

2013 FINALISTS VIRTUAL JOB FAIR CHECKLIST

This checklist is provided to participating 2013 Finalists for their Virtual Job Fair preparations. Most references to links and additional information can be found under the [Become a PMF/Find a Job/Job Fair](#) webpage.

#:	Item:	✓:
1.	Official Notification. A list of 2013 Finalists can be found under the Current Finalists webpage.	
2.	Finalists' Virtual Job Fair Overview. Review the Overview from the Job Fair webpage.	
3.	IT/System Requirements. Check the IT/System Requirements file from the Job Fair webpage.	
4.	Keep your personal contact information current. Agencies may contact you by phone and email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date. You can log into your application account to update. Your Virtual Job Fair user account will be based on the email address we have on file from your initial application.	
5.	Prepare your resume. You will be able to upload a resume to your Virtual Job Fair profile.	
6.	Job Search. What participating agencies are you interested in? Search for positions using the PMF TAS (Talent Acquisition System). Follow the instructions found under the Job Search webpage. Some agencies will conduct phone interviews prior to the Virtual Job Fair and post appointment opportunities before/during/after the Virtual Job Fair.	
7.	Prepare your plan of action for this three day event. For example, familiarize yourself with the Virtual Job Fair environment, watch the demo on the Job Fair webpage, have your resume and questions ready, and review the list of participating agencies.	
8.	Make a list of questions to ask the hiring officials during the Virtual Job Fair. Review the suggested questions submitted by the Presidential Management Alumni Group, found in the Overview (located on the Job Fair webpage).	
9.	Schedule an interview. Reach out to agencies at their virtual booths and schedule an interview. Interviews may be conducted over the phone, via a chat room, and/or in-person. The appointing agency will make the appropriate arrangements.	
10.	Accept an agency's offer in a timely manner. Agencies will make an offer to another Finalist if they do not hear from you. Some agencies have an immediate need to fill positions.	
11.	Background Investigation. The common forms used for background investigations can be found under the Forms webpage. You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the process. All appointments require some level of a background investigation before you come onboard.	
12.	Degree completion. For those Finalists still in graduate school, the regulations require you to complete all degree requirements (including any thesis/dissertation) by August 31, 2013. You must meet these requirements PRIOR to starting your PMF appointment.	
13.	You may experience some down time upon accepting an offer and coming onboard. Check with the Agency PMF Coordinator for any updates.	
14.	Contact the PMF Program Office upon <i>accepting</i> an appointment as a Fellow so we can update our records immediately. See the Upon Appointment section for instructions.	
15.	Check frequently for updates. Check the PMF website for frequent updates, including any Frequently Asked Questions (FAQs).	