennsylvania (PA)	US

Figure 5.2 - 11

Step 12. Confirm the “Duty Location” is populated. Enter the number of positions open per location in the “Number of Positions” field. You can enter any number, “few” or “many.” If you want to remove a location, click “Remove.”

* Duty Location(s):

Total Openings: (This field is **required** if Zip code(s) are entered)

* Assign Duty Locations Options:

To select a location from a list, click .

To find a location, enter a full or partial location code **Code to Find** and click .

* Duty Location Code:	* Duty Location Description:	Zip Code:	* # of Positions:	Options
420005027	Aaronsburg, PA, US			Remove

Figure 5.2 - 12

Step 13. Do **not** enter new information into the Pay Plan, Pay Type, and Question Association fields. Keep the default settings.

* Pay Plan:	GS
* Pay Type:	Per Year
* Question Association:	* Assign Question Association ☒ Use the Same Questions for All Grades ☐ Use Grade Specific Questions (Basic Quals Per Grade)

Figure 5.2 - 13

Step 14. Click “Enter Grades” to select the grades applicable to the position. A new page will populate to select grades to add. Finalists may only be initially appointed at the GS-9, 11, or 12.

* Grade and Salary Range(s):	Edit Grades
------------------------------	--------------------

Figure 5.2 - 14

Step 15. Use the dropdown menu to select the grade. Click “Add Grade” to add the grade level. Repeat this process to add multiple grades. Do **not** change the Salary Fields.

The grades will populate on the same page. After all your grades have been added, click “Finished” to return to the main page.

Main Announcements Program Review				
Announcements » DEPARTMENT OF COMMERCE » Presidential Management Postings » Explosives Safety » Step 1				
Announcement Detail: Step 1 - Select Grades				
Edit Grades for Vacancy: PMF-2013-0052				
Asterisk (*) indicates a required field.				
* Grade 09	* Salary Low 0.00	* Salary High 0.00	☒ Finished ☐ Add Grade	
Grade	Salary Low	Salary High	Options	
Asterisk (*) indicates a required field.				
* Grade 11	* Salary Low 0.00	* Salary High 0.00	☒ Finished ☐ Add Grade	
Grade	Salary Low	Salary High	Options	
09	\$0.00	\$0.00	Edit Remove	

Figure 5.2 - 15

Step 16. Confirm the “Grade” is populated. Use the dropdown to select the promotion potential for the position. Next, click “Save and Preview” at the bottom of the page or click “Save” at the top of the page. To move to the next section, click “Next.”

Main Announcements Program Review

Announcements » DEPARTMENT OF COMMERCE » Presidential Management Postings » Community Planning Technician » PMF-2013-0019 » Step 1 » Step 2

Announcement Detail: Step 2 - Announcement Text

PMF-2013-0019 , TestLD Budget (0021 Community Planning Technician)

Created By: testldHR, testldHR Feb 25, 2013 Last Updated By: testldHR, testldHR Mar 8, 2013

<< PREVIOUS Save and Preview Save Cancel NEXT >

An asterisk (*) indicates a required field.

Template Options:

Download from USAJOBS Templates:

-- Please Select --

(Apply)

All Vacancy Detail content will be replaced with text from the USAJOBS template selected.

Please Select the Template from the list. - AND/OR - Please Select the File:

-- Please Select -- Browse...

and click on Insert From Template link. and click on Upload From File link.

USAJOBS (Not Posted)

Please note that the text length is an approximation due to the possible inclusion of special characters.

Overview Duties Qualifications and Experiences How to Apply Info Benefits and Other Info

Education:

PMF advertisement data entry required. Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

Length Spelling

Insert From Template

Upload From File

Figure 5.3 - 2

Step 3. Enter the agency information in the requirements textbox. Do **not** use the "Insert from Template" or "Upload from File" link. Recommend that the agency information be the same for all announcements and to include a URL of the Agency's website.

TIP: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

Requirements: (At least 1 character(s))

PMF advertisement data entry required. Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

Length Spelling

Insert From Template

Upload From File

Figure 5.3 - 3

Step 4. Enter the directions to the Finalist or Fellow on how to apply in the evaluations textbox. Do **not** use the "Insert from Template" or "Upload from File" link.

TIP: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

Figure 5.3 - 4

Step 5. Enter the qualifications for the opportunity or training in the qualifications textbox. If the position requires U.S. citizenship, please note it in this section. Do **not** use the “Insert from Template” or “Upload from File” link.

TIP: Use the rich text editor to add style to your description. You can copy and paste information from another document into this textbox.

Figure 5.3 - 5

Step 6. Click “Save and Preview” at the bottom of the page or click “Save” at the top of the page. To move to the next section, click “Next.”

Figure 5.3 - 6

5.4 External Job Board Information

The external job board information collects information about the organization’s contact information.

Step 1. Do **not** change the following default settings: Is Part-Time Employment, Forms Request Method, Exclusive Posting, Accept Electronic Resume, Resume Format, and Resume Email.

Main	Announcements	Program Review
Announcements » DEPARTMENT OF COMMERCE » Presidential Management Postings » Community Planning Technician » PMF-2013-0019 » Step 1 » Step 2 » Step 3		
Announcement Detail: Step 3 - External Job Board Information		
PMF-2013-0019 , TestLD Budget (0021 Community Planning Technician) Created By: testldHR, testldHR Feb 25, 2013 Last Updated By: testldHR, testldHR Mar 8, 2013 PREVIOUS Save and Preview Save Cancel NEXT >>		
An asterisk (*) indicates a required field.		
* Is Part-Time Employment:	☐ Yes ☒ No	
* Forms Request Method:	Internet	
* Exclusive Posting:	☐ Yes ☒ No (Job will not be visible in any job search, and will only be accessible through a direct link.)	
* Accept Electronic Resume:	☐ Yes ☒ No	
Resume Format:	Generic	
Resume Email:	(only if accepting electronic resume)	

Figure 5.4 - 1

Step 2. Use the dropdown menu to select your organization.

* Hiring Agency:	--Select Hiring Agency--
------------------	---

Figure 5.4 - 2

Step 3. Do **not** select any Additional Information items or change the Duration Appt.

Additional Information:	☐ Hiring Fair ☐ Recovery Act Jobs ☐ Advertise Only
* Duration Appt:	P Presidential Management Fellows (Student)

Figure 5.4 - 3

Step 4. The address entered in the fields below corresponds to the contact for the announcement. Skip the fields for "Organization Contact Name" and "Organizational Contact Phone." Enter the Agency point of contact that will receive and manage the responses for the opportunity.

* Street Address 1:	NA
Street Address 2:	
Street Address 3:	
* City:	NA
* State:	District of Columbia
* Zip:	00000
* Organization Contact Name:	Not used for PMF
* Organization Contact Phone:	Not used for PMF
* Vacancy Contact Name:	NA
* Vacancy Contact Email:	xxx@opm.gov
* Vacancy Contact Phone:	000-000-0000
* Vacancy Contact Fax:	
Internet Address:	000-000-0000
TDD Phone:	000-000-0000

Figure 5.4 - 4

Step 5. Click “Save and Preview” at the bottom of the page or click “Save” at the top of the page. To move to the next section, click “Next.”

<< PREVIOUS Save and Preview NEXT >>
--

Figure 5.4 - 5

5.5 Assign Questions

Do **not** complete this section.

Step 1. Click “Next” to move to the next section.

Main Announcements Program Review
Announcements » DEPARTMENT OF COMMERCE » Procurement Management Process » Community Planning Technician » PMF 2013-0019 » Step 1 » Step 2 » Step 3 » Step 4
Announcement Detail: Step 4 - Assign Questions
PMF-2013-0019 , TestLD Budget (0021 Community Planning Technician) Created By: testldHR, testldHR Feb 25, 2013 Last Updated By: testldHR, testldHR Feb 25, 2013
<< PREVIOUS Save and Preview Save Cancel NEXT >>

Figure 5.5 - 1

5.6 Crediting Plan

Do **not** complete this section.

Step 1. Click “Next” to move to the next section.



Figure 5.6 - 1

5.7 Phasing, Tracking, and Notification Information

This section is where the Agency PMF Coordinator can develop tracking information for the opportunity. In addition, it is at this point the opportunity type is selected: appointment, rotational, or training.

NOTE: Appointment opportunities are only available to Finalists after logging into the Apply site. Rotational and training opportunities are for current Fellows and may be accessed without logging into the system.

Step 1. Use the dropdown menu to select the type of opportunity (appointment, rotational, or training) and click “Add Announcement Type.” It will populate below the dropdown. If you selected the incorrect type, click the “Remove” link.

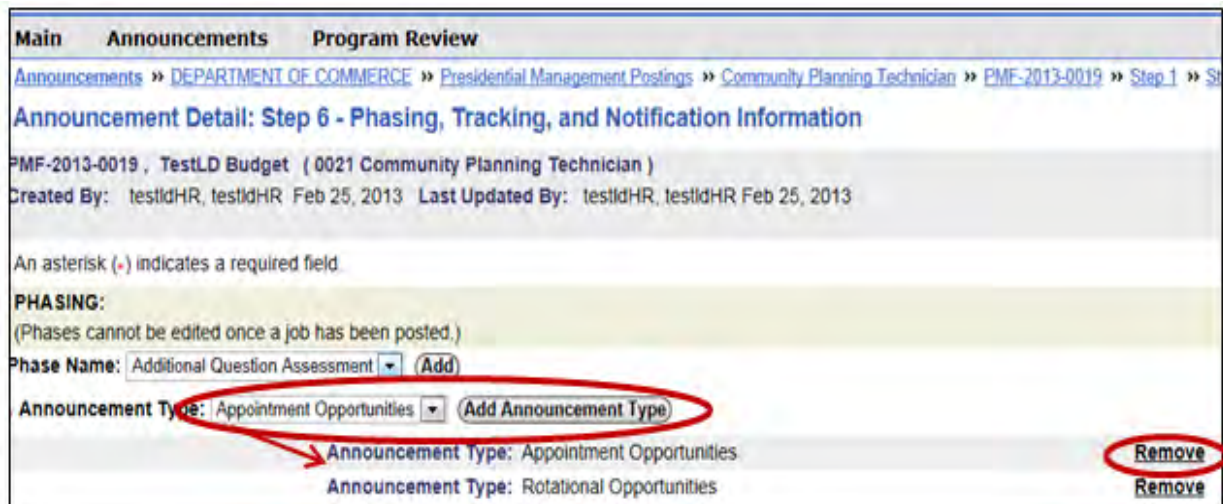


Figure 5.7 - 1

Step 2. The “Date Received in HR” field is automatically populated with the date the announcement is created. Confirm the date is entered.

TRACKING INFORMATION:

Validate Need Date (mm/dd/yyyy): MM/DD/YYYY

PAR Date (mm/dd/yyyy): MM/DD/YYYY

PAR Number:

Review Position Description (mm/dd/yyyy): MM/DD/YYYY

* Date Received in HR (mm/dd/yyyy): MM/DD/YYYY

Date Approved to Recruit (mm/dd/yyyy): MM/DD/YYYY

Requesting Official:

Figure 5.7 - 2

Step 3. Do **not** change any settings on the rest of the page. Click “Save and Preview” at the bottom of the page or click “Save” at the top of the page. To move to the next section, click “Next.”

Standing Register Inventory: (This radio button may not be changed after the vacancy has been opened.)

☐ Yes (The following two fields may not be changed if the vacancy has applicants.)

* Number of days for expiration:

☐ Notify Applicants

☒ No

Documents for Auto-Request:
This vacancy has been approved and has open date earlier or equal to today; as such documents can not be selected or unselected.

Diversity Notifications:
[Assign Diversity Notifications](#)

Public Status:
☒ Display Public Status for this Vacancy. (Applicants may view the status of their application online.)

Vacancy Notifications
Please select the “days before” entries for incomplete and closing notifications. Use the “---” entry to disable a notification.
 Notify applicants with incomplete applications days before the vacancy closes.
 Notify the vacancy creator days before the vacancy closes.
 Notify the HR Manager days before the vacancy closes.
 Notify the Selecting Official days before the vacancy closes.
 Notify the BQ Designator days before the vacancy closes.

Staging Area Generation Dates
Note: Cut dates may be scheduled on any date greater than or equal to today's date. On the day after each cut date, a new staging area will be automatically generated. On or before the cut date will be included in the new staging area.

Vacancy Open Date 02-25-2013
Vacancy Close Date 03-08-2013 **

Add Cut Date (mm/dd/yyyy) [Add Cut Date](#)

** A staging area will always be automatically generated on the day after the close date, regardless of existing staging areas.

[<< PREVIOUS](#)
[Save and Preview](#)
[NEXT >>](#)

Figure 5.7 - 3

5.8 Administrative Settings

Follow the last step below to complete and post the opportunity.

Step 1. Use the dropdown menu to select any name for each HR Management Options. These fields are inactive, but must contain information in order to proceed. Next, check the box to “Approve this Vacancy” and click “Finish.”

The screenshot shows the 'Announcement Detail: Step 7 - Administrative Settings' page. At the top, there's a navigation bar with links like 'Main', 'Announcements', and 'Program Review'. Below that, a breadcrumb trail shows the current path: 'Announcements > DEPARTMENT OF COMMERCE > Presidential Management Postings > Community Planning Technician > DOC NEW TEMPLATE > Step 1 > Step 2 > Step 3 > Step 4 > Step 5 > Step 6 > Step 7'. The main heading is 'Announcement Detail: Step 7 - Administrative Settings'. Below this, there's a summary line: 'PMF-2013-0058, TestLD Budget (0021 Community Planning Technician)'. A line below that says 'Created By: testldHR, testldHR Apr 3, 2013 Last Updated By: testldHR, testldHR'. On the right, there are buttons: '<< PREVIOUS', 'Save and Preview', 'Cancel', and 'Finish' (circled in red). The 'VACANCY SETTINGS' section includes 'Well Qualified Score' (0.0) and 'Online Cert Key'. Below that, a checkbox 'Applicants cannot appear on multiple open certificates.' is checked. The 'EXTERNAL JOB BOARD INTERFACE(S):' section has a text box with 'USAJOBS' and a checkbox 'Send To USAJOBS'. The 'HR MANAGEMENT OPTIONS' section has three dropdown menus: 'HR Manager' (circled in red), 'Selecting Official' (circled in red), and 'Best Qualified Designator' (circled in red). Below these, there's a checkbox 'Approve this vacancy' which is checked and circled in red. At the bottom, there are buttons: '<< PREVIOUS' and 'Save and Preview'.

Figure 5.8 - 1

5.9 View of the Opportunity

The Opportunity is viewed from the Apply site, <https://apply.pmf.gov/pmf>. Finalists will be able to view any appointment announcement. Fellows will be able to access rotational and training opportunities.

Step 1. Select the search criteria. To view the announcement, click the hyperlinked announcement number.

The screenshot shows a page titled 'There are currently 2 opportunities open.' with a 'Return to search' link. Below the title, it says 'Below are the opportunities you may be interested in. Click through on the Announcement Number to view the details of an opportunity.' The table has the following data:

Position Type	Agency/Sub-Agency	Position Title	Announcement Number	Series	Location(s)	Date Posted
Appointment Opportunities	DEPARTMENT OF COMMERCE	TestLD Budget	PMF-2013-0019	0021--Community Planning Technician	1 in Abbeville, SC, US 1 in Abbeville, AL, US	2/25/13
Rotational Opportunities	DEPARTMENT OF COMMERCE - BUREAU OF THE SENSORS	JVL Test 0004	PMF-2013-0008	0021--Community Planning Technician/0019--Safety Technician/0018--Safety And	1 in Prince Frederick, Calvert, MD	2/23/13

Figure 5.9 - 1

Step 2. The Announcement Details will generate.

NOTE: The fields are populated as part of the announcement creation process.

Announcement Details			Back to search results
Announcement Number	PMF-2013-0019	Position Type	Appointment Opportunities Rotational Opportunities
Position Title	TestLD Budget	Agency - Sub-Agency	DEPARTMENT OF COMMERCE
Open Date	02/25/2013	Locations - Projected Number of Positions	1 Vacancies in Abbeville, AL, US Abbeville, SC, US
Series	0021--Community Planning Technician	Opportunity Contact	Name: Lauren Phone: 555-555-5555 Fax: 555-555-5555 Email: lauren@opm.gov

Description of Opportunity or Training

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

Agency Description

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

Qualifications Required

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

How to Apply

PMF advertisement data entry required.

Figure 5.9 - 2

5.10 Edit Opportunities

After an opportunity has been posted, only certain information can be updated (e.g., closing date and announcement text). To access the template follow the steps below.

Step 1. Navigate to the **Launch Pad** by clicking on the “Launch Pad” link in the top right corner of the application. If you are already in the Launch Page, move to Step 2.

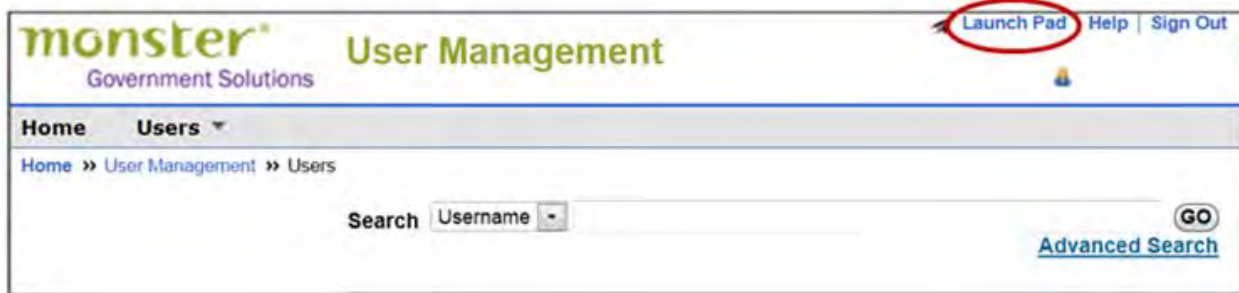


Figure 5.10 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

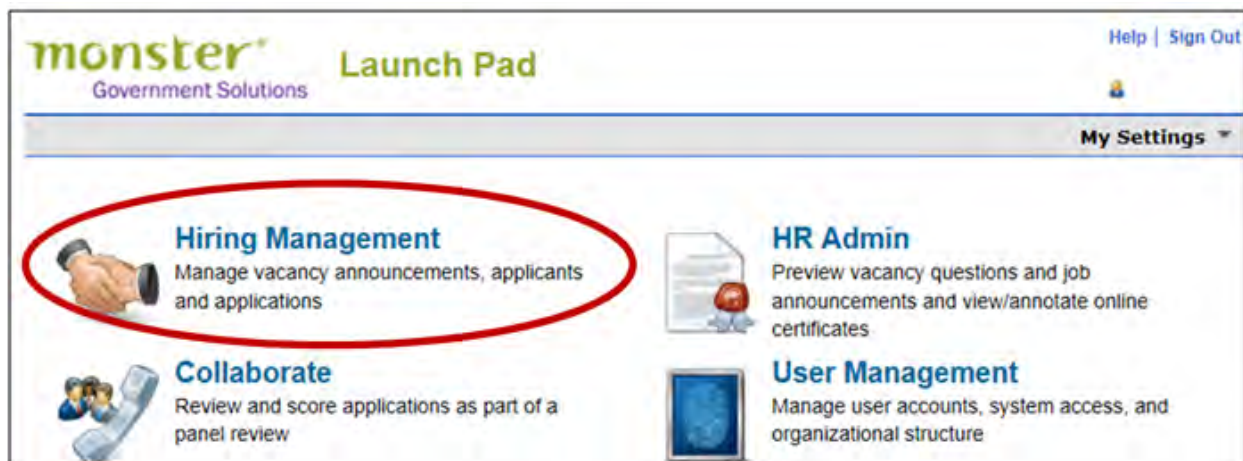


Figure 5.10 - 2

Step 3. Click “Announcements” in the gray bar.



Figure 5.10 - 3

Step 4. Use the dropdown in the top right corner to select to search by “Announcement Number” and enter your Announcement Number into the textbox. Click “Go.”

NOTE: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking “Advanced Announcement Search.”

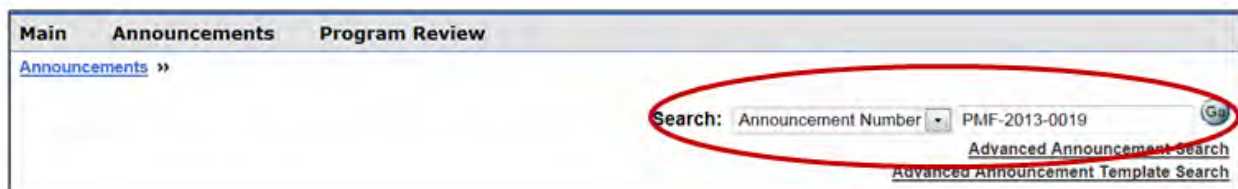


Figure 5.10 - 4

Step 5. Your announcement will be generated on a new page. Use the “Page Actions” dropdown and select “Edit Announcement.”



Figure 5.10 - 5

Step 6. Your Announcement will load. Click the “Next” button to navigate the sections of the opportunity. Be sure to save all changes as you move from one page to the next. On the last page, select “Finish.”

NOTE: If you want to unapprove the vacancy, you would select the checkbox at the bottom.

The figure consists of two screenshots of the PMF TAS user interface. The top screenshot shows the 'Announcement Detail: Step 1 - Announcement Information' page. It includes a breadcrumb trail: 'Announcements >> DEPARTMENT OF COMMERCE >> Presidential Management Postings >> Community Planning Technician >> PMF-2013-0019 >> Step 1'. The main content area displays 'PMF-2013-0019, TestLD Budget (0021 Community Planning Technician)' and 'Created By: testldHR, testldHR Feb 25, 2013 Last Updated By: testldHR, testldHR Mar 1, 2013'. At the bottom right, there are buttons for 'Save and Preview', 'Save', 'Cancel', and 'NEXT >>', with the 'NEXT >>' button circled in red. A note states: 'An asterisk (*) indicates a required field.' Below this, the 'Organization' field is set to 'DEPARTMENT OF COMMERCE'.

The bottom screenshot shows the 'Announcement Detail: Step 7 - Administrative Settings' page. It has a similar breadcrumb trail, ending with 'Step 7'. The main content area displays the same PMF number and creation details. At the bottom right, there are buttons for '<< PREVIOUS', 'Save and Preview', 'Cancel', and 'Finish', with the 'Finish' button circled in red. A note states: 'An asterisk (*) indicates a required field.' Below this, there are sections for 'VACANCY SETTINGS' (Well Qualified Score: 0.0, Online Cert Key:), 'EXTERNAL JOB BOARD INTERFACE(S):' (USAJOBS, Send To USAJOBS checkbox), and 'HR MANAGEMENT OPTIONS:' (HR Manager: Hall, First (ZZKHALL), Select; Selecting Official: Lembo, First (ZZJLEMB0); Best Qualified Designator: Hall, First (ZZKHALL)). At the bottom, there is an 'Unapprove this vacancy' checkbox and buttons for '<< PREVIOUS' and 'Save and Preview'.

Figure 5.10 - 6

5.11 Copy an Opportunity

Once an Agency PMF Coordinator or Agency HR Recruiter creates an opportunity for their organization, they may wish to copy it for another opportunity. Copying an opportunity allows you to use the old one as a foundation. This will save time if some of the information fields have not changed. For example, the Agency description information may be the same for all of the opportunities in the organization.

After logging into your Program Administration account, follow the steps below to build an opportunity starting from a previous one.

Step 1. Navigate to the **Launch Pad**, by clicking on the “Launch Pad” link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2.

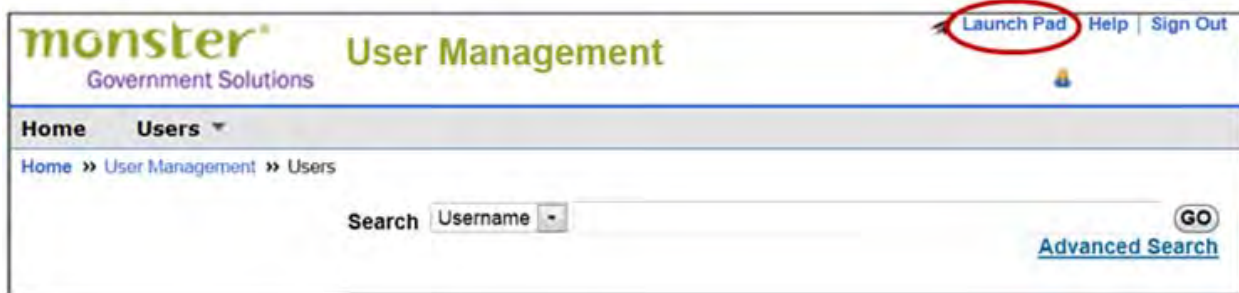


Figure 5.11 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

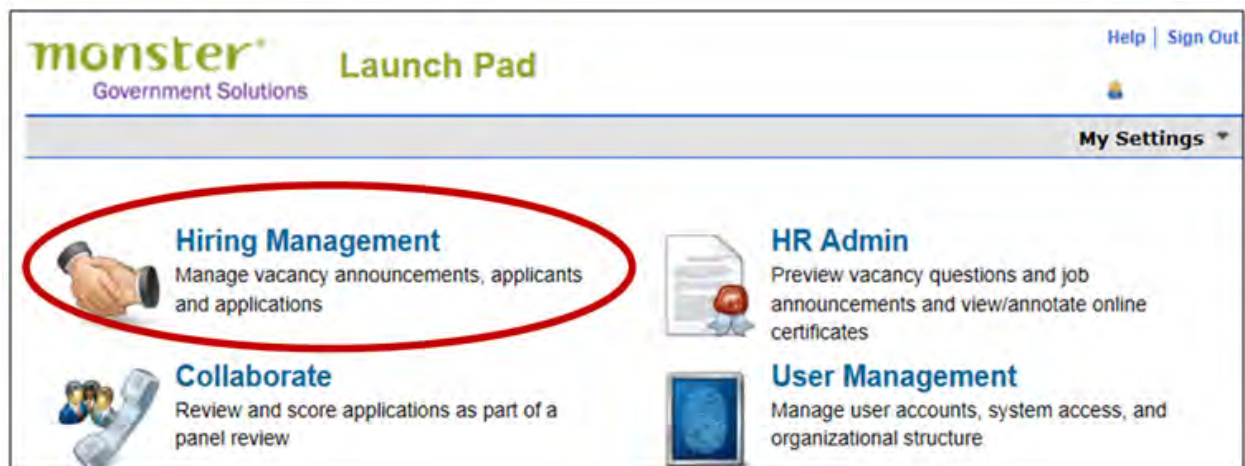


Figure 5.11 - 2

Step 3. Click “Announcements” in the gray bar.



Figure 5.11 - 3

Step 4. Use the dropdown in the top right corner to select to search by “Announcement Number” and then enter your Announcement Number into the textbox of the opportunity you would like to reuse. Click “Go.”

NOTE: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking “Advanced Announcement Search.”

Main Announcements Program Review

[Announcements](#) »

Search: Announcement Number PMF-2013-0019

[Advanced Announcement Search](#)

[Advanced Announcement Template Search](#)

Figure 5.11 - 4

Step 5. Your announcement will be generated on a new page. Use the “Page Actions” dropdown and select “Copy Announcement.”

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » [Community Planning Technician](#) » PMF-2013-0019

Announcement: PMF-2013-0019

Announcement Number: PMF-2013-0019

Overview

Organization:	DEPARTMENT OF COMMERCE
Department:	Presidential Management Postings
Position Title:	TestLD Budget
Open Period:	02/25/2013 to 03/08/2013
Custom Status:	

Series and Grades

Series:	0021
Pay Plan:	GS
Pay Type:	A
Grades:	09
Salary Grade 09:	0 to 0

Page Actions

- New Announcement
- Edit Announcement
- Change Status
- Copy Announcement**
- New Template From Announcement
- Manage Case Files

Figure 5.11 - 5

Step 6. A new opportunity will be generated with a new announcement number. All of the options selected from the previous announcement will be populated. You will be able to change any of the settings to tailor the new opportunity.

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » [Community Planning Technician](#) » Step 1

Announcement Detail: Step 1 - Announcement Information

PMF-2013-0054 , TestLD Budget (0021 Community Planning Technician)

Created By: testldHR, testldHR Mar 8, 2013 Last Updated By: testldHR, testldHR

An asterisk (*) indicates a required field.

* Organization:	DEPARTMENT OF COMMERCE
* Department:	Presidential Management Postings Select Department
* Announcement #	PMF-2013-0054

Figure 5.11 - 6

5.12 Building a New Template

Once an Agency PMF Coordinator or Agency HR Recruiter creates an opportunity for their organization, they may wish to use it to build a new template from that opportunity. Building a new template allows you to tailor the opportunity for a specific position type. For example, you could build an opportunity specific to engineering if you know the majority of the fields will not change.

After logging into your Program Administration account, follow the steps below to build a new template based off an opportunity.

Step 1. Navigate to the Launch Pad, by clicking on the “Launch Pad” link in the top right corner of the application. If you are already in the Hiring Management module, move to Step 2.

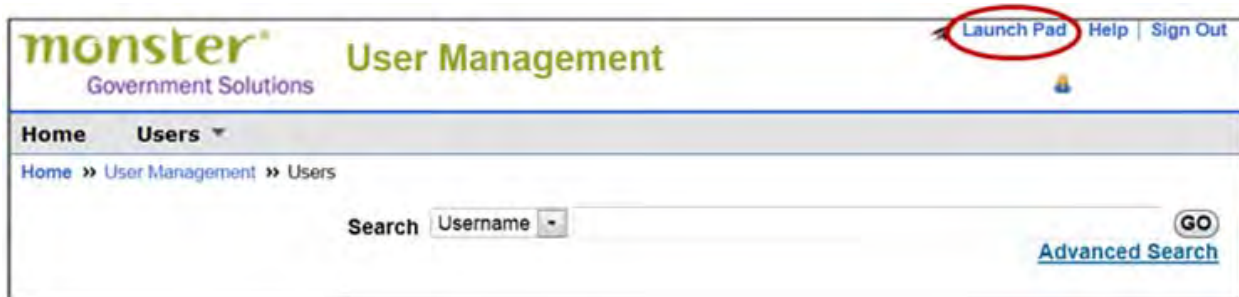


Figure 5.12 - 1

Step 2. Click “Hiring Management” in the Launch Pad.

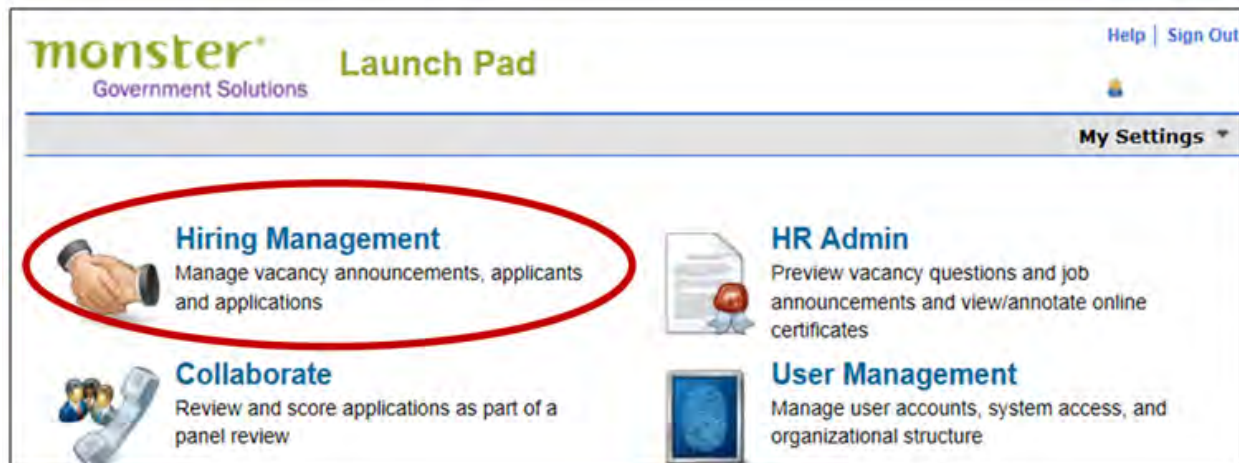


Figure 5.12 - 2

Step 3. Click “Announcements” in the gray bar.



Figure 5.12 - 3

Step 4. Use the dropdown in the top right corner to search by “Announcement Number” and then enter your Announcement Number into the textbox of the opportunity you would like to reuse. Click “Go.”

NOTE: If you only remember part of the Announcement number, you can enter that in the field. You can also try the advanced search features by clicking “Advanced Announcement Search.”

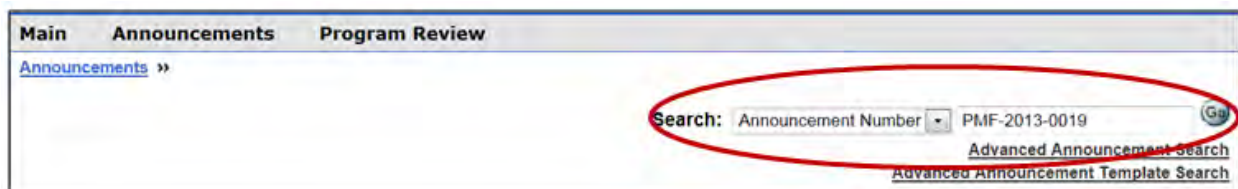


Figure 5.12 - 4

Step 5. Your announcement will be generated on a new page. Use the “Page Actions” dropdown and select “New Template From Announcement.”

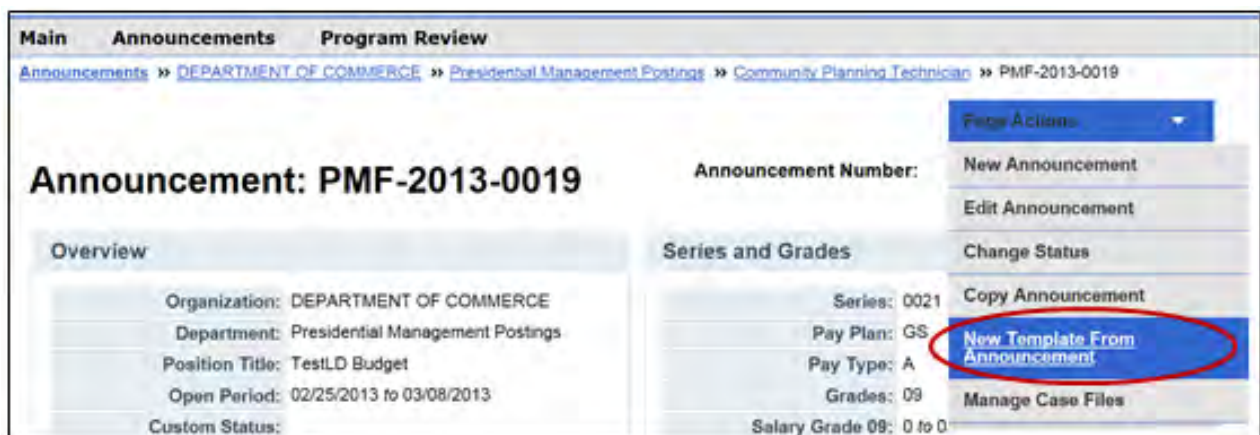


Figure 5.12 - 5

Step 6. Confirm your organization is selected as the Source Department and click “Create Template.”

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » [Community Planning Technician](#) » PMF-2013-0019

New Template From Announcement

Announcement #: PMF-2013-0019

From Source Department: DEPARTMENT OF COMMERCE > Presidential Management Postings

To Target Department within the same Organization:

Select Department Presidential Management Postings -

Create Template **Cancel**

Figure 5.12 - 6

Step 7. Your new template will be generated on a new page. Create new name for this template. All of the options selected from the previous announcement will be populated.

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » Step 1

Announcement Template Detail: Step 1 - Announcement Information

TestLD Budget (0021 Community Planning Technician)

Created By: testldHR, testldHR Mar 11, 2013 Last Updated By: testldHR, testldHR

Save and Preview **Save** **Cancel** **NEXT >>**

An asterisk (*) indicates a required field.

* Organization:	DEPARTMENT OF COMMERCE	
Department:	Presidential Management Postings	Select Department
* Template name		
Additional Vacancy Reference ID:		
Position Title:	New Test Template	

Figure 5.12 - 7

Step 8. Click “Next” and “Save” until you get to the last step of the template. You are able to change any setting to tailor the new template that was used in the previous opportunity. Do **not** change any fields that were not used in Section 5.1 – 5.8.

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » Step 1

Announcement Template Detail: Step 1 - Announcement Information

TestLD Budget (0021 Community Planning Technician)

Created By: testldHR, testldHR Mar 11, 2013 Last Updated By: testldHR, testldHR

Save and Preview **Save** **Cancel** **NEXT >>**

An asterisk (*) indicates a required field.

Figure 5.12 - 8

Step 9. Click “Finish.”

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » [Community Planning Technician](#) » [DOC NEW TEMPALTE](#) » [Step 1](#) » [Step 2](#) » [Step 3](#) » [Step 4](#) » [Step 5](#) » [Step 6](#) » [Step 7](#)

Announcement Template Detail: Step 7 - Administrative Settings

DOC NEW TEMPALTE , TestLD Budget (0021 Community Planning Technician)

Created By: testldHR, testldHR Mar 11, 2013 Last Updated By: testldHR, testldHR Mar 11, 2013

<< PREVIOUS Save and Preview Cancel **Finish**

An asterisk (*) indicates a required field.

VACANCY SETTINGS:

Well Qualified Score: 0.0

<< PREVIOUS Save and Preview

Figure 5.12 - 9

Step 10. The new template will generate. Click the “Page Actions” dropdown if you would like to edit or copy the template, create a new announcement from this template, or deactivate the template.

Main Announcements Program Review

[Announcements](#) » [DEPARTMENT OF COMMERCE](#) » [Presidential Management Postings](#) » [Community Planning Technician](#) » [DOC NEW TEMPLATE](#)

Announcement Template: DOC NEW TEMPLATE

Overview

Organization: DEPARTMENT OF COMMERCE
Department: Presidential Management Postings
Position Title: TestLD Budget

Template Name:

Series and Grades

Series: 0021
Pay Plan: GS
Pay Type: A
Grades: 09
Salary Grade 09: 0 to 0

Page Actions

- Add Template
- Edit Template
- Copy Template
- New Announcement
- Template Tracking Items
- Deactivate Template

Figure 5.12 - 10

Step 11. To navigate to this template in the future, go to the “Hiring Management” module and click “Announcements.” Enter your organization and click “View Template.”

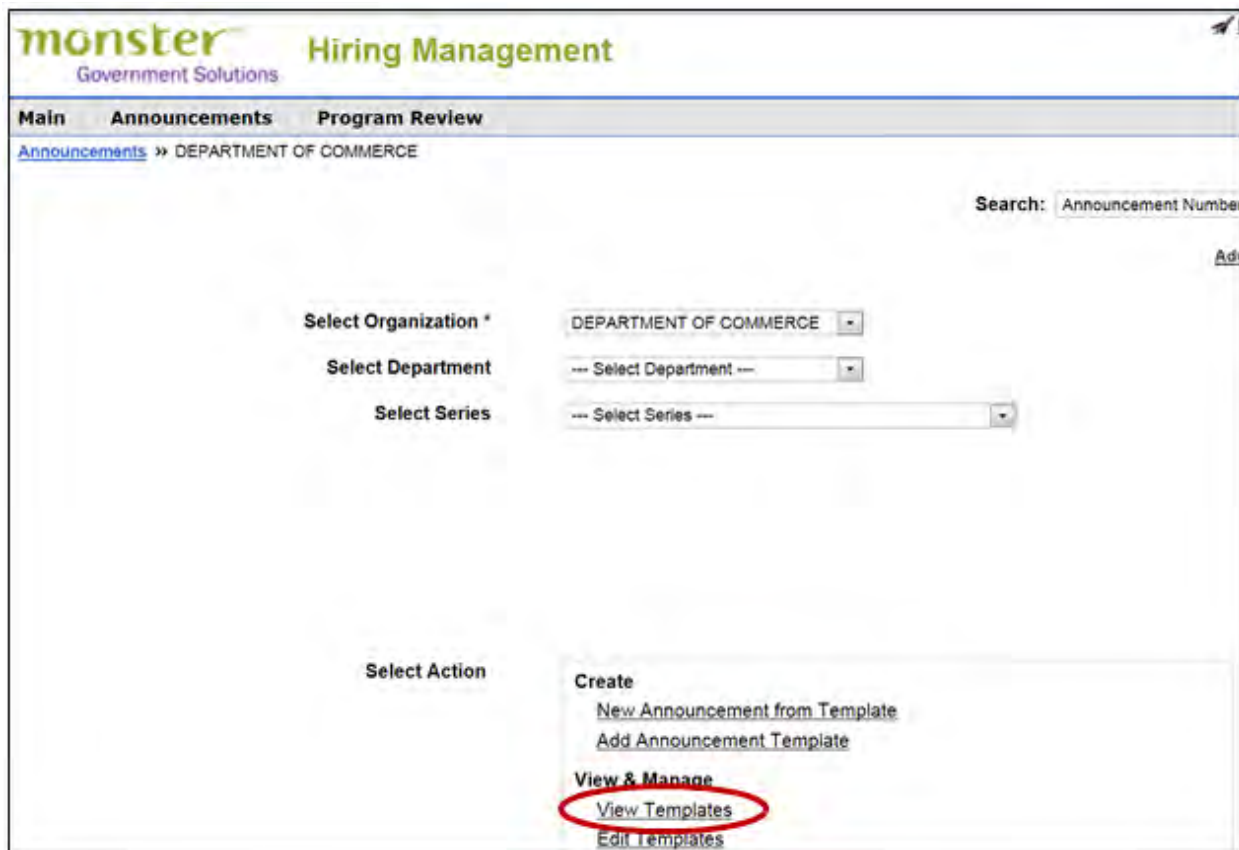


Figure 5.12 - 11

Step 12. The new template will appear under the original one. Use the “Actions” menu to create a new announcement and follow the instructions provided in [Section 5](#).

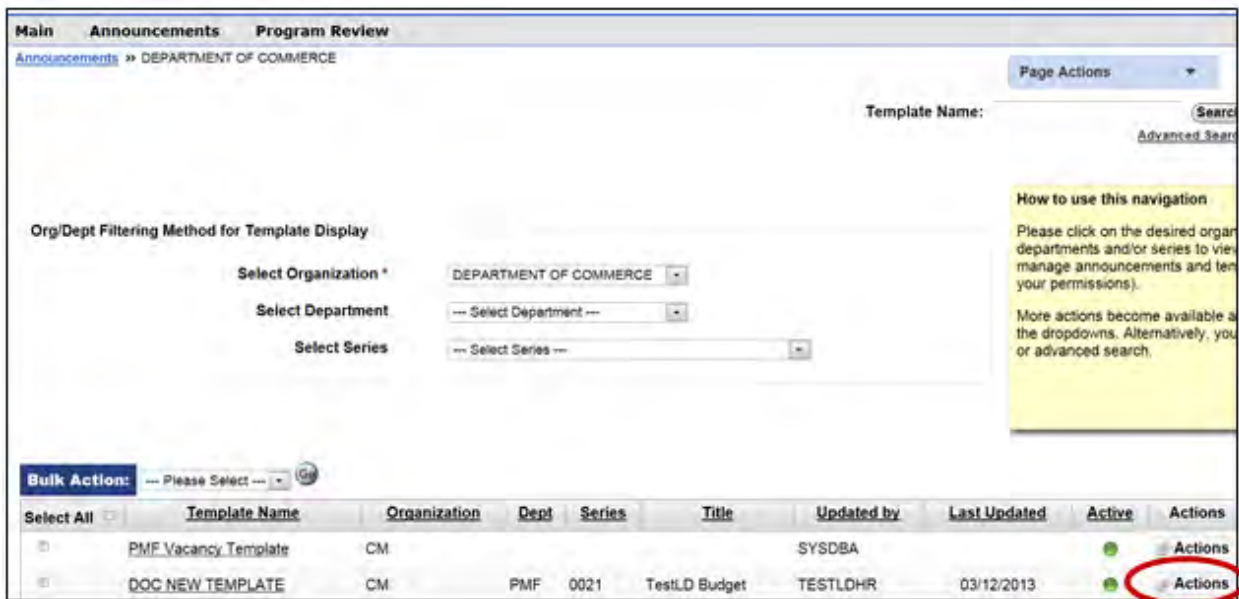


Figure 5.12 - 12

6. Public Reports

The PMF TAS makes reports available through the Apply site, <https://apply.pmf.gov/pmf>. The Apply site is the website Finalists and Fellows access to sign into their account. This page also hosts the link to access the onscreen reports available to the Agencies, as well as the public. You do not need an account to access the link.

To print any of the three reports on the Apply site, you must use your browser's print function.

6.1 Current Finalists

The Current Finalists report lists the following information for each Finalist: class, name, university (graduate school), degree, adjudicated veterans' preference, and status. This list can be sorted by name, university, status, or agency. To access this report, follow the instructions below.

Step 1. Navigate to the Apply portal and click "View Finalist and Coordinators."

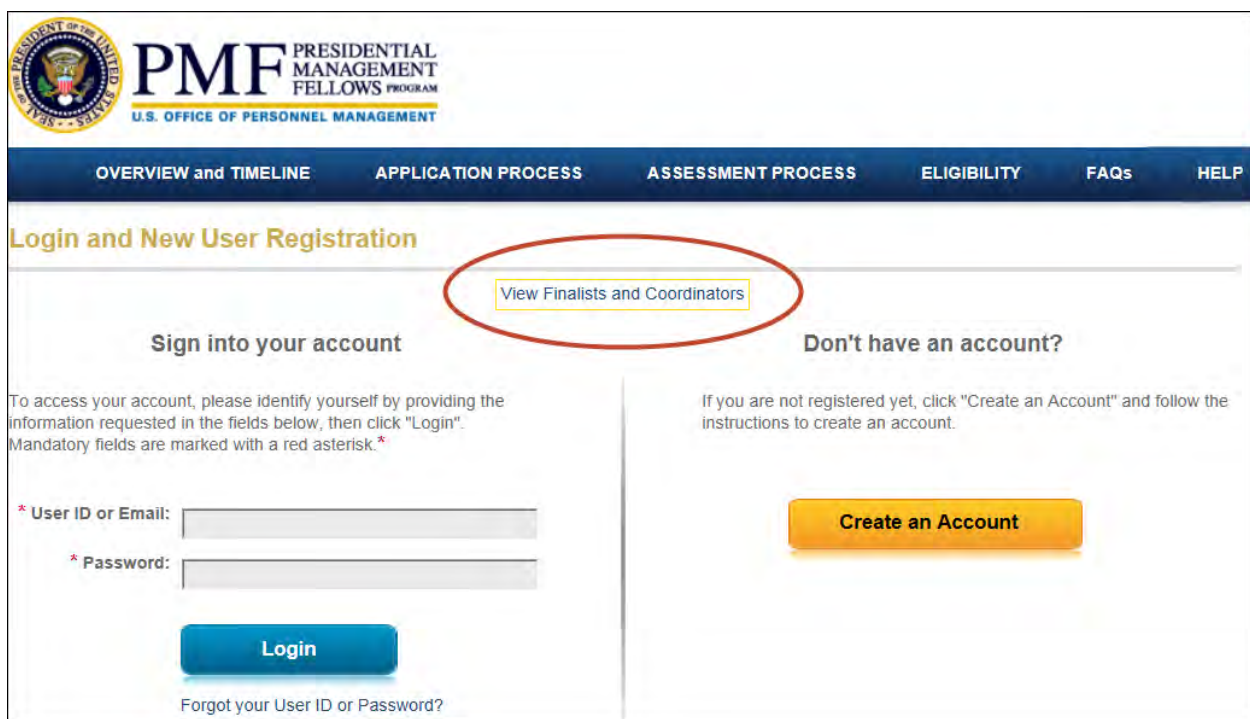


Figure 6.1 - 1

Step 2. The first viewable report is the list of Current Finalists, sorted by last name. To sort by last name, click "Sort by Name." Use your internet browser's scroll bar to navigate the page.

NOTE: The names of the individuals have been redacted.

Current Finalists		Total Current PMF Appointments by Agency	List of Agency Coordinators	Login	
Sort by Name		Sort by University	Sort by Status	Sort by Agency	
Class	Name	University	Degree	Veterans' Preference	Status
2013		Faulkner University	Business Management/Administration	No	Appointed
2013		Univ of Chicago, Booth Sch of Bus	Business Management/Administration	No	Appointed
2013		DePaul University	Economics	No	Appointed

Figure 6.1 - 2

Step 3. To sort by university, click “Sort by University” then click the first letter of the university you are searching for in the alphabetical list. This is a jump link which will navigate to the section on the page that begins with the letter selected. Use your internet browsers scroll bar to navigate the correct agency.

Current Finalists

Total Current PMF Appointments by Agency

List of Agency Coordinators

Login

Sort by Name

Sort by University

Sort by Status

Sort by Agency

University name begins with

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

American Graduate School of International Relations and Diplomacy in Paris

Class	Name	Degree	Veterans' Preference	Status
2013		International Disciplines	No	Appointed

American Public University System

Class	Name	Degree	Veterans' Preference	Status
2013		Business Management/Administration	No	-
2013		Other Subject Areas (as specified in your resume)	No	-

Figure 6.1 - 3

Step 4. To sort by status, click “Sort by Status.” Use your internet browsers scroll bar to navigate the page.

Current Finalists		Total Current PMF Appointments by Agency	List of Agency Coordinators	Login	
Sort by Name		Sort by University	Sort by Status	Sort by Agency	
Class	Name	University	Degree	Veterans' Preference	Status
2013		Faulkner University	Business Management/Administration	No	Appointed
2013		Univ of Chicago, Booth Sch of Bus	Business Management/Administration	No	Appointed
2013		Depaul University	Economics	No	Appointed

Figure 6.1 - 4

Step 5. To sort by agency, click “Sort by Agency” then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser’s scroll bar to navigate the correct agency.

Current Finalists

Total Current PMF Appointments by Agency

List of Agency Coordinators

Logi

Sort by Name

Sort by University

Sort by Status

Sort by Agency

Current class Finalists will only appear on this report upon an Agency PMF Coordinator's submission of either an acceptance of an appointment offer or actual appointment. This report will identify the Finalist by name, EOD (Entry on Duty/start date), and the agency/sub-agency appointed to.

Agency name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DEPARTMENT OF AGRICULTURE

AGRICULTURAL MARKETING SERVICE

Class	Name	University	Degree	Veterans' Preference	EOD
2013		Fordham University	Other Subject Areas (as specified in your resume)	No	-

Figure 6.1 - 5

6.2 Total Current PMF Appointments by Agency

The Total Current PMF Appointments by Agency lists the number of appointments across all agencies. It also states the total number of appointment by each agency and their Sub-Agency. To access this report, follow the instructions below.

Step 1. Navigate to the Apply portal and click “View Finalist and Coordinators.”

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

OVERVIEW and TIMELINE APPLICATION PROCESS ASSESSMENT PROCESS ELIGIBILITY FAQs HELP

Login and New User Registration

[View Finalists and Coordinators](#)

Sign into your account

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". Mandatory fields are marked with a red asterisk.*

* User ID or Email:

* Password:

Login

[Forgot your User ID or Password?](#)

Don't have an account?

If you are not registered yet, click "Create an Account" and follow the instructions to create an account.

Create an Account

Figure 6.2 - 1

Step 2. Click on "Total Current PMF Appointments by Agency" then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser's scroll bar to navigate the correct agency.

The total appointments for all agencies are shown at the top.



Figure 6.2 - 2

6.3 List of Agency PMF Coordinators

The List of Agency PMF Coordinators shows the active Agency PMF Coordinators per Agency and Sub-Agency. Information includes the information for two Agency PMF Coordinators, if applicable. The primary Agency PMF Coordinators' information includes the agency address and the point of contacts phone, fax and email. The secondary point of contact information includes the email and phone number. To access this report, follow the instructions below.

NOTE: The primary Coordinator should be the agency contact who manages the PMF Program on their agency's behalf. A secondary Coordinator is typically a back-up contact or someone who serves in an administrative role for the agency.

Step 1. Navigate to the Apply portal and click "View Finalist and Coordinators."

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

OVERVIEW and TIMELINE APPLICATION PROCESS ASSESSMENT PROCESS ELIGIBILITY FAQs HELP

Login and New User Registration

[View Finalists and Coordinators](#)

Sign into your account

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". Mandatory fields are marked with a red asterisk.*

* User ID or Email:

* Password:

[Login](#)

[Forgot your User ID or Password?](#)

Don't have an account?

If you are not registered yet, click "Create an Account" and follow the instructions to create an account.

[Create an Account](#)

Figure 6.3 - 1

Step 3. Click "List of Agency PMF Coordinators" then click the first letter of the agency you are searching for in the alphabetical list. This is a jump link which will navigate you to the section on the page that begins with the letter selected. Use your internet browser's scroll bar to navigate the correct agency.

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

OVERVIEW and TIMELINE APPLICATION PROCESS ASSESSMENT PROCESS ELIGIBILITY FAQs HELP

Current Finalists Total Current PMF Appointments by Agency **List of Agency Coordinators** Login

Agency name begins with: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

DEPARTMENT OF AGRICULTURE

Agency Coordinator 1
Address: 123 Main St
Washington, DC 22222
Phone: 202-555-1212
Fax: 202-555-1212
Email: usda@usda.gov

Agency Coordinator 2
Phone: 202-555-1212
Email: usda2@usda.gov

Sub-Agency: ANIMAL AND PLANT HEALTH INSPECTION SERV

APHIS Agency Coordinator
Address: Aphis Address 1
Minneapolis, MN 55445
Phone: 612-555-1212
Fax: 763-555-1212
Email: APHIS-PMFC@usda.gov

Figure 6.3 - 2

7. Finalist and Fellow Account Management

The Finalists and Fellows have the ability to update their own personal information and account password via the Apply portal. Instruct the Finalists and Fellows to follow the steps below to update their records.

Step 1. Instruct the Finalist or Fellow to login to their account via the Apply site.

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

OVERVIEW and TIMELINE APPLICATION PROCESS ASSESSMENT PROCESS ELIGIBILITY FAQs HELP

Login and New User Registration

[View Finalists and Coordinators](#)

Sign into your account

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login".
Mandatory fields are marked with a red asterisk.*

* User ID or Email:

* Password:

[Forgot your User ID or Password?](#)

[Login](#)

Don't have an account?

If you are not registered yet, click "Create an Account" and follow the instructions to create an account.

[Create an Account](#)

Figure 7 - 1

Step 2. The Finalist/Fellow will be taken to the "My Account" page. They can confirm their User ID and Email.

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

OVERVIEW and TIMELINE APPLICATION PROCESS ASSESSMENT PROCESS ELIGIBILITY FAQs HELP

My Account

- Demographic Info
- Personal Info
- Veterans Info
- Change Password
- Logout

Note: the PMF Program announcement is now closed and no longer receiving applications.

Your Account Information

Below is a summary of your basic account information.

Use the links at the left to access more detailed information.

Account Summary	
User ID	2007
Email	2007@quickhire.com

Figure 7 - 2

Step 3. Instruct the Finalist/Fellow to click on "Personal Info" to update their profile. The Finalist/Fellow can update the following information: First Name, Middle Initial, Last Name, SSN, Full Address Information, Phone, Secondary Phone, Email, Secret Question, and Secret Answer.

My Account

- Demographic Info
- **Personal Info**
- Veterans Info
- Change Password
- Logout

Personal Information

Items marked with * are required.

Personal Information

* First Name FIRST2007

Middle Initial

* Last Name DUVALL

SSN ***-**-**** [Re-Enter SSN](#)

If you are a non-citizen and do not have an SSN, [see our FAQ for further instructions.](#)

Address 1 2007 Main St.

Address 2

Address 3

* City MCLEAN

* Country United States

* State/US Territory Virginia

* Postal/ZIP Code 12345 Plus 4 6789

* Phone 123-123-1234

Secondary Phone 123-123-1234

* Email 2007@quickhire.com

Example: 015-123-4567 (E-Mail Address (example: john_doe@company.com)

* Secret Question Birthplace?

* Secret Answer Hospital

Minimum 5 characters.
Maximum 25 characters

Figure 7 - 3

Step 4. Instruct the Finalist/Fellow to click on “Change Password” to change their password. The Finalist/Fellow will need to type in their current password, and their new password twice, before clicking “Save.” The password requirements will appear on screen.

My Account

Demographic Info

Personal Info

Veterans Info

Change Password

Logout

Change Password

Use this page to update your password.

Note: If you change your password and click "save", you will automatically be logged off. On your next login, use your new password.

Your password must have at least 8 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no whitespace. (example: pass"WORD1)

You cannot use one of the latest 12 passwords as the New Password.

Change Password

Email: 2007@quickhire.com

* Old Password:

* New Password:

* Verify New Password:

Save

Cancel

Figure 7 - 4

8. Appendix A: Glossary

This Glossary includes frequently used terms found in the Presidential Management Fellows (PMF) Talent Acquisition System (TAS). The definitions apply to their use in the PMF Program and this system. These definitions may vary slightly from other uses of the same or similar word(s).

Agency

For the PMF TAS, Agency is defined as a Federal agency at the Cabinet or Department level.

Agency PMF Coordinator

The Agency PMF Coordinator role is assigned at the Agency or Sub-Agency level. This is the primary individual responsible for the administration of the PMF's record. Individuals with this level of system access may also create accounts for Agency Human Resources (HR) Recruiters and Agency Users. See [Section 2](#) for a full description of the roles and responsibilities.

Agency Human Resources (HR) Recruiter

The Agency HR Recruiter role may be assigned at any level of the organization. The title refers to the level of system access and is not specifically someone in a Human Resources office. The primary function of this role is to create an appointment, rotational, and/or training opportunities in the PMF Administrator (Portal). See [Section 2](#) for a full description of the roles and responsibilities.

Agency User

The Agency User role is assigned to individuals to search, view, and print Finalists' resumes. The Agency User may not make changes to Finalists or Fellows' records. See [Section 2](#) for a full description of the roles and responsibilities.

Applicant ID Number (AIDX)

The Applicant ID Number (AIDX), also known as the User ID, is a unique identifier generated when an applicant applies to the PMF Program. It may be used to search for Finalists in the Portal or ensure that the proper record is accessed when there are multiple individuals with the same name.

Apply (Seeker) Site

The Apply site is the public facing part of the PMF TAS. Applicants first apply to the PMF Program using this site and maintain access to the account using their original User ID or email and Password. There is also a link on this site to the list of current Finalists and Agency PMF Coordinators.

Appoint

Appoint is a "status" in the PMF TAS. When an Agency PMF Coordinator selects "Appoint" for a PMF Finalist, it will move the individual to the hiring agency. Coordinators will then enter the remaining Initial Appointment information. See [Section 4.1](#).

Collaborate

Collaborate is the functionality in the PMF TAS that actually powers the Program Review pages in Hiring Management (i.e. the Finalists/Fellows tabs). Clicking into that module from the Launch Pad will yield a blank screen. However, it must be visible for all portal users for the system to operate properly.

Fellow

A Finalist becomes a Fellow when their status is changed to “appointed” and they are hired as a Presidential Management Fellow (PMF) at a Federal Agency. Once appointed, the individual will appear on the PMF Fellows tab in the Program Review area. They will no longer be visible in the “PMF Finalists” tab. The list of Finalists on the Apply website will now show “Appointed” as their status.

Finalist

A Finalist is an individual who applied to the PMF Program and was selected for consideration as a PMF Fellow. The complete class list of Finalists may be accessed and sort on the Apply website. Agency PMF Coordinators, Agency HR Recruiters, and Agency Users may access Finalist information by going to the Portal website.

Filter

The Filter feature in the PMF TAS is a tool used to quickly find a particular subject. First, select the preferred subject from the dropdown box, and then click “Apply Filter” located in the gray box. NOTE: Hitting the enter key does **not** activate the filter.

Hiring Management

Hiring Management is the primary module used for all actions in the PMF TAS, with the exception of creating user accounts. It is located on the Launch Pad. Within the Hiring Management module, “Program Review” on the top gray bar will access PMF Finalists and PMF Fellows tabs.

Launch Pad

The PMF TAS Launch Pad identifies the modules of the system accessible to the user. What an individual sees on this page will vary depending on their level of access. Modules most common to users are Hiring Management and Collaborate. Agency PMF Coordinators will also see User Management.

Manage Fellow

The “Manage Fellow” link is located under “Actions” on the PMF Fellows tab in Program Review. This is where data is captured throughout the lifecycle of the PMF. For additional information of what is located in Manage Fellow, refer to [Section 4](#).

Monster Government Solutions (MGS)

Monster Government Solutions (MGS) is the contracted provider of the PMF TAS.

Office of Personnel Management (OPM)

The Office of Personnel Management (OPM) administers the PMF Program for the Federal Government.

Password

A password must be created for all user access to the system. Passwords must be at least 8 characters and must include at least one alphanumeric (upper and lower case), one digit, one special character and no whitespace (example: passWORD1).

Portal (PMF Administration)

The Portal site is often referred to as the “backend” of the system. It contains the records of Finalists and Fellows and is where Agencies post their appointment, rotational, and training opportunities. The Portal site replaces the previous PMF Administrator and Projected Positions System (PPS).

Program Review

The Program Review link, on the gray bar at the top of the Hiring Management page, provides tabs for PMF Finalists and PMF Fellows.

Presidential Management Fellows Program Office (PMF PO)

The Presidential Management Fellow Program Office (PMF PO) manages the PMF Program for the Federal Government and is part of the Office of Personnel Management (OPM).

Presidential Management Fellows Talent Acquisition System (PMF TAS)

The Presidential Management Fellows Talent Acquisition System (PMF TAS) is the integrated IT system used to manage the program. It is comprised of two websites: the Apply site (Seeker) and the Portal site (Backend). For additional information, see [Section 1](#).

Reappoint

“Reappoint” is the action status applied when a Fellow moves from one agency to another. See [Section 4.5](#) for reappointment details.

Resign

“Resign” is the action status applied when a Fellow resigns from their Federal appointment. Agency PMF Coordinators will not have visibility of the record once the status code is applied.

Sub-Agency

The term “Sub-Agency” applies to all agencies below the Department or Cabinet level in the PMF TAS.

Terminate

“Terminate” is the action status applied when an Agency removes a Fellow from their position for cause.

User Management

User Management is the module where accounts are created for individuals given access to the PMF TAS. There are four levels of access in the PMF TAS: Agency PMF Coordinator, Agency Human Resources Recruiter, Agency User, and PMF Program Office.

Withdraw

“Withdraw” is the action status applied when a PMF Finalist removes him/herself from further consideration as a Finalist.