

## PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

### Overview — Class of 2010 Finalists Job Fair

Congratulations on becoming a finalist for the Class of 2010! We hope this overview will help you prepare for the upcoming annual Job Fair, March 30-April 1, 2010 (Tuesday-Thursday), at the Walter E. Washington Convention Center (WCC) in Washington, DC. You may want to print a copy of this overview as a reference. We are excited to sponsor this event and look forward to seeing you.

#### GENERAL INFORMATION

The Job Fair is an annual event open to this year's finalists only. This is your opportunity to learn more about the participating agencies offering a multitude of opportunities. The Job Fair is a three-day event open to all Federal agencies interested in hiring 2010 finalists as Presidential Management Fellows (PMFs; Fellows). Finalists are not required to attend; however, many PMF positions are filled as a result of the Job Fair. All times listed are Eastern Standard Time.

#### <sup>3</sup> Day 1 (Tuesday, March 30, 2010)

- Registration check-in for finalists starting at Noon (L Street Bridge, Level Two)
- Welcoming Remarks and Training Session for finalists from 1pm to 4pm (Rooms 202A&B)
  - <sup>4</sup> Keynote Address from OPM Deputy Director Christine Griffin
  - <sup>4</sup> Job Fair Overview, Program Highlights, HR Basics and Next Steps
  - <sup>4</sup> Presentation on Federal Background Investigations and Security Clearances
- Meet and Greet Reception for finalists and agencies starting at 4pm (Room 201)

#### <sup>3</sup> Day 2 (Wednesday, March 31, 2010)

- Welcoming Remarks and Training Make-up Session at 8am (Room 202A)
- Exhibit floor opens to finalists at 9am (Hall D)
- Agencies staff exhibit booths and conduct interviews (Hall D)
- Exhibit floor closes to agencies and finalists at 4pm (Hall D)

#### <sup>3</sup> Day 3 (Thursday, April 1, 2010)

- Exhibit floor opens to agencies and finalists at 9am (Hall D)
- Agencies staff exhibit booths and conduct interviews (Hall D)
- Job Fair ends at 3pm (Hall D)

#### TRANSPORTATION, HOTEL, AND LOCAL RESTAURANT INFORMATION

This year's Job Fair is taking place at the Walter E. Washington Convention Center (WCC). Conveniently located in the heart of the Nation's Capital, the WCC is accessible via the Green/Yellow Metro Lines (subway). Attendees are strongly encouraged to use public transportation. For more information on the Washington, DC public transportation system, please visit: [www.metroopensdoors.com](http://www.metroopensdoors.com).

The WCC's website provides general information about restaurants, hotels, and can be found at <http://www.dconvention.com/Visitors.aspx>. We will provide a map and listing of local restaurants and copy centers.

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

#### JOB FAIR TIPS

Now that you have been selected as a finalist, your most important task will be securing an appointment as a PMF with a participating Federal agency. The Job Fair tips below will assist you in this endeavor. Please note finalists

have until one year from selection as finalists to obtain an appointment as a PMF. The Class of 2010 finalists was selected March 3, 2010, and has until March 3, 2011, to obtain an appointment.

### **Keep Agencies Notified of the Changes to Your Resume**

- <sup>3</sup> Update your online resume on the PMF website. Follow the instructions listed under the “How to Apply/Program and Application Overview” section on the PMF website to update your online resume. Agencies access and search resumes online to find finalists best matched to their positions.
- <sup>3</sup> Print copies of your resume to bring with you to the Job Fair.

### **Make Sure Agencies Are Able to Contact You**

- <sup>3</sup> Complete the [Information Worksheet](#) to update your personal contact information.
- <sup>3</sup> The Information Worksheet can be found under the “Forms” section on the PMF website.
- <sup>3</sup> Finalists, Fellows, and former Fellows use this online form to notify the PMF Program Office and participating agencies of changes to their personal contact information (e.g., changes to name, home mailing address, personal phone numbers, and/or personal email address).
- <sup>3</sup> Please review the “Finalists’ Memo” under the “Fellows” webpage for instructions on how to obtain your User ID and Temporary Password for accessing this online form.

### **Search for Posted Positions**

- <sup>3</sup> Agencies post positions open only to finalists on the PMF website using the “Projected Positions System (PPS).”
- <sup>3</sup> Each posting includes:
  - Position Title/Number of Positions/Location(s),
  - Contact Information for Position and Agency PMF Coordinator,
  - Description of Position,
  - Agency Description and Guidance, and
  - Background Investigation Requirement.
- <sup>3</sup> Agencies can post positions throughout the year, but they are not required to post their positions on the PPS. Postings remain active for 90 days or until an agency fills or deletes a position.
- <sup>3</sup> Finalists can access the PPS by following these steps:
  1. On the left hand navigation bar of the PMF homepage ([www.pmf.opm.gov](http://www.pmf.opm.gov)), select “Fellows”.
  2. From the “Fellows” webpage, select “Job Search”.
  3. Select “PMF Projected Positions System”. You will be taken to an introduction.
  4. Select “Enter the PMF Projected Positions System”.
  5. Follow the instructions provided on the screen.
- <sup>3</sup> If you do not see a position posted from the agency you are interested in, contact the Agency PMF Coordinator identified under the “Agencies/Agency PMF Coordinators” section on our website to see what positions they may be offering this year. Many agencies post right before the Job Fair.
- <sup>3</sup> Positions overseas are very rare. Most appointments are placed in the Washington, DC, metropolitan area; however, some are posted throughout the Nation and finalists can search by location.
- <sup>3</sup> **Attorney Positions.** Finalists cannot obtain an appointment in attorney positions (e.g., hold titles as an attorney or be appointed into an attorney job series) as a Presidential Management Fellow with a competitive service agency. Attorney positions are bound by different hiring authorities. However, finalists can be employed in other law-related positions (e.g., paralegal, legal assistants, etc.).
- <sup>3</sup> The PMF Program Office cannot reduce or delete the number of positions, fix typos, or extend the posting. Only the agency who submitted the posting can make changes to it.

### **Do Your Homework**

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

- <sup>3</sup> Research agency websites. We recommend you start with [www.USA.gov](http://www.USA.gov).
- <sup>3</sup> Talk with agency representatives at the Job Fair exhibit booths.

- 3 Ask what the agency provides for PMF training, travel, rotations, and career development.
- 3 Ask if the agency provides student loan repayment, relocation assistance, or hiring incentives. The PMF Program Office does **not** provide these incentives; they are agency-specific and dependent on agency budgets. Some agencies require a service agreement.
- 3 Collect agency handouts at the Job Fair and read later to refresh your memory.
- 3 Contact Agency PMF Coordinators directly.

### **Comply with Agency Specific PMF Application Procedures Outlined for Positions Posted in the PPS**

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

### **Understand the Agency/Office Position on Developmental Opportunities**

- 3 Developmental opportunities are assignments that give you the opportunity to learn more about a program from a different perspective or to work in a different occupational field, and may take you to another branch, division, office, program, or even another agency. They are generally free to the office to which you are rotating.
- 3 Remember your home office and supervisor will be without your services while still paying your salary. Thus, it is extremely important to understand the agency/office position on these opportunities.
- 3 Some agencies place limitations on the number of developmental opportunities they provide, while others have few restrictions.
- 3 In accordance with the OPM regulations for the PMF Program, all PMFs must serve a four to six month developmental assignment during their two year fellowship.

### **Be Flexible**

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

### **Be Upfront About Your Professional Goals and Expectations**

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

### **Ask Questions and Follow-Up**

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

### **Accept or Decline Offers On Time**

- 3 When you receive an offer (or offers), find out when the agency expects a decision.
- 3 Accept or decline by that date (if you decline, the agency may want to make an offer to another finalist).
- 3 Don't lose hope if the position you want is not offered during the Job Fair. Agencies post to the PPS throughout the year and may have more opportunities next fiscal year (October 2010).

### **Miscellaneous**

- 3 Dress for success...business attire is required for the Job Fair.
- 3 Schedule your time efficiently, take breaks, drink plenty of fluids, and be prepared.
- 3 Message Boards will be on display during the exhibits and at registration for any agencies and finalists to post messages. Any messages remaining at the end of Day 3 will be discarded. Any changes to participating agencies will be posted to the Message Boards if the list of participating agencies has already been produced. We will also post a list of WCC food venues open during the Job Fair.
- 3 Please review the agenda and note the schedule.
- 3 The Job Fair typically has close to 2,500 attendees.

- 3 The exhibit floor will have tables and chairs throughout for finalists to rest and prepare for interviews.

## **AFTER THE JOB FAIR**

### **Provide Complete Information for Background Investigations**

- 3 All PMF positions require a background investigation.
- 3 This can be a lengthy process and it is not uncommon to take *several* months before you come on board.
- 3 If an investigation is required, be as thorough and honest as possible. Incomplete or inconsistent data will only stall the investigation and cause a significant delay in bringing you on board. You may be terminated and/or barred from Federal employment for providing inconsistent or false data.
- 3 The PMF Program Office has posted common background investigation forms under the “Forms” section on the PMF website.
- 3 The most common forms are the SF 85 (Questionnaire for Non-Sensitive Positions) and SF 86 (Questionnaire for National Security Positions).
- 3 You are **highly** encouraged to review and start filling out these forms ahead of time to educate yourself on the questions asked, what is needed, and the extent of the background being investigated.
- 3 Some agencies use their own forms and will provide to you upon making an offer.

### **Notify the PMF Program Office of Appointment**

If you accept an appointment (job offer) from an agency, please let us know. Simply send us an email at [pmf@opm.gov](mailto:pmf@opm.gov) with the subject of “2010 PMF Appointment”, and the following information (if known):

- 3 Your first and last name,
- 3 The agency/sub-agency you accepted an offer from,
- 3 Your expected start date,
- 3 Job title and pay grade, and
- 3 The name and email address of your supervisor.

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

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

This fall you will be invited to attend one of the PMF Program’s Orientation and Training Sessions. Information about Orientation will be posted on the “Training” webpage in the coming months. Later this summer, all PMF Class of 2010 finalists and Fellows will be sent a broadcast email from the PMF Program Office announcing the “PMF Class of 2010 Orientation and Training Program” and how to register for a session. We intentionally include all 2010 finalists in the email for those who obtain appointments after announcing. If you choose to withdraw as a finalist or resign as a Fellow, please notify the PMF Program Office immediately.

### **WIRELESS INTERNET AT THE WWC**

The WCC provides free wi-fi internet service in the main lobby (near the Mt. Vernon Place entrance) and the seating areas of Concourses B and C. Wireless service is available throughout the WCC at a cost. Instructions will be posted to the Message Boards or you can simply follow the instructions when connecting.

### **PMF HELP DESK**

The PMF Program Office will have several tables located on the exhibit floor to provide assistance to attendees and to answer general Program questions. For this year’s Job Fair, OPM will have surveyors on site, who will be indicated by wearing a red badge saying “PMF SURVEYOR”. See the “News” section on the PMF website for additional information. Surveyors will be located at the PMF Help Desk on Wednesday and Thursday.

## **PRESIDENTIAL MANAGEMENT ALUMNI GROUP (PMAG)**

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

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

## **QUESTIONS TO ASK A PROSPECTIVE EMPLOYER DURING YOUR PMF JOB HUNT**

1. What is the position's title and classification series?  
What is the full performance level of the position (career ladder) or the highest grade (or equivalent) that I can expect to reach in this position?  
What are specific duties of this position and the range of work I could expect?  
Are there other PMF positions I should know about in your agency?
2. What grade (or equivalent) am I now qualified for in this position?  
At what grade (between 9 and 12) would you be hiring me?
3. Is this the position I would be converted into after my two year fellowship (target position)?  
If not, what do you expect my target position to be?
4. Who would be my immediate supervisor? What is his or her leadership style?  
What can you tell me about the team/division and its organizational culture?  
Are there opportunities to meet others on the team (before making a decision)?
5. Has your agency approved its new promotion policy under the new regulations?  
What is your agency's promotion policy for Fellows?
6. When would be the earliest/latest that I could start work in this position?  
What is the required security clearance level and process for this position?  
How long does obtaining this level of security clearance take?  
Could I begin work with a partial or interim clearance?
7. How many assignments or rotations can I expect during the two years?  
Do you encourage developmental assignments or rotations outside the agency?  
Does this position provide opportunities to travel – where and how often?  
What are some examples of rotations taken by other Fellows from your office?
8. What training opportunities should I expect during my time as a Fellow?  
How do you ensure that your Fellows receive their 80 hours of formal classroom training each year?  
Can you give me examples of training opportunities other Fellows have had here?  
Tell me about interesting or noteworthy training experiences in your agency...
9. How would you describe your Agency's PMF Coordinator role?  
How long has the Coordinator been in the position?  
What percentage of the Coordinator's time is focused on the PMF Program?  
How available are they to support Fellows' training, rotations and promotions?  
What is the Executive Review Board process in your agency for conversion?  
How does the PMF Program fit into your agency's recruiting and hiring goals?  
What proportion of Fellows who converted are still with the agency?  
What would you identify as the strengths, weaknesses of your agency's participation in the PMF Program?
10. How do Fellows from this agency collaborate or network with each other?  
What would current and former Fellows tell me candidly about your agency?  
Can you provide contact information for Fellows who have served in your office?

Good luck in your interviews!