

This checklist is provided to agencies (*specifically to Agency PMF Coordinators*) 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 [Agencies\Find Candidates\Hiring Event](#) webpage. This document may be updated, please check the above webpage for updates.

#:	Item:	✓
1.	RSVP for Participating. If you have not already, RSVP for participating in the In-Person Hiring Fair by the deadline referenced in the invitational email. Agencies must have at least one appointment opportunity posted prior to the Hiring Fair (see RSVP email for additional requirements). Shortly after the deadline, the PMF Program Office will identify participating agencies and allocate exhibit and interview tables, then post the list to the Hiring Event webpage and send a copy to all participating Agency PMF Coordinators. RSVP deadline extended (see email).	
2.	Hiring Fair Overview and FAQs for Agencies. Review the <i>Overview</i> and <i>FAQs</i> from the Hiring Event webpage. Share with Hiring Officials and Agency HR Staff.	
3.	Coordinate Agency Participants. The Agency PMF Coordinator, HR staff, and Hiring Officials should coordinate their efforts to prepare for and participate in the Hiring Fair.	
4.	Call Into PMF Hiring Fair Conference Calls for any Questions. The PMF Program Office conducts weekly conference calls for Agency PMF Coordinators (especially new Coordinators) for updates on the Hiring Fair and to ask questions. Please ensure the meeting request is on your calendars. If you did not receive the meeting request, please contact the PMF Program Office. There will be a final Hiring Fair prep call for you and for all of your agency participants to attend on Wednesday, April 17th, from 2-3pm (ET). We will send out more details to Agency PMF Coordinators via email. Please work with all of your agency participants to attend that call and come prepared with any questions they may have.	
5.	Prepare and Post PMF Appointment Opportunities on the PMF TMS. Coordinators can find instructions and a template under the Agencies\Resources webpage. Share this, along with any agency-specific guidance, with all Hiring Officials. In addition, ensure Hiring Officials have Position Descriptions in place; emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed. Bring copies of any appointment opportunities to the Hiring Fair. All opportunities for the hiring fair must be posted to the PMF TMS by Monday, April 15 th .	
6.	Update your Agency Profile Page on the PMF TMS. Finalists will be looking at your agency profile pages on the PMF TMS to learn more about your organizations and what it is like to work there. Make sure your pages are updated with the latest information and include helpful content to help describe your agency, your mission, and what it is like to work there to help attract Finalists to your PMF appointment opportunities. Remember to update <i>after</i> the hiring fair as well.	
7.	Provide Access to Resumes. Grant Hiring Officials and Agency HR Staff access to the Portal Site of the PMF TMS. These users can search Finalists and view their documents (e.g., resume, transcript). Access can be granted temporarily for a specific time period. Agency HR Staff users may also add/modify appointment opportunities. Inform users of your agency's recruitment and selection processes.	
8.	Schedule Interviewers. Identify which Hiring Officials plan to attend the Hiring Fair and coordinate interviews between them and Finalists. Please note the allocated interview table(s) and schedule accordingly. Use the <i>Interview Scheduling Sheet for Agencies</i> to assist with the scheduling of interviews; the sheet is posted on the Hiring Event webpage.	

#:	Item:	✓
9.	<p>Prepare Exhibit Tables. Include staffing of your tables, copies of appointment opportunities, agency fact sheets/signage, etc. Due to inventory, some agencies may need to share tables. Finalists would typically check-in at an agency's exhibit table for any scheduled interview. Be sure to have your interview schedule on-hand. If you requested electrical for your exhibit table, we will assign you a table close to a receptacle; however, you may want to bring an extension cord/power strip. Please see the <i>FAQs for Agencies</i> for additional information and for shipping options. All materials must be disposed of at the conclusion of the hiring fair.</p>	
10.	<p>Establish Procedures for Making Tentative Appointment Offers. Coordinate procedures with your HR staff and Hiring Officials to make tentative appointment offers. As a reminder, veterans' preference does apply; check with your HR staff on any questions/procedures.</p>	
11.	<p>Verify Any Service Agreements. Check with appropriate agency staff (e.g., HR, General Counsel) on any service agreements needed for hiring incentives (e.g., student loan repayments; recruitment, relocation, or retention incentives) and communicate such to Finalists.</p>	
12.	<p>Communicate Check-In Procedures. All participants must go through NIH's Gateway Center to clear security. See the <i>NIH Natcher Conference Center Visitor Map</i> for additional information on security, Metro, and visitor parking. Once participants arrive at the Center, everyone must check-in at the PMF Program Office tables and show their PIV badge; there will be optional green "Exhibitor" ribbons for agency personnel to affix to their PIV badge. All participants will be provided a <i>List of Participating Federal Agencies</i> (showing the agency, assigned exhibit/interview tables, and Coordinator's contact information) and a copy of the <i>Floor Plan</i>.</p> <p>NOTE: Please adjust your commute time to clear through security, set-up your exhibit table, and have agency personnel ready for Finalists.</p>	
13.	<p>Hiring Fair Survey. We will be providing a check-out survey to each agency table that will ask each Agency PMF Coordinator about their agency's Hiring Fair experience, estimated number of interviews, and estimated number of tentative appointment offers. These surveys will help the PMF Program Office track the success of the event and the results will be used to influence future hiring events. These sheets must be completed and submitted before you leave the Hiring Fair. A short survey is also being provided to all participating Finalists to submit at the conclusion of the Hiring Fair.</p>	
14.	<p>Monitor Status of Job Offers. Follow up with HR, the Hiring Official, and the Finalist on the status of their appointment (e.g., background check, on-boarding, and entering the appointment into the PMF TMS. Keep all parties informed of the status throughout the on-boarding process.</p>	
15.	<p>Submit One-Time Placement Fee to OPM. Coordinate with the Hiring Official to submit the one-time appointment placement fee to the PMF Program Office within 30 days of the Finalist accepting the tentative PMF appointment offer. Agencies can find the <i>PMF Reimbursement Process for Agencies</i> and the financial forms under the Agencies\Resources webpage; which have recently been updated.</p>	
16.	<p>Program Requirements for Fellows. Once the Finalist onboard as a PMF ensure all parties are aware of program and agency requirements, and sign the Participant Agreement. Be sure to take advantage of the PMF LDP (Leadership Development Program) for your Fellows.</p>	
17.	<p>Check Frequently for Updates. Check the Hiring Event webpage for any updates. A similar webpage for Finalists can be found at Become a PMF\Find a Job\Hiring Event.</p>	
18.	<p>Attend Post-Hiring Fair Call. Attend the PMF Program's post-hiring fair call on 04-25-2019.</p>	