

2010 AGENCY JOB FAIR CHECKLIST

Use this checklist to prepare for the PMF Job Fair. Most references to links and additional information can be found on the PMF website at www.pmf.opm.gov. We look forward to seeing you there!

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1.	Coordinate Agency Participants: The Agency PMF Coordinator, Human Resources staff, and hiring officials should coordinate their efforts to prepare for and participate in the Job Fair.	
2.	Notify Hiring Officials: Ensure hiring officials are aware of Program requirements.	
3.	Prepare and Post Position Descriptions: <ul style="list-style-type: none"> • Help hiring officials write position descriptions (emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed). • Post position descriptions to the PMF Program's Projected Positions System <i>before</i> the Job Fair. • Bring copies of position descriptions to the Job Fair. 	
4.	Provide Access to Resume Bank: Grant hiring officials access to search and view resumes.	
5.	Schedule Interviewers: <ul style="list-style-type: none"> • Identify which hiring officials plan to attend the Job Fair and coordinate interviews between hiring officials and finalists. • Display a list of your sub-agencies that are hiring at your exhibit booth(s). 	
6.	Submit Agency Job Fair Participation Form: Complete and submit to the PMF Program Office. The deadline for submitting participation forms is Noon (Eastern Time), Monday, March 15, 2010.	
7.	Call Into PMF Job Fair Conference Call for any Questions: The PMF Program Office is conducting a conference call for Agency PMF Coordinators (especially new Coordinators) to call in to ask questions about the Job Fair. Details will be provided in a separate announcement.	
8.	Prepare Exhibit Booths: Prepare exhibit booths for staffing, finalists with special accommodations, copies of available positions, agency fact sheets, exhibit floor plans, etc. NOTE: The Washington Convention Center has several restrictions on what can be brought onto the exhibit floor (e.g., no helium balloons). If in doubt, please contact the PMF Program Office for any questions.	
9.	Review PMF Website Information: <ul style="list-style-type: none"> • Review the "Agency Job Fair Overview", "Hiring a Presidential Management Fellow" and "Veterans' Preference Procedures" fact sheets, as well as the PMF Program brochure. • Provide hiring officials copies in advance. 	
10.	Review and Prepare Responses to PMAG Questions: The "Agency Job Fair Overview" contains a list of questions the Presidential Management Alumni Group (PMAG) suggests finalists ask during the Job Fair. Be sure your agency's hiring officials and attending staff are able to answer these questions.	
11.	Establish Procedures for Making Job Offers: Coordinate procedures with HR staff and hiring officials, including what paperwork is needed (e.g., background investigation forms).	
12.	Verify Service Agreements: Check with appropriate agency staff (e.g., HR, General Counsel) on any service agreements needed for hiring incentives, such as student loan repayments and relocation.	
13.	Communicate Onsite Registration Procedures: <ul style="list-style-type: none"> • All agency participants must check in at the Job Fair registration counters and display their agency-issued government identification throughout their attendance. • Remind hiring officials and staff to allot sufficient time to check in at registration. 	
14.	Inform Participants of Follow-Up Survey: Inform agency participants the PMF Program Office will email an online survey to collect feedback on the Job Fair.	
15.	Monitor Status of Job Offers: <ul style="list-style-type: none"> • Follow up with HR, the hiring official, and the finalist on: <ul style="list-style-type: none"> - the status of the finalists' onboarding (Entry on Duty start date and your agency's orientation) - background investigation - completion of the "Agency Submission for Automated Processing (ASAP)" (formerly the "Agency Information Worksheet"), under the "Forms" section on the PMF website. • Delete any entries in the Projected Positions System once an offer is accepted. 	
16.	Submit Appointment Reimbursement Fee to OPM: Coordinate with hiring official to submit the appointment reimbursement fee to the PMF Program Office within 30 days of appointment or 2 weeks prior to the Fellow attending one of the PMF Program's Orientation Sessions; whichever comes first. The common financial forms for submitting reimbursement can be found at the bottom of the "Forms" section on the PMF website.	
17.	Register Fellows for Orientation: Monitor the Agency PMF Updates newsletter and broadcast emails to find out when the PMF Program Office will launch registration for the PMF Class of 2010's Orientation and Training Program.	