



Presidential Management Fellows (PMF) Program

Class of 2019 Finalist
Informational Webinar



Agenda

- Welcome and Introductions
- Class of 2019 Stats
- Overview of the PMF Program
- Appointment Process
- The Fellowship
- Resources
- Open Q&A



PMF Program Office Team

- Arianne Gallagher, Director
- Rob Timmins, Deputy Director, Operations & Policy
- Ida Dalessandro-Felix, Training & Development
- Marilyn Wiley, Agency Relations
- Brandon Jacobsen, Communications & Alumni
- Cynthia Gloster, Project Management
- Jennifer Bledsoe, PMC Detailee



Class of 2019 Stats

- 4,045 Applicants
- 351 Finalists
 - Selected on Tuesday, November 20, 2018
- Representing 56 Disciplines
- Covering 113 Academic Institutions
- 12% Veterans



Program Overview

- Finalists have an appointment eligibility period of 1-year
 - Apply for or accept a PMF appointment by November 20, **2019**
- Two-year, full-time, paid position with benefits
- Initially appointed at GS-9, GS-11, or GS-12 (or equivalent)
- Veterans' Preference applies
- All degree requirements must be met by August 31, 2019, before onboarding



Program Overview

- Appointments are under the Pathways Programs, Schedule D Hiring Authority
- Two Year Fellowship
 - Fellowship Extensions
- Probationary Period
- Benefits
- Finalists' Status Emails



Appointment Process

- PMF Appointment Opportunities
- Contacting Agencies
- Networking between Finalists/Fellows
- Interviews
- Appointment Job Offers
- Background Investigation
- Onboarding
- Status Change
- OPM Form 1306, PMF Appointment Intake Form



Appointment Process

- Offer Terms and Conditions
- Recruitment Incentives
- PMF Website
 - “Current PMFs” Section
- Withdrawals
- Appointment Eligibility Extensions
- Participant Agreement



Appointment Process

Screen shots on how to search for appointment opportunities via the *Apply Site* at <https://apply.pmf.gov> (part of the PMF Talent Management System (TMS))

Become a PMF Eligibility Application Process Assessment Process FAQs Current PMFs Coordinators Help

[Agency Login]

Welcome

Welcome to the PMF Program's Talent Management System (PMF TMS). The PMF TMS consists of two parts: (1) the Apply Site, which is used by Applicants, current Finalists, current Fellows, and Alumni; and (2) the Portal Site, which is used by the PMF Program Office and registered Federal agency users. This Apply Site is initially used by individuals interested in applying to the PMF Program. Upon login, you acknowledge and agree to the "Full Terms and Conditions of Use" per the statement appearing at the bottom of this screen.

Applicants:

The PMF application is conducted annually. Prior to the next application cycle, individuals interested in applying will be able to register for an Applicant User Account here. To learn more about eligibility and how to apply, please review the "Become a PMF" section by clicking the **Become a PMF** link on the top menu bar above. Current applicants can log into their applicant user account below to check their application status.

Existing Applicants, Finalists, Fellows, or Alumni:

If you are a current user please log in below. Please note that log in properties are case-sensitive.

Email Address:

Password:

Log In

If you have forgotten your password, click the following button: **Forgot Password**

CURRENT FINALISTS AND LIST OF AGENCY PMF COORDINATORS

Click the **Finalists** button below to view a variety of sorted lists for current Finalists (e.g., Sort by Name, Sort by Academic Institution, Sort by Status, or Sort by Agency when Finalists obtain PMF appointments).

Finalists

Click the **Coordinators** button below to view the current list of all Agency PMF Coordinators, which also reflects current participating Federal Agencies.

Coordinators



Appointment Process

User Dashboard

Welcome, Finalist!

Shortly after the appointment eligibility deadline, which is 12 months from the date Finalists were announced, any remaining Finalists' applicant user accounts will be disabled. Those remaining Finalists whose appointment eligibility has expired and who meet eligibility requirements may re-apply during the next annual PMF application.

If you wish to log out, click the **Log Out** button in the upper right-hand corner of this screen. You will automatically be logged out after 30 minutes of inactivity.

To update your personal information (e.g., name, mailing address, phone numbers, email address, and resume), click the following:	Manage Personal Info
To change your password, change settings (e.g., opt-in/-out for automated notifications from the PMF TMS), or withdraw from further consideration, click the following (or click the gear icon (⚙️) in the upper right-hand corner of this screen):	Manage Settings
To search for opportunities, click the following:	Search Opportunities
To view a list of participating agencies, their agency profile page, and any current appointment opportunities, click the following. The Explore button can also be accessed when searching for opportunities.	Explore



Appointment Process

Search Opportunities

Opportunities consist of the following:

1. **Appointment Opportunities:** These are *strictly for current Finalists* seeking their initial appointment. Appointment opportunities are posted by participating Federal agencies throughout the year. If you have a specific question about an appointment opportunity and/or agency, please contact the Agency Contact identified in the announcement or the Agency PMF Coordinator directly. A current list of Agency PMF Coordinators can be obtained by clicking on "Coordinators" on the top menu bar above. Once a Finalist is recorded as accepting or starting their PMF appointment, their status will change from Finalist to Fellow. Once a Finalists' status has changed, he/she will no longer have access to search for appointment opportunities.

NOTE: Appointment opportunities fluctuate throughout the year. The PMF Program Office is constantly working with participating Federal agencies to post such opportunities. Finalists are not guaranteed a PMF appointment.

2. **Rotational Opportunities:** These are *strictly for current Fellows* seeking a rotation. Rotational opportunities consist of developmental assignments or other short-term rotations and posted throughout the year. The PMF Program requires all Fellows to complete at least one developmental assignment during their fellowship and should be documented on their Individual Development Plan (IDP). General information about training and development for Fellows can be found on the PMF website under the Current PMFs/Training and Development section. If you have a specific question about a rotational opportunity and/or agency, please contact the Agency Contact identified in the announcement or the Agency PMF Coordinator directly. A current list of Coordinators can be obtained by clicking on "Coordinators" on the top menu bar above.

3. **Training Opportunities:** These can apply to Finalists or Fellows who are seeking training opportunities. Federal agencies or other hosting organizations may post such training opportunities throughout the year.

- Finalists: The PMF Program Office, Federal agencies, or other hosting organizations may post training opportunities relevant for current Finalists. Training opportunities for Finalists may be limited and include webinars or information sessions.
- Fellows: Fellows may be able to count their participation towards the program's training requirements and document on their Individual Development Plan (IDP). Fellows should check with their Agency PMF Coordinator for any training policies and procedures to follow, and whether or not the training would count towards program requirements. Fellows would need to obtain supervisor approval as appropriate.

To cancel and be returned to the User Dashboard, click the **Return to User Dashboard** button below. If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

NOTE: You may want to print a copy of the opportunity for your records. Once the opportunity closes, you will **not** be able to retrieve it.

Appointment Opportunities

Rotational Opportunities

Training Opportunities



Appointment Process

Search for Opportunities

You have two options to search for agencies and available opportunities: (1) click on the *Explore* button below to be redirected to a list of participating agencies and view their profile page (including any current appointment opportunities), or (2) to refine your search, select from the drop-down menus below. A sub-agency will populate based on the agency selection, if any. An option will only appear if that agency has an active opportunity available. If you have a specific question about an opportunity (including those that have closed), please contact the Agency PMF Coordinator directly.

The *Explore* page lists those Federal agencies that have an Agency PMF Coordinator. The agency profile pages may include information about the agency (e.g., mission statement, agency highlights, announcements, etc.), agency resources (e.g., brochures, flyers, biographies, announcements, fact sheets, etc.), a list of current opportunities (if any), and the contact information for the Agency PMF Coordinator(s).

A current list of Agency PMF Coordinators can be obtained by clicking on **Coordinators** on the top menu bar above.

If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. If you wish to return to the User Dashboard, click on the **Return to User Dashboard** button below. You will automatically be logged out after 30 minutes of inactivity.

NOTE: You may want to print a copy of the opportunity for your records. Once the opportunity closes, you will **not** be able to retrieve it.

Explore

Agency:

Location:

Job Series:

Date Posted:

Search



Appointment Process

Available Opportunities

Your search returned the following. The results appear in chronological order of the Closing Date of the announcement. For example, those opportunities about to close will appear at the top of the list. You may also sort the columns by clicking on the icon within each column heading.

Select the row to view the details of the opportunity you are interested in. Please direct any questions about the opportunity to the Contact identified in the announcement.

If you wish to log out, click on the Log Out button in the upper right-hand corner of the screen. If you wish to conduct another search, click on the Back to Search button below. To be redirected to a list of participating agencies and view their profile page, click on the Explore button below. If you wish to Return to User Dashboard, click on the button below. You will automatically be logged out after 30 minutes of inactivity.

Showing 1 to 10 of 10 opportunities

Search:

Display 50 opportunities

First Previous 1 Next Last

Agency/Sub-Agency	Position Title	Announcement Number	Job Series	Opening Date	Closing Date
Department of the Treasury / Internal Revenue Service	Operations Research Analyst	PMF-AO-2019-2078	1515 - Operations Research	11/2/2018	11/14/2018
Department of Veterans Affairs / Veterans Health Administration	Management and Program Analyst	PMF-AO-2019-2079	0343 - Management And Program Analysis	11/5/2018	11/15/2018
Department of State	Foreign Affairs Officer	PMF-AO-2019-2082	0130 - Foreign Affairs	11/9/2018	11/15/2018
Department of the Air Force / AF Installation and Mission Support	Biological Scientist (Environmental Interdisciplinary)	PMF-AO-2019-2083	0401 - General Natural Resources Management And Biological Sciences	11/8/2018	11/15/2018



Appointment Process

Appointment Opportunity

Announcement Details

Last Updated: 11/14/2018 3:45:00 PM

Announcement Number	PMF-AO-2019-[#####]	Type of Opportunity	Appointment Opportunity
Position Title	[Title]	Agency/Sub-Agency	[Agency]
Opening Date	[mm/dd/yyyy]	Hosting Office (if applicable)	[Hosting Office]
Closing Date	[mm/dd/yyyy]	Website Address	[URL]
Number of Positions and Location(s)	[# in City, State]	Job Series and Occupational Group	[##### - Occupational Group]
Agency Contact	Name: [First and Last Name] Phone: ###-###-#### Fax: ###-###-#### Email: [email address]	Background Investigation/Security Clearance Required	[Level Needed; Most are Public Trust]
Recruitment Incentive	Yes or No	Travel Required	Yes, No, or Occasionally
Pay Plan, Grade Level, and Salary Range	GS-09 \$56,233 to \$73,105	Promotion Potential	GS-##



Appointment Process

Description of Organization:

This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office).

Description of Position:

This is where the agency will describe the duties of the position.

Qualifications for the Position:

This is where the agency will describe the qualifications for filling the position.

How to Apply Instructions:

This is where the agency informs the Finalists on how to express an interest in the position (e.g., send a current resume to the Agency Contact identified above).

NOTE: Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.



Explore Screen



...AGENCY PROFILES, APPOINTMENT OPPORTUNITIES, AND MORE.

To explore an agency's profile, you may (1) use the drop-down menu below and click the **View Profile** button, (2) search for the agency by selecting "Ctrl-F," or (3) scroll through the screen below. An agency's profile may consist of the agency's logo, name, agency information, resources, list of appointment opportunities (if any), and the contact information for any Agency PMF Coordinator(s). **The profile is based on the information entered by the Agency PMF Coordinator.** Please contact the Agency PMF Coordinator directly for any questions.

Only those agencies that have an active Agency PMF Coordinator will be listed. A current list of Agency PMF Coordinators can be obtained by clicking on **Coordinators** on the top menu bar above. Please check back frequently for any updates.

If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. If you wish to return to the User Dashboard, click on the **Return to User Dashboard** button at the bottom of this screen. You will automatically be logged out after 30 minutes of inactivity.

You may filter the list of agencies to show only those with live PMF appointment opportunities at any time by clicking the box below; however, you may miss seeing those agency profile pages having agency information and/or resources posted by the Agency PMF Coordinator.

Only show agencies with current appointment opportunities.

** Select Agency/Sub-agency **

View Profile



Explore Screen



Agency for International Development (AID)

Agency Information:

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential.

WHO WE ARE

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential.

The Conquest of Poverty



See how USAID and the U.S. Government are leading the fight to end poverty and support the #GlobalGoals: <https://www.usaid.gov/globalgoals>

upport these goals, President John. F. Kennedy created the United States Agency for International Development by der in 1961. Learn more about USAID's History.

ice to Foreign Countries

assistance has always had the twofold purpose of furthering America's interests while improving lives in the developing D carries out U.S. foreign policy by promoting broad-scale human progress at the same time it expands stable, free eates markets and trade partners for the United States, and fosters good will abroad.

is than 1 percent of the total federal budget, USAID works in over 100 countries to:

- ote broadly shared economic prosperity;
- gthen democracy and good governance;
- ct human rights;
- ive global health,
- nce food security and agriculture;
- ive environmental sustainability;
- er education;
- societies prevent and recover from conflicts; and
- de humanitarian assistance in the wake of natural and man-made disasters.

Resources:

PMF Program Powerpoint 2018.pptx

Appointment Opportunities:

(No opportunities are available at this time.)

Agency PMF Coordinator(s):

Linda Wilson / liwilson@usaid.gov / 703-310-0669



The Fellowship

- Agency PMF Coordinator
- PMF Orientation Webinar
- Position Description
- Promotions
- Mentor
- Individual Development Plan (IDP)
- 80 hours of formal *interactive* training per year
- Developmental Assignment
- Optional Rotational Opportunities



The Fellowship

- Agency-specific Requirements
- Successful Performance Appraisals
- Certification and Conversion
- Reappointments
- Assist with Events
- Training Events



The Fellowship

- PMF LDP (Leadership Development Program)
 - Open to all 2017, 2018, and 2019 Fellows
 - Covers both years of the fellowship
 - Fulfills the bulk of the required training hours
 - Networking amongst peers (Fellows)
 - Includes a leadership assessment



Resources

- Agency PMF Coordinators
- Standard Forms 85/86
- OPM Form 1306
- Frequently Asked Questions (FAQs)
- Social Media
- PMAG (www.pmag.org)
- Hiring Fair



Past Questions

- Cover Letters and Resumes
- Previous/Current Background Investigations
- Current Federal Employee Finalists
- Job Opportunities on USAJOBS
- Number of Opportunities and Frequency