



The illustration below shows the typical timeline a participant would follow in navigating through the PMF Program. Additional information can be found on the PMF website at <https://www.pmf.gov>.

### 1. Application

- a. **Prepare:** Prepare in August/September with the application launching near the beginning of October; see the PMF website for exact dates as these are subject to change. Follow the steps below to prepare for the application and assessment process.
  - i. Review the “Become a PMF” section on the PMF website at [www.pmf.gov](http://www.pmf.gov). This section provides a general overview of the PMF Program, eligibility, application process, assessment process, finding a PMF position, resources, and FAQs.
  - ii. Review the “Assessment Preparation Guide”, under the “Become a PMF\Assessment Process” webpage.
  - iii. Assemble your resume, transcripts (and/or alternatives), and any other supporting documentation (e.g., for claiming a reasonable accommodation, Indian Preference, and/or Veterans’ Preference).
- b. **PMF Application Announcement:** During the application period, search for the Job Opportunity Announcement (JOA) officially announcing the PMF application. The link will be posted on the PMF website during the application period. Review the entire announcement and click the link to start the application process.
  - i. NOTE: The JOA is only searchable when the application opens. The application opens and closes at Noon (ET) on dates advertised. Applicants should review all instructions and are strongly encouraged to apply early.
- c. **PMF Talent Management System (TMS):** Via the Apply Site of the PMF TMS, create an applicant user account.
  - i. The link to the Apply Site is embedded into the JOA.
- d. **Start Application Process:** Follow the instructions and steps for completing an application, including the uploading of documents.
- e. **On-Line Assessment:** Complete the entire on-line assessment; which is part of the application.
- f. **Finish Application Process:** Certify and submit your complete application by the closing date/time of the JOA.
- g. **Adjudication Process:** Shortly after the application closes, the PMF Program Office will start reviewing applications for eligibility, completeness, academic institution accreditation, claims for preferences, and assessment scores; this is referred to as the adjudication process which can take up to 2 weeks to complete.
- h. **Selection Process:** Based on the adjudication process and assessment score results, the PMF Program Office will select and announce Finalists. Finalists are announced approximately near the end of November.

### 2. Finalists

- a. **Informational Webinar:** Finalists will be invited to participate in an informational webinar to further explain the program requirements and next steps.
- b. **Find a Job:** Finalists should thoroughly review the “Become a PMF\Find a Job” webpage which explains the following:

- i. Placement Eligibility: Explains the 12 months of appointment eligibility.
  - ii. Next Steps: Explains the next steps all Finalists should follow, including the searching and applying for PMF appointment opportunities in the PMF TMS.
  - iii. Agency PMF Coordinators: Explains the role of Coordinators and how to contact them.
  - iv. Update Contact Information: How to update your personal contact information during your eligibility period.
  - v. Update Your Resume: Explains how to upload an updated resume.
  - vi. Withdrawal: Explains the withdrawal process.
  - vii. Background Investigation: Explains the background investigation process and common forms.
  - viii. Upon Appointment: Explains what to do upon accepting a PMF appointment offer.
  - ix. Appointment Eligibility Extensions: Explains this type of extension and the process involved.
- c. **Hiring Fair:** The PMF Program works with agencies to sponsor various hiring events throughout the year to assist Finalists with placements. Finalists will be informed when events are scheduled and information will be posted to the “Become a PMF\Find a Job\Hiring Event” webpage.
- d. **Offer Acceptance:** Finalists should quickly decide on whether or not to accept a PMF appointment offer once it has been made. Once a Finalist accepts and starts a PMF appointment, his/her status changes to Fellow.

### 3. Fellows

- a. **Onboarding:** This is the process for starting your PMF appointment and consists of the following:
- i. Passing your background investigation and/or security clearance.
  - ii. Reporting to your agency for orientation and starting your fellowship.
  - iii. Both the Fellow and Supervisor sign a Participant Agreement within 45 days.
  - iv. Reviewing and completing paperwork for benefits (e.g., health, dental, vision, long-term care, and life insurance; Thrift Savings Plan; tax withholdings; etc.).
  - v. Meeting with your Supervisor and colleagues.
  - vi. Initial discussion with Supervisor about your performance plan and Individual Development Plan (IDP). Fellows must perform satisfactory or better during their fellowship.
  - vii. Assignment of a Mentor within 90 days (assignments are determined by the agency).
- b. **Current PMFs:** Fellows should thoroughly review the “Current PMFs” section on the PMF website, which covers the following:
- i. Owing Your Experience: Provides a general overview of the program requirements for Fellows.
  - ii. Orientation: Explains how Fellows should register and participate in an orientation webinar.
  - iii. Training and Development: Review information about your IDP (Individual Development Plan), Rotational Opportunities, Training, and the PMF LDP (Leadership Development Program); all found under the “Current PMFs\Training and Development” section on the PMF website.
    - 1. This section covers the program requirements that all Fellows must complete during their 2-year fellowship.
    - 2. Training: A minimum of 80 hours of formal, interactive training for each year of the fellowship, for a total of 160 hours

3. **Development:** Complete at least one 4-6 month developmental assignment either within the Fellow's organization, agency, or at a different agency. The Fellow's agency is responsible for communicating its policies and procedures regarding developmental assignments). The work must be in the occupation or functional discipline in which the Fellow will most likely be placed, with full-time management and/or technical responsibilities consistent with the IDP.
4. **Optional Rotations:** Fellows may complete other rotations at the discretion of their Supervisor and agency.
5. **NOTE:** Fellows should consult with their Supervisor and Agency PMF Coordinator on their participation in the PMF LDP; which spans over the 2-year fellowship and is highly recommended for every PMF. To take full advantage, both the Fellow and Supervisor should fully commit to the program and associated activities. Any and all training received counts towards the Fellow's training requirements; which can be over 100 hours. There are no additional costs with the PMF LDP other than potential travel for Fellows outside of the Washington, DC metro area.
  - iv. **Resources:** This section provides a number of forms and documents pertaining to Fellows.
  - v. **FAQs:** This section lists Frequently Asked Questions pertaining to Fellows.
- c. **Certification:** All Fellows must obtain certification from their agency's Executive Resources Board (ERB) in completing all program requirements. Some agencies may also have additional requirements that need to be met.
- d. **Conversion:** Those Fellows who obtain a favorable certification are eligible a non-competitive conversion to a term or permanent position with their agency.
  - i. **Resignation:** If a Fellow is either no longer interested or unable to complete their fellowship, or is not able to convert, he/she may resign from their position.
  - ii. **Termination:** The agency may terminate a Fellow for reasons related to performance, conduct, or suitability, or is unable to convert the Fellow to a term or permanent position.
- e. **Fellowship Extension:** An agency may extend a Fellow's 2-year fellowship for up to 120 days for rare and unusual circumstances.
  - i. This is at the agency's discretion and the agency may have specific policies and procedures in such regards.
- f. **Graduation:** Those Fellows who obtain a favorable certification for completing the program requirements are eligible to participate in their class graduation ceremony. Those Fellows either not interested or unable to participate have up to 1 year to request a certificate to be mailed to their home address.

#### 4. Alumni

- a. A certified Fellow is instantly considered an Alum.
- b. Alumni may continue to participate in the PMF Program by monitoring Alumni Engagement Opportunities and advocating for the PMF Program.
- c. Alumni can maintain their contact information and join the PMF Program's Alumni Facebook page.