

This checklist is provided to 2019 Finalists planning to participate in the PMF Class of 2019 Finalist In-Person Hiring Fair. Most references to links and additional information can be found under the [Become a PMF\Find a Job\Hiring Event](#) webpage. These are solely recommendations based on previous successful experiences from Finalists during past hiring events. A few blanks appear at the bottom for you to customize for your individual needs. This document may be updated, please check the above webpage for updates.

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1.	<b>RSVP for Participating.</b> If you have not already, RSVP for participating in the In-Person Hiring Fair by the deadline referenced in the invitational email.	
2.	<b>Hiring Fair Overview for Finalists.</b> Review the <i>Overview</i> from the <a href="#">Hiring Event</a> webpage.	
3.	<b>Keep your personal contact information current.</b> Agencies may contact you by phone and/or email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date. You can update this information from your applicant user account on the Apply Site.	
4.	<b>Update your resume.</b> Finalists have the ability to upload an updated resume to their application record in the PMF TMS. You can update your resume from your applicant user account on the Apply Site.	
5.	<b>Job Search.</b> <i>What participating agencies are you interested in?</i> Search for PMF appointment opportunities on the PMF TMS (Talent Management System). Follow the instructions found under the <a href="#">Find a Job</a> webpage. Some agencies may conduct phone interviews prior to the hiring fair and post appointment opportunities before/during/after the hiring fair. Please reach out to the Agency Contact identified in the appointment opportunity announcement for any specific questions. You should apply to any and all appointment opportunities that you are interested in prior to the hiring fair. Finalists can opt-in to receive automated digest emails the day after an appointment opportunity is posted live.	
6.	<b>Prepare your plan of action.</b> For example, familiarize yourself with the venue, have copies of your resume and questions ready, bring photo ID, dress for success, and schedule interviews ahead of time.	
7.	<b>Make travel plans.</b> If you are not located in the Washington, DC, metropolitan area, start making travel plans (e.g., flights, hotels, transportation). Participation is at the Finalists' expense. The PMF Program Office is not able to subsidize any travel costs. You may want to account for any interviews outside of the hiring fair. Some agencies may want to schedule interviews later in the week at their offices. We suggest finding a hotel that is Metro accessible. Visitor parking is very limited.	
8.	<b>Make a list of questions</b> to ask the Hiring Officials and Agency PMF Coordinators. These questions can include what promotion opportunities are available, what is the agency's policy on rotations	

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	and developmental assignments, what is the promotion level of the position, is teleworking allowed, etc.	
9.	<b>Schedule an interview.</b> Reach out to agencies either ahead of time or at their exhibit tables and schedule an interview. Interviews may be conducted over the phone, via a chat room, and/or in-person. The appointing agency will let you know if they are willing to accept sign-ups for on the spot interviews or if they choose to pre-schedule all of their interviews prior to the hiring fair or schedule off-site at their agency. Each agency will have different preferences on how they want to conduct interviews.	
10.	<b>Accept or reject an agency's offer in a timely manner.</b> Agencies will make an offer to another Finalist if they do not hear from you. Some agencies have an immediate need to fill positions. There are many cases where Finalists try to hold out for their idea of a "dream position" and not consider opportunities that would provide very similar experiences and work assignments. In many of these cases, Finalists wait too long and end up not getting a PMF appointment. Use your own judgment but keep in mind your choices have consequences.	
11.	<b>Background investigation and security clearances.</b> The common forms used for security clearances can be found under the <a href="#">Resources</a> webpage. You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the hiring process. All appointments require some level of a background investigation before you come onboard. Check with each agency on what level of background investigation or security clearance is required. At a minimum, all positions require a background investigation (e.g., fingerprint check, credit check).	
12.	<b>Degree completion.</b> For those Finalists still in graduate school, the regulations require you to complete all advanced degree requirements (including any thesis/dissertation) by August 31, 2019. Your advanced degree must be conferred PRIOR to starting your PMF appointment. There is no regulatory provision that allows a waiver or extension for not completing the degree requirements by this deadline.	
13.	<b>You may experience some down time</b> upon accepting an offer and coming on-board. Check with the Agency PMF Coordinator for any updates. On the hiring agency can initiate, adjudicate, and respond to any questions pertaining to a background investigation or security clearance.	
14.	<b>Inform the PMF Program Office and Agency PMF Coordinator</b> upon <i>accepting</i> a tentative PMF appointment offer by completing the <a href="#">OPM Form 1306, PMF Appointment Intake Form</a> .	
15.	<b>Check frequently for updates.</b> Check the PMF website for any updates. In addition to the <a href="#">Hiring Event</a> webpage, the <a href="#">PMF website</a> contains a lot of information.	
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