

This is a listing of Frequently Asked Questions (FAQs) for Agencies participating in the PMF Class of 2019 Finalist In-Person Hiring Fair. This document may be updated, so please check the [Agencies\Find Candidates\Hiring Event](#) webpage for updates.

NOTE: Similar FAQs have been posted for attending Finalists; to view, go to the [Become a PMF\Find a Job\Hiring Event](#) webpage. Agencies are encouraged to review the *FAQs for Finalists*.

Q1. When and where is the Hiring Fair?

A1. The PMF Class of 2019 Finalist In-Person Hiring Fair will take place on Monday, April 22, 2019, at the National Institutes of Health's (NIH) Natcher Conference Center (NCC), in Bethesda, MD. The hours will be 8:00am – 5:00pm (ET), with check-in starting at 7:30am (ET).

Q2. Why is the event being held at this location?

A2. The PMF Program office is hosting this year's hiring fair in partnership with the National Institutes of Health in providing a space for the event. The NCC is convenient to using Metro, has the means to handle crowds to clear through security, offers space for exhibit and interview tables, has an auditorium, and a cafeteria. If there are any other Federal agencies with comparable space to offer for future hiring events, please contact the PMF Program Office.

Q3. What transportation can I use to get to the facility?

A3. The NCC has a visitor's parking garage; however, we strongly suggest using Metro. All visitors must enter NIH's Gateway Center to clear through security, which is located within a few feet from the Metro entrance. Use the Metro's Medical Center Station, Red Line. For additional information on transportation, please review the *NIH Natcher Conference Center Visitor Map* posted under the [Hiring Event](#) webpage.

Q4. Can I ship event materials ahead of time?

A4. Yes. Agencies may ship materials up to one week prior to the hiring fair (deliveries accepted Monday-Friday). Ship to: National Institutes of Health, William H. Natcher Conference Center, Building 45, 45 Center Drive, P2 Conference Level, Room CBC23, Bethesda, MD 20892.

The mailing label MUST include the title and date of the event (e.g., PMF Hiring Fair – April 22, 2019), ATTENTION TO: [Agency's Contact; such as the Agency PMF Coordinator, and name of Agency].

Any material received will be stored at the NCC's Events Management Office (Lower Level of the NCC in the middle of the conference rooms) and all materials must be disposed of at the conclusion of the event.

Q5. What should I expect on arrival to the facility?

A5. All participants must clear through security via the NIH's Gateway Center (the entrance is outside of the Metro entrance). You and your belongings will be electronically screened. Agency participants must present their agency's PIV badge. Once you clear security, you will be directed to proceed to the Natcher Conference Center. Volunteers and signage will be available to direct participants.

Upon entering the NCC, you will see check-in tables staffed by the PMF Program Office. All agency personnel must show their PIV badge and pick-up a copy of the *List of Participating Federal Agencies* (which identifies the

agency's exhibit and interview tables) and the *Floor Plan*. Agency PMF Coordinators are asked to inform all of their agency personnel on this process. Optional green "Exhibitor" ribbons will be available at the check-in tables for agency personnel to affix to their PIV badge.

Q6. Is there an opportunity for agencies to conduct information sessions at the NCC's auditorium during the hiring fair?

A6. Yes. When agencies RSVP'd in their participation they were asked if they were interested in conducting an information session during the hiring fair in the NCC's auditorium (30 minutes max, to include presentation and any Q&A). Agencies interested will be contacted by the PMF Program Office to arrange. The full list of scheduled Agency Information Sessions will be displayed on the monitors throughout the NCC, as well as a list posted to the Message Boards.

Q7. What do we have to do to be included in the hiring event?

A7. The PMF Program Office has sent an invitational email to all Agency PMF Coordinators to RSVP for their participation. The deadline to RSVP is Noon (ET), Monday, April 1, 2019; which was extended until Noon (ET), Monday, April 8, 2019. A similar email was also sent to all Chief Human Capital Officers. Please contact the PMF Program Office via email at pmf@opm.gov if you did not receive the invitational email or have any questions.

In order for agencies to participate, the PMF Program Office is requiring the agency to have at least one PMF appointment opportunity announcement posted on the PMF TMS by Monday, April 8th and preferably all announcements you will be interviewing for at the hiring fair posted by Monday, April 15th.

Agency-wide PMF Coordinators may want to coordinate with their Sub-Agency PMF Coordinators on the level of participation and collaborate on sharing space, equipment, staff, etc.

Q8. How many people can an agency bring to the event?

A8. Space will be limited for each agency and allocation of exhibit/interview tables will be based on the number of participating agencies, appointment opportunities, and equipment available. Agency exhibit tables will be located in the atrium of the NCC (both Upper and Lower Levels). Agency interview tables will be located in the classrooms in the Lower Level of the NCC. These rooms can accommodate a number of classroom-size tables and 2-3 chairs each. Please note that each room will contain multiple interview tables and will be allocated to participating agencies prior to the event. Agencies may want to make alternative arrangements to conduct interviews throughout the NIH campus, back at their agency, and/or beyond the hiring event (e.g., the next day or later in the week).

An *Interview Scheduling Sheet for Agencies* is available for Coordinators to use under the [Hiring Event](#) webpage. The staffing and scheduling of interviews will be critical for a successful event. Please adjust your staffing needs accordingly. Agencies are also suggested to arrange for an HR Specialist to be present to review qualifications, answer questions, and make tentative PMF appointment offers throughout the hiring fair.

Q9. What is an agency allowed to bring to the fair?

A9. All participating agencies will be allocated exhibit and interview tables. During the RSVP process, agencies were asked to identify any need for electrical. Agencies will be grouped together; for example, all of DHS agencies will be allocated tables in the same area. The exhibit tables are standard tables where agencies can display signage, flyers, brochures, copies of their appointment opportunity announcements, etc. If electrical was requested, the agency may bring a monitor/TV to show a video or slides; such agencies should bring an extension cord/power strip. There is free Wi-Fi throughout.

Agencies are responsible for either shipping material ahead of time or at the start of the event, but also must make arrangements to break-down and dispose of any materials at the conclusion of the event.

All tables (both exhibit and interview) will be labeled with tent cards. Participants will be issued a floor plan of the NCC to identify the participating agencies and their assigned tables. NOTE: The tables may not be skirted. Agencies are asked to bring their own agency-branded table cloths/skirts.

Q10. What is the cost for participating in the hiring event?

A10. There is no cost for participating in the hiring fair. We require that agencies have at least one active posted PMF appointment opportunity announcement in order to participate.

Q11. How many other agencies will be participating?

A11. This depends on the number of agencies who RSVP for participating. Shortly after the deadline for agencies to RSVP, the PMF Program Office will allocate exhibit/interview tables and post a *List of Participating Federal Agencies* to the [Hiring Event](#) webpages and notify all Agency PMF Coordinators. The participating agency's contact or Agency PMF Coordinator will be identified with all participating agencies and serves as the hiring fair liaison between their agency, the PMF Program Office, and program participants.

Q12. What are the event hours?

A12. The hiring event hours are 8:00am to 5:00pm (ET) with check-in opening at 7:30am (ET). These hours are intended to give agencies and Finalists as much time as possible to ask questions, schedule/conduct interviews, and hopefully extend tentative PMF appointment offers. Agencies are asked to staff their exhibit tables for the *entire duration of the event*. Finalists will be directed to contact Agency PMF Coordinators for any questions.

Q13. Can agencies draft appointment opportunities in the PMF TMS ahead of the hiring fair?

A13. Yes. Agency PMF Coordinators and HR Staff users can draft, copy, and post appointment opportunities. You can also submit an opportunity to go live at a future date. Users can also go to the "Manage Appointment Opportunities" on the Portal Site and check a box to "View ALL Agency Appointment Opportunities" to see other agency announcements. Such approach is a good way to see how other opportunities are drafted.

Q14. Can agencies make tentative PMF appointment offers during the hiring fair?

A14. Yes; however, please check with your HR Office on any policies/procedures to follow. Agencies are strongly encouraged to have an HR Specialist present to address any agency questions for qualifications, apply veterans' preference accordingly, and to potentially make tentative appointment offers.

Q15. Will there be message boards posted at the hiring fair?

A15. Yes. Message boards will be available for agencies to advertise last minute appointment opportunities and post messages for Finalists. Finalists will be informed of the Message Boards and asked to check for any updates. A list of Agency Information Sessions will also be posted.

Q16. Will there be provisions made for a virtual interview?

A16. Yes. There will be a designated room for agencies to conduct virtual interviews if needed. This will require the Agency PMF Coordinator and the PMF Program Office to work together to reserve time to use this room during this event. A sign-up sheet will be available at the check-in tables. Agencies would also need to bring appropriate equipment (e.g., laptop, microphone, application (e.g., Adobe Connect, WebEx, Skype), extension cord, etc.) and coordinate with the Hiring Official and Finalist for the interview.

Q17. How many interviews can an agency make during the hiring fair?

A17. This depends on the number of interview tables allocated for each agency and strategically scheduling interviews. An *Interview Scheduling Sheet for Agencies* template is available under the [Hiring Event](#) webpage for agencies to use in scheduling their interviews. Sub-agencies may want to pool resources to share interview tables. We hope to provide a very limited number of overflow interview tables for agencies to sign-up for during the hiring fair; a sign-up sheet will be available at the check-in tables. Agencies can reserve 30-minute blocks of time; however, in the interest of fairness, agencies cannot reserve a table the whole day or for long blocks of time. Agencies can also use available cafeteria tables to conduct interviews.

NOTE: The allocation of exhibit and interview tables will be based on the number of participating agencies, space, inventory, and appointment opportunities. At a minimum, we will allocate tables on a one-to-one ration (e.g., one exhibit and one interview table per agency).

Q18. How will Finalists know of appointment opportunities?

A18. All Finalists have access to the PMF TMS to search for appointment opportunities. In addition, all Finalists who opt-in to receive automated emails from the PMF TMS receive a digest email the day after an appointment opportunity is posted live. Please note that most Finalists will be traveling to the event and may not have access to search for opportunities that are posted the weekend before or the day of the hiring fair.

Q19. Does veterans' preference apply?

A19. Yes. Those Finalists with an adjudicated veterans' preference category (e.g., SSP, TP, XP, CP, or CPS) who indicate interest in your appointment opportunity and meets the position's qualifications must be considered. This is another example where having an HR Specialist from your agency attend to assist with any questions about qualifications and applying veterans' preference.

Q20. Is there a cafeteria, or somewhere to obtain food and beverages?

A20. Yes. There are two cafeterias. One is located in the NCC (Building #45) and the other is located across the street in Building #38A. The cafeteria hours are 6:30am – 2:30pm (ET). There is also a Convenience Store located in the NCC near the cafeteria; their hours are 7:00am – 3:30pm (ET). These venues have been informed of the Hiring Fair to anticipate large crowds.

Q21. Are there any other suggestions?

A21. Yes. Please frequently check and review the Hiring Event webpage for other Hiring Fair documents. The PMF Program Office check-in tables will also serve as Lost and Found.

Also, please remember that Finalists are attending at their own cost. We hope this In-Person Hiring Fair is a success for everyone!

Please continue to monitor these FAQs for any updates and refer to the AS OF date appearing in the footer. We look forward to seeing you at the Hiring Fair. Thank you!