

The U.S. Office of Personnel Management's PMF Program Office is sponsoring the PMF Class of 2019 Finalist In-Person Hiring Fair, in collaboration with the National Institutes of Health (NIH). This *Overview* is intended to provide general information for all participating agencies and is subject to change.

**NOTE:** Supplemental documents (such as the *Hiring Fair Checklist for Agencies*, *Hiring Fair FAQs for Agencies*, *NIH Natcher Conference Center Visitor Map*, *Floor Plan*, *Interview Scheduling Sheet for Agencies*, *List of Participating Federal Agencies*, and a link to the *List of Agency PMF Coordinators*) can be found on the Hiring Event webpage referenced below. The *List of Participating Federal Agencies* (showing their exhibit and interview tables and Agency PMF Coordinator or Agency Contact information) and the *Floor Plan* will be provided at check-in during the Hiring Fair. Agencies should monitor the [Agencies\Find Candidates\Hiring Event](https://www.pmf.gov/agencies/find-candidates/hiring-event/) webpage (<https://www.pmf.gov/agencies/find-candidates/hiring-event/>) for updates and these documents.

The Hiring Fair will take place at NIH's Natcher Conference Center (NCC) in Bethesda, MD (<https://www.nih.gov/about-nih/visitor-information>) on Monday, April 22, 2019, from 8:00am – 5:00pm (ET). Participants will be able to check in as early as 7:30am (ET). We encourage agencies to arrive and set-up their tables as early as possible. See the *FAQs for Agencies* posted on the [Hiring Event](#) webpage for additional information (e.g., shipping materials, electrical needs, message boards, etc.).

The PMF Program Office has invited all Agency PMF Coordinators to RSVP for their participation. In addition, an email was sent to all Chief Human Capital Officers and other CXO Councils about the hiring fair and were instructed to work directly with their Agency PMF Coordinators if they are interested.

In order to attend and participate in the In-Person Hiring Fair, agencies must post their appointment opportunities on the PMF TMS **prior to the hiring fair**. **All agencies must have at least one of their appointment opportunity announcements posted on the PMF TMS by Monday, April 8<sup>th</sup>, and all positions posted on the PMF TMS by Monday, April 15<sup>th</sup>.** This ensures that participating Finalists have the opportunity to ask you questions, apply for your position(s), request interviews, and make the Hiring Fair a success! We encourage agencies to keep appointment opportunities open during the Hiring Fair, so that if any other Finalists you talk to are interested in applying, they can do so during the Hiring Fair or shortly after.

In addition, Finalists will be constantly checking your agency profile page on the PMF TMS (accessed through the *Explore* page). Agency PMF Coordinators have full access to manage their profile page. The profile page enables agencies to post information about their agency, upload factsheets and other relevant documents, shows a list of live appointment and training opportunities, and the Coordinator's contact information. Coordinators can also see the number of visits to their agency profile page at the bottom of the screen. Coordinators can log into the Portal Site of the PMF TMS, click on "Manage Agency Profile" under the "Recruitment Module", make edits, and submit. Agencies can post "training opportunities" to advertise any agency webinars/calls, hiring fairs, etc. The agency profile page is a great resource for agencies to post announcements for information sessions, FAQs about their agency and PMF Program, video links, etc. Portal Site users can also view other agency profile pages by clicking on "Explore Screen" under the "Recruitment Module"; the display will appear as shown to Finalists and agencies can look at other agency profile pages for ideas.

Everyone must enter through NIH's Gateway Center (<http://www.nih.gov/about/visitorsecurity.htm>), outside of the **Medical Center Metro Station** (Red Line, towards Shady Grove), to go through security. The *NIH Natcher Conference Center Visitor Map* has been posted to the [Hiring Event](#) webpage, which includes information about security, visitor parking, Metro, and a map of the campus. Please bring your PIV badge to clear security. Once you clear security, either take the stairs or elevator up and walk towards the NCC. Event staff will be available at the Gateway Center to assist participants and directional signs will be posted throughout.

Upon entering the NCC, you will see check-in tables to show your PIV badge and pick-up a copy of the *List of Participating Federal Agencies* (which also identifies the agency's exhibit and interview tables) and *Floor Plan*. It will be optional for agencies to obtain a green "Exhibitor" ribbon to affix to their PIV badge; this helps distinguish between participants. Finalists will be issued a name badge. Event staff will also be wearing a name badge.

There will be free designated space (located at the Lower Level of the NCC) for participants who need to store personal belongings (such as coats and luggage) at their own risk; see *Floor Plan* for locations. The NCC provides free Wi-Fi throughout. There will also be Charging Stations throughout the NCC; see *Floor Plan* for locations. Please note that power supply is limited, so we suggest you bring your own extension cord/power strip for those agencies who requested electrical. The facility will not supply table skirts or table cloths; you may want to bring agency-branded table skirts and/or cloths.

The facility also provides two cafeterias from 6:30am – 2:30pm (ET)); one is located in the NCC (Building #45) and the other is across the street in Building 38A. Please note there is also a convenience store at the NCC in the lobby near the cafeteria; hours are from 7:00am – 3:30pm (ET).

The *List of Participating Federal Agencies* will be posted to the [Hiring Event](#) webpage once available. A copy of the *List*, along with a *Floor Plan*, will be available at the check-in tables. We will send a broadcast email to all Agency PMF Coordinators and Agency Contacts to inform them when exhibit/interview tables have been allocated and the list is posted.

The number of exhibit and interview tables allocated for each participating agency will be based on agency RSVPs, space limitations, inventory, and the number of appointment opportunities. The Upper and Lower Level atriums of the NCC will be used for exhibitor tables and the classrooms in the Lower Level will be used for interview tables. Due to available space and configurations, several interview tables will be co-located throughout the rooms and assigned to agencies. Table tent cards will be used to number and allocate to agencies.

Please use the *Interview Scheduling Sheet for Agencies* on the [Hiring Event](#) webpage to assist with scheduling interviews. We will attempt to have a very limited number of additional interview tables available for agencies to reserve during the hiring fair for 30-minute blocks; agencies will not be able to reserve a table for extended periods of time. The NCC is connected to a cafeteria that has a number of additional tables agencies may use. In addition, a separate small conference room will be available for agencies to conduct virtual interviews. A sign-up sheet for the virtual room will be available at the check-in tables. Please be sure to bring a laptop, power cord, microphone, application (e.g., Adobe Connect, WebEx, Skype, etc.), if you wish to conduct any virtual interviews.

The PMF Program Office will be scheduling Agency Information Sessions in the NCC's Auditorium, including Q&A sessions for Finalists and Agencies with the PMF Program Office. Agencies interested in scheduling a session should indicate such during their RSVP; a member of the PMF Program Office will contact and make

arrangements. The NCC has monitors throughout the facility. We will post a list of sessions to appear on the monitors and on the Message Boards.

Message Boards will be located in the upper atrium of the NCC for any last minute announcements. All participants may post messages to these boards. We also plan to post any last-minute appointment opportunities for those Finalists who were in transit and unaware. All postings will be discarded at the end of the Hiring Fair.

Each agency will be provided a close-out survey at their exhibit table to fill out and drop-off at the check-in tables upon conclusion of the Hiring Fair; this would typically be done by the Agency PMF Coordinator or Agency Contact. This survey will ask for an estimated number of interviews and tentative appointment offers, and the agency's overall Hiring Fair experience. The PMF Program Office will use the results for general statistics and to influence future hiring events. A similar survey will be provided to all participating Finalists on their experience.

The PMF Program Office will be soliciting current PMFs to volunteer for this event.

The appointment eligibility deadline for all 2019 Finalists is Wednesday, November 20, 2019. Finalists would have either needed to apply for a PMF appointment opportunity, accepted a tentative PMF appointment offer, or onboard as a PMF by this deadline. For information about extensions, please review [FAQ# 24](#).

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!