

**Background:** The PMF Class of 2018 Finalists was announced on December 18, 2017 and has an appointment eligibility deadline of December 18, 2018. From a pool of approximately 6,040 applicants, 425 were selected as Finalists, representing 69 different disciplines and 161 academic institutions, and 15% are veterans. The PMF Program Office is hosting a Virtual Hiring Fair for participating Federal agencies and 2018 Finalists from 11:00am-5:00pm (ET), on Thursday, February 1, 2018.

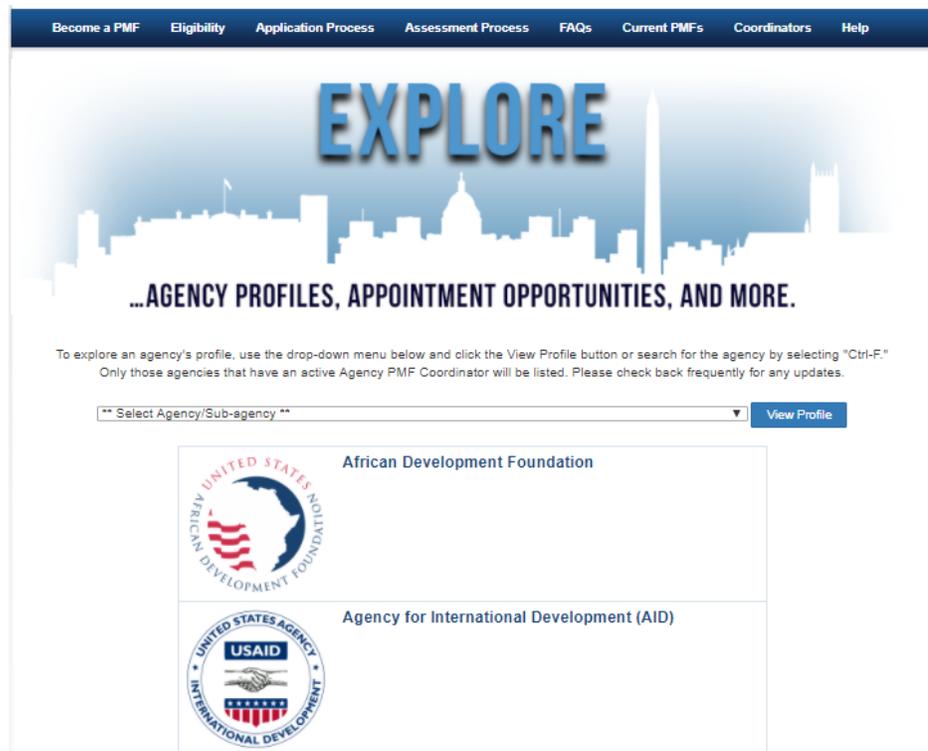
The Virtual Hiring Fair for the Class of 2018 is almost here! As a reminder, the fair takes place on Thursday, February 1, 2018, from 11:00 am – 5:00 pm (ET).

Please be sure to register for this event no later than Wednesday, January 31, 2018, at Noon (ET). To RSVP, log into the PMF TMS and go to “Hiring Fair\Virtual Hiring Fair RSVP”, and simply respond to the question if your agency/sub-agency is planning to participate.

**The PMF Program Office has prepared this Guide for Agency PMF Coordinators to assist you with your participation in the Virtual Hiring Fair. This year, we are giving participating agencies full flexibility to define your own level of participation in the Fair, including how your agency engages with Finalists. Specific action items for Coordinators are highlighted below. Please share this information with your hiring officials and HR staff as you finalize your preparations.**

### What Finalists Will See:

The Class of 2018 Finalists will sign into the VHF beginning at 11am on February 1st to view recorded opening remarks from OPM Acting Director Kathleen McGettigan. After the opening remarks, Finalists will enter the PMF TMS’s new “Explore” screen. This screen shows the list of Federal agencies participating in the PMF program. Below is a copy of how the “Explore” screen appears to Finalists:



When Finalists click on one of the agency’s names, they will enter that agency’s profile page.

## Agency Profile Page:

The “Agency Profile Page” feature in the PMF TMS includes pre-populated content, AND allows Coordinators to populate additional content to help customize your own agency profile.

Pre-populated content includes:

- The agency and sub-agency name, and the agency’s logo.
- Your agency profile page will automatically list any live appointment opportunities you have posted to the PMF TMS.
- And will automatically show the contact information for all Coordinators at the agency/sub-agency level.

A sample agency profile page appears below:

**Office of Personnel Management (OPM)**

**Agency Information:**  
OPM's mission is to recruit, retain and honor a world-class workforce to serve the American people. We are working to make the Federal government America's model employer for the 21st century.

**Resources:**  
PMF-201 PMF Agency Brochure 04-2009.pdf  
OPM6710 PMF Brochure 060309.pdf  
OPM Informational Webinar for PMF Class of 2018 Finalists.docx  
Working for OPM.pptx

**Appointment Opportunities:**  
Display 10 opportunities Search:

Agency/Sub-Agency	Position Title	Announcement Number	Series/Grade	Opening Date	Closing Date
Office of Personnel Management	Management Analyst	PMF-AO-2017-0079	0343	1/1/2018	1/31/2018

Showing 1 to 1 of 1 opportunities [First](#) [Previous](#) [1](#) [Next](#) [Last](#)

**Agency PMF Coordinator(s):**  
Janie Cole / [janie.cole@opm.gov](mailto:janie.cole@opm.gov) / 202-606-0993

## How you can prepare to optimize your involvement in the Virtual Hiring Fair:

Coordinators have user rights to upload additional content to your profile page. **We highly recommend that you upload additional content to your agency profile page to help attract Finalists to consider your agency and apply for your PMF appointment opportunities.** Agency profile pages are fully customizable, so in advance of the VHF you can customize your profile page with information about your agency (e.g., agency mission, agency critical occupations, upcoming events, virtual interview links, etc.) You have the ability to upload up to 6 different resources. Resources may include documents like MS Word files, PowerPoint Presentations, flyers, brochures, etc.

- Examples include adding your agency’s mission statement, website address, PMF Program-related content, announcements for informational webinars and/or other hiring events.
- Get creative! Additional resources Finalists will find useful include agency brochures, flyers, videos and presentations. Please ensure your documents are 508 compliant and include any agency branding as appropriate.

Log into the PMF TMS Portal Site and click on “Recruitment\Manage Agency Profile” to update your profile page.

Your profile page will automatically update once you submit your final uploaded resources. You can update your Agency Profile Page at any time before, during, and after the Virtual Hiring Fair. For the 2018 Virtual Hiring Fair, you should have your Agency Profile page updated by Tuesday, January 30<sup>th</sup>, 2018.

Coordinators have an additional feature that allows you to view the number of times Finalists have clicked on your agency profile page.

### **How you and your hiring managers can engage with Finalists during the VHF:**

You have full flexibility to decide how you engage with Finalists during the Virtual Hiring Fair.

We strongly recommend that you plan to engage directly with Finalists via your own webinar application (WebEx, AdobeConnect, Google Hangouts, etc.). To do this, simply set up your webinar site, and add the hyperlink to your Agency Profile Page by following the instructions above (“How to update your agency profile site”). Invite hiring managers and agency leaders to the webinar. Finalists are eager to hear about the agency’s vision, culture, and opportunities directly from your leaders and managers.

We also strongly recommend that you upload information to your agency profile page NOW that informs Finalists when, where, and how to participate in your specific webinar. Using your webinar application, Coordinators can set-up break out rooms for chatting with Finalists and conducting virtual interviews with hiring officials.

To get the most out of this event, we recommend that you and your hiring managers participate actively in the VHF from 11am to 5pm on February 1st. We have provided you with several ideas about how best to engage – and we encourage you to get creative! Examples include

- Host live chats between your agency’s leaders and Finalists
- Hold interviews for specific job opportunities that you have posted and rated/ranked for your hiring managers
- Be available for live Q and A with Finalists who want more information about your agency and program
- Posting video recordings of your agency’s leadership talking about mission and leadership philosophy; and/or recruitment/marketing videos.
- Advertise upcoming in-person job fairs you may be planning for your Finalists.

### **Post Appointment Opportunities!**

Finalists will expect to see specific PMF appointment opportunities during the Virtual Hiring Fair. Please post as many opportunities as possible before February 1<sup>st</sup>.

Solicit hiring officials to identify appointment opportunities for PMF positions. A *PMF TMS Appointment Opportunity Template for Agencies* can be found under the [Agencies\Resources](#) section on the PMF website. This template provides instructions for hiring officials and builds the announcement for posting in the PMF TMS. All appointment opportunities must be advertised on the PMF TMS for Finalists to search and view. Both Agency PMF Coordinators and Agency HR Staff users of the PMF TMS can post and manage opportunities.

Here are some general tips:

1. Distribute the appointment opportunity template with any agency-specific instructions (e.g., who to send the completed templates to, who serves as the Coordinator and/or Agency HR Staff point of contact for posting the opportunity, what recruitment incentives are available).
2. Coordinators and Agency HR Staff users can now “copy” previous announcements for re-use.
3. Post information under your agency profile page informing Finalists on your agency’s efforts for recruiting PMF positions. For example, identify a potential list of current or future appointment opportunities, when could Finalists expect to see opportunities, who and how can Finalists contact for additional information.

**UPDATES:** Any updates to this scheduled Virtual Hiring Fair will be sent via email to all Agency PMF Coordinators and 2018 Finalists.