

Memo to PMF Class of 2013 Finalists

Congratulations on your selection as a Class of 2013 Finalist for the Presidential Management Fellows (PMF) Program! Your selection as a Finalist demonstrates your ability for increased responsibility and potential as a future leader for the Federal Government.

Upon official notification of your selection as a 2013 Finalist, the PMF website is simultaneously being populated with Finalists' names. Participating agencies will be able to search and view resumes on-line through our PMF TAS (Talent Acquisition System).

PMF CLASS OF 2013 FINALISTS JOB FAIR:

The PMF Program Office is conducting a Virtual Job Fair from Wednesday-Friday, May 1-3, 2013. All information about the Job Fair will be posted under the "Become a PMF\Find a Job\Job Fair" section at www.pmf.gov in the next few days.

All Finalists will receive an email containing their User ID and Password for their participation in this inclusive event.

JOB SEARCH:

Please review the "Become a PMF\Find a Job\Job Search" webpage on how to search for available positions. Participating agencies will begin posting appointment opportunities in the coming days. Please check the PMF TAS often.

ACCOUNT LOCKOUTS

For those Finalists who may have forgotten their User ID, Password, and/or Secret Questions, please follow the instructions found under the "Become a PMF\FAQs\Application Help" section at www.pmf.gov.

PERSONAL CONTACT INFORMATION:

Please review the "Become a PMF\Find a Job" webpage on how to update your personal contact information. It is imperative to keep your contact information current (e.g., phone numbers and email address) in order for us and hiring agencies to contact you. All Program communications are conducted via email.

PLACEMENT ELIGIBILITY:

To be eligible for placement as a 2013 Fellow with a participating Federal Agency, you must have been selected as a Finalist and you must complete all graduate degree requirements (including any required thesis/dissertation) by August 31, 2013. If you do not complete your degree requirements on or before August 31, 2013, you will be ineligible for placement in an agency as a PMF and will lose your status as a Finalist. Hiring agencies have the responsibility to confirm placement eligibility and may request a transcript. If you decide to apply to the PMF Class of 2014 application, you will forfeit your status as a 2013 Finalist.

Finalists for the Class of 2013 have until April 8, 2014, to accept and start a PMF appointment or else forfeit their appointment eligibility.

UPON APPOINTMENT:

Once you accept an appointment offer from a participating agency, the Agency PMF Coordinator will update your status in the PMF TAS. The PMF TAS provides a means for agencies to enter a Finalist's appointment, employment information, and Entry on Duty (EOD) start date. In some cases, your EOD may reflect "12/31/201X" to show you are pending a start date; this is typically due to a background investigation by the appointing agency or because you are working on completing your graduate degree requirements by the deadline. Once an agency submits an acceptance of an appointment offer, your status will be updated to reflect "A – Appointed/Accepted an Appointment" on the list of Finalists on the PMF website. If you are a Finalist who has accepted an appointment and/or notices an error, please check with the Agency PMF Coordinator to ensure your appointment has been properly recorded.

In addition, once you accept an appointment you are encouraged to send an email to pmf@opm.gov, with the subject of "2013 PMF Appointment", containing the following information (if known): your first and last name, the agency/sub-agency to which you were appointed, your projected start date, job title, job series (if known), pay grade, and name and email address of supervisor. Once we enter this information, your status will be updated to the list of Finalists on the PMF website. Your status as a Finalist changes to a Fellow once you start your appointment.

Throughout the appointment cycle, we will send all Finalists an email asking for their status (e.g., are you still seeking an appointment, have you accepted/started an appointment, do you wish to withdraw). This "Finalists Status" email will be sent to your personal email address we have on record.

Again, congratulations on your selection as a 2013 Finalist. Your selection as a Finalist is a testament to the unique contributions you can bring to the Federal policies, activities, and programs which impact all Americans. We hope you share our enthusiasm for the PMF Program and choose to be among those who will help shape the future of the Federal Government.

Sincerely,

PMF Program Office