

Congratulations on becoming a Finalist for the Class of 2013! We hope this overview will help you prepare for the upcoming Virtual Job fair (VJF), May 1-3, 2013.

The VJF will start with a Welcoming Session, on Wednesday, May 1, at 10am Eastern Daylight Time (EDT). The Exhibit Hall will open that day at noon. Please review the [Agenda](#) for a schedule of presentations and hours. **NOTE: All times listed are Eastern Daylight Time (EDT).**

GENERAL INFORMATION

The job fair is open to Class of 2013 Finalists and participating agencies only. This is your opportunity to learn more about those agencies offering a multitude of opportunities. The VJF is a three-day event open to all Federal agencies looking to hire 2013 Finalists as Presidential Management Fellows (PMFs). Finalists are not required to participate, however many PMF positions are filled as a result of the job fair.

Our vendors, Intelligent Technologies Labs (ITL) and ON24, will produce this event. You will receive emails containing your login properties and general information from ITL or ON24. Your User ID will be the same email address we have associated to your application.

The [job fair](#) webpage contains several resources applicable to all Finalists:

- Link to a screencast on what a typical Virtual Job fair environment will look like
- List of IT/System Requirements for a successful participation
- FAQs
- List of Participating Agencies (posted shortly before the event)
- Scheduled Group Chats with program office or select agencies

VIRTUAL ENVIRONMENT

The VJF will offer many features. A demonstration of the virtual environment, along with additional resources, can be found under the [job fair](#) webpage. Until the VJF launches on May 1, you should log into your account and update your profile with current contact information and updated résumé.

- **Plaza:** First stop that serves as your gateway to the Information Desk, Resource Center, Auditorium, Exhibit Hall, and Network Lounge
- **Information Desk:** Located in the center of the Plaza, click there for general information during the event
- **Resource Center:** View/download a variety of resources, such as the agenda, presentations, videos, and FAQs
- **Auditorium:** Watch the Welcoming Session and other presentations offered by the program office and participating agencies
- **Exhibit Hall:** This is where it all happens! Each agency will have a booth that lists: their logo and name; a section about the agency; website address(es); a documents folder; job listings; and information to contact a representative (via chat). If you encounter any problems or have any questions, find the booth's Agency PMF Coordinator; their screen names consist of the agency's abbreviations, the word "Coordinator", and their full name (e.g., OPM.Coordinator.Joe.Public).

- **Network Lounge:** The place to network, chat with current Fellows and alumni, and participate in group chats
- **Dashboard:** Located at the bottom of each screen, these are quick links to various parts of the site. One of the most important features is “My Briefcase.” This is where you can upload/download documents, presentations, and links, to review at a later time.
- **Additional Help and Support:** Click “Help” on the “Dashboard”, or Service Booth in the Exhibit Hall for technical support. For programmatic questions, visit the PMF Program Office booth also in the Exhibit Hall. These will be available throughout the VJF.

ON-DEMAND

Several informative videos and presentations are available in the Resource Center. These include sessions on the “Federal Investigation Process” (always a favorite that outlines the background investigation process) and “Detailed Program Requirements” (a deep-dive review of the expectations for all Finalists and Fellows). In addition, a number of agencies plan to produce videos that can be viewed anytime.

JOB FAIR TIPS

Now that you have been selected as a Finalist, you’ll want to secure an appointment as a PMF. The following tips will help. Please note Finalists until April 8, 2014, to obtain an appointment.

Check IT/System Requirements

- Ensuring your computer meets these requirements will result in a successful experience. Optional requirements are also provided as some agencies files may require Adobe, a media player, and/or Flash technology.

Keep Agencies Notified of the Changes to Your Résumé

- Finalists can upload a current résumé to their profiles in the “My Briefcase” section.
- If you are in contact with agencies for specific positions, provide them an updated version.

Make Sure Agencies Can Contact You

- Keeping your basic contact information current is critical for agencies to contact you. To update, log into your application account and correct your profile, as necessary.

Search for Posted Positions

- Agencies will post positions through the PMF Program's Talent Acquisition System (TAS), found under the [Job Search](#) webpage.
- Each posting includes:
 - Position information including title, number of positions, location(s) and description
 - Contact information for Agency PMF Coordinator
 - Description of agency to include mission
 - Qualification factors
 - Application procedures
- Agencies may post positions throughout the year. Typically a spike of opportunities becomes available after the new fiscal year (October).
- You may also contact Agency PMF Coordinators to see what positions they may offer this year.
- Overseas positions are very rare. While most appointments are in the Washington, DC, metropolitan area, some agencies will have opportunities in other states.

Do Your Homework

Discover as much as you can about agencies that interest you. Research and review mission/function statements, presidential initiatives, benefits offered, and any other information. Remember agencies have their own workplace cultures, which differ between offices. To learn more, you can:

- Research agency websites; we recommend you start with www.usa.gov.
- Talk with agency representatives during the VJF
- Ask what the agency provides for training, travel, rotations, and career development
- Ask if they offer student loan repayment, relocation assistance, or hiring incentives. These are agency-specific and dependent on budgets and policies. Some agencies require a service agreement.
- Collect agency booth documents (job listings, download videos, presentations) and read later to refresh your memory
- Contact Agency PMF Coordinators directly

Comply with Agency Specific Application Procedures Outlined for Positions Posted

Each agency follows different procedures. Some agencies conduct interviews before and after the job fair, while others may only conduct phone interviews. If you are interested in a specific agency or position, contact the agency.

Understand the Agency/Office Position on Rotational Opportunities

- Rotational opportunities are assignments that give you the opportunity to learn more about a program from a different perspective. They are generally free to the office to which you rotate.
- Remember your home office and supervisor will be without your services while still paying your salary and benefits. Thus, it is extremely important to understand their perspective in regards to these opportunities.
- Some agencies place limitations on the number of developmental opportunities they provide, while others have few restrictions. Some do not allow external assignments.

Be Flexible

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

Be Upfront About Your Professional Goals and Expectations

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

Ask Questions and Follow-Up

- Make follow-up calls or send emails to Agency PMF Coordinators after the VJF. Other Finalists are doing the same.

Accept or Decline Offers On Time

- When you receive an offer (or offers), find out when the agency expects a decision.
- Accept or decline by that date
- Don't lose hope if the position you want is not offered during the job fair. Agencies post throughout the year and may have more opportunities later.

Miscellaneous

- Review the agenda and note the schedule of events.
- Check the job fair webpage frequently for updates; information is subject to change

PRESIDENTIAL MANAGEMENT ALUMNI GROUP (PMAG)

This is a membership organization comprised of former and current PMFs and others interested in recruiting and developing Federal Government career managers. To learn more, go to www.pmag.org.

To help you, PMAG developed the following questions to ask a prospective PMF employer:

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. 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 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 the role of your Agency PMF Coordinator?

What percentage of the Coordinator's time is focused on the PMF Program?

How available are they to support Fellows' training, rotations and promotions?

How does the PMF Program fit into your agency's recruiting and hiring goals?

What proportion of Fellows who converted is 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!