



Finalist Checklist

As a Finalist, you are in the final stages of becoming a PMF. The checklist below is meant to help you prepare to find a PMF appointment and next steps. For more detailed information, visit the “Become a PMF\Find a Job” section on the PMF website at: <https://www.pmf.gov/become-a-pmf/find-a-job/>.

☐ **Familiarize yourself with the Apply Site**

- As a Finalist, you’ll notice that what you see when you log in to the Apply Site has changed, and this is now your “go to” place to search for PMF appointment opportunities. Check it often as agencies will post opportunities throughout the year. Please find the link to the Apply Site here: <https://apply.pmf.gov>.

☐ **Keep your information updated**

- Use the “Manage Documents and Personal Info” section of the Apply Site to keep the following updated: name, mailing address and phone numbers, email address, resume, and transcript. Email is the primary way that the PMF Program Office communicates with Finalists, and the resume advanced degree transcript you have associated to your PMF application in the PMF TMS are the documents that agencies have access to when searching for Finalists – so you’ll want to make sure these are always up-to-date!

☐ **Learn more about participating Federal agencies**

- Each participant Federal agency assigns an Agency PMF Coordinator to serve as the point person for their agency. Many also have Coordinators at the Sub-Agency level. Finalists can reach out to them with any questions related to appointment opportunities. Review the list of Agency PMF Coordinators here: <https://apply.pmf.gov/coordinators.aspx>.
- Log into the Apply Site and click on **Explore** to access Agency Profile Pages where you can learn more about the work and mission of participating Federal agencies. Agency PMF Coordinators can use their Agency Profile Page to post information about their agency, resources, automatically display any appointment and/or training opportunities, and their contact information.

☐ **Network with PMFs and PMF Alumni**

- Feel free to reach out to current Fellows and PMF Alumni using social media and other informal channels to get their perspectives on the PMF experience and how to best navigate the appointment process. Search for various social media outlets on-line.

☐ **Be proactive!**

- The appointment process can be challenging, but don’t hesitate to engage with the people who understand it or who have been through it before. Review the “Find a Job” section to learn more and other topics (e.g., preparing for background investigations, once appointed, and appointment eligibility extensions). The PMF experience is what you make it, and the transition from Finalist to Fellow is one of the most important steps—be proactive in taking it on!