

This is a listing of Frequently Asked Questions (FAQs) for Finalists participating in the PMF Class of 2020 Finalist In-Person Hiring Fair. This document may be updated, so please check the [Become a PMF\Find a Job\Hiring Event](#) webpage for updates.

Q1. How do I update my contact information?

A1. You can edit your contact information by logging into your applicant user account on the Apply Site of the PMF TMS at <https://apply.pmf.gov>. Upon login, click on **Manage Documents and Personal Info** and follow the instructions.

Q2. Where are PMF appointment opportunities listed during the hiring fair?

A2. All appointment opportunities must be posted on the PMF TMS. We have requested all participating Federal agencies to have opportunities posted prior to the hiring fair. Finalists may also view any live appointment opportunities when viewing Agency Profile Pages on the Explore page when logged into the Apply Site of the PMF TMS. For any appointment opportunity announcements that are posted shortly before the Hiring Fair, the PMF Program Office will attempt to assemble and post on a Bulletin Board for Finalists to review at the fair.

Q3. Who do I speak to at the agency's exhibit table if I have any questions?

A3. Typically, the agency will have their Agency PMF Coordinator present during the hiring fair. The current list of Agency PMF Coordinators can be found here: <https://apply.pmf.gov/coordinators.aspx>. All participating agencies will have agency personnel available at their exhibit tables throughout the hiring fair and the Agency PMF Coordinator's name and email address will also be listed. Please note that many agencies may be initially overwhelmed with interest and you may have to wait a short time before speaking with an agency representative.

Q4. How do I know what Federal agencies participate in the PMF Program?

A4. If the agency has an active Agency PMF Coordinator found on the list of Coordinators (see FAQ# 3 above), then that agency actively participates in the overall PMF Program (e.g., either has current PMFs onboard or is actively recruiting). Please note that changes to Agency PMF Coordinators occur throughout the year; check the list of Coordinators for any changes.

Q5. How do I contact the PMF Program Office during the In-Person Hiring Fair?

A5. The PMF Program Office staff will be available at the check-in tables upon entering the Natcher Conference Center. Staff will be wearing name badges during the event.

Q6. Who do Finalists contact for appointment opportunities and schedule interviews?

A6. All appointment opportunity announcements contain an Agency Contact. You should contact that person for any announcement questions and for scheduling any interviews. If you are unable to reach the Agency Contact, then reach out to the Agency PMF Coordinator associated to the agency. Finalists may also stop by agency exhibit booths during the hiring fair to ask questions and request interviews. Finalists should follow the *How to Apply* instructions within the announcement to apply.

Q7. Some agencies do not appear to be participating in the hiring fair. Do they to participate in the overall PMF Program?

A7. It is optional for agencies to participate in the In-Person Hiring Fair, though many do. If there is an Agency PMF Coordinator identified for an agency, then that agency participates in the overall PMF Program. Agencies typically post appointment opportunities in the PMF TMS throughout the year. Some agencies participate later in the fiscal year upon adjusting their staffing and budget needs. And some agencies host their own hiring events; which we will help promote to all Finalists once known. The *List of Participating Federal Agencies* for the hiring fair will be posted once the PMF Program Office is aware and allocates exhibit and interview tables; we will inform all Finalists once this list is posted. The list is subject to change. Any updates will be posted to the [Hiring Event](#) webpage and provided during the hiring fair.

Q8. What if a Finalist already has a security clearance?

A8. Each agency has different requirements for background investigations and security clearances. The appointing agency will inform the Finalist of their current status and whether or not additional information is needed when applying for a position. The agency will provide instructions and the forms needed for their requirements.

Q9. As a Finalist who is still completing my advanced degree, I am aware of completing the degree requirements by August 31st, but not sure if I will successfully defend (complete) my school's required dissertation (thesis), or finish the degree requirements by the deadline. What happens?

A9. All advanced degree requirements (including the successful defense/completion of any required thesis/dissertation) must be met by August 31, 2020, in order for a Finalist to maintain their appointment eligibility and be appointed as a Fellow. The Finalists does not necessarily need to have graduated, but the advanced degree should be completely conferred prior to a Finalist starting their appointment as a Fellow. If a Finalist will not complete ALL requirements by August 31st, then he/she loses their appointment eligibility and would no longer be eligible for consideration. It is the responsibility of the hiring agency to confirm eligibility.

Q10. I am not receiving responses from Agency PMF Coordinators. Why is that?

A10. Upon selection of Finalists, agencies are extremely busy assembling appointment opportunities from its organizations and hiring officials, while also managing their agency's PMF Program and current Fellows. Coordinators are ultimately responsible for the collection and posting of appointment opportunities and coordinating participation of their agency at the hiring fair. In due time, Coordinators will respond back to Finalists. Please be patient.

Q11. I am in the process of completing my advanced degree requirements by August 31st. Does this mean the agency cannot interview me or offer a PMF appointment until I finish?

A11. No. An agency may interview, make an offer, and start the background investigation, at their discretion. However, a Finalist cannot start their appointment until all advanced degree requirements have been met. It is the appointing agency's responsibility to ensure the Finalist has indeed completed all degree requirements (this is typically accomplished by requesting an updated transcript from the Finalist) and meets the qualifications of the position. Address any questions to the agency directly.

Q12. Will appointment opportunities only be available in Washington, DC?

A12. No, although a large number of PMF appointments are usually in the Washington, DC, metropolitan area. See the agency's appointment opportunity listing for the exact location of the position.

Q13. Are there specific hours for the In-Person Hiring Fair?

A13. Yes. The Hiring Fair hours are from 8:30am to 5:00pm (ET). Agencies will be invited to check-in early to set-up their tables. Check-in for Finalists begin at 8:30am. You may want to schedule any interview no earlier than 9am to account for check-in.

Q14. Do agencies offer hiring incentives (e.g., pay for relocation, student loan repayment, or sign-up bonus)?

A14. This is agency-specific and at their discretion. Typically agencies do not provide such, but it does not hurt to ask. Agencies know to identify such offerings in their appointment opportunities. You should inquire with the agency before accepting any tentative PMF appointment offer. Some agencies require a Service Level Agreement; for example, if they pay for relocation, a hiring incentive, or student loan repayment, they may require a set number of years you are required to commit to the agency or be forced to reimburse the agency if you cannot abide the agreement.

Q15. Are there any other resources available to Finalists for the hiring fair?

A15. Yes. There are several resources posted to the [Hiring Event](#) webpage. Such as: an *Overview for Finalists*, these *FAQs for Finalists*, a *Checklist for Finalists*, an *NIH Natcher Conference Center Visitor Information and Map*, a *Floor Plan*, a *List of Participating Federal Agencies* (this will show what agencies are participating at the hiring fair, their exhibit/interview tables, and Agency PMF Coordinator contact information; the list will be posted once available), and a link to the *List of Agency PMF Coordinators*. In addition, please check frequently for any updates.

Q16. Can an agency use a Finalist to hire as a PMF in place of a currently advertised vacancy on USAJOBS?

A16. In theory, yes. However, this is up to the advertising agency. Contact the Human Resources Specialist identified in the USAJOBS vacancy announcement or the associated Agency PMF Coordinator to inquire. Please note this is very rare since most agencies have already invested time and resources for recruiting for the position and posting to USAJOBS.

Q17. What if I cannot obtain an interview or a tentative appointment offer during the hiring fair?

A17. Finalists have 12 months to obtain an appointment from the time they were named as Finalists. Participating agencies can post appointment opportunities year-round. Agency needs and budgets are shifting often. Finalists are encouraged to check the PMF TMS throughout the year for any updates. Finalists may opt-in to receive an automated digest email the day after an agency posts an appointment opportunity; you can adjust these settings by logging into the Apply Site and going to “Manage Settings”.

Q18. Do most positions require a security clearance?

A18. No. However, all positions require a background investigation (e.g., finger print check, credit check). Those agencies that require a security clearance will inform you of their policies and procedures. Completing an investigation or clearance can take a few weeks to several months. If a Finalist has a previous/current clearance, it may not be accepted, so check with the agency. See additional information under “Preparing for a Background Investigation” on the [Become a PMF\Find a Job](#) webpage.

Q19. I am a veteran. Do I need to resubmit my supporting documents for veterans’ preference?

A19. No, but you should tell any agency representative that you speak to what level of veterans’ preference you have. Your supporting documentation is available to registered agency users in the PMF TMS. If your status changes, please contact the PMF Program Office to re-adjudicate your claim. Agencies know to contact us if there are any questions. In addition, Coordinators have access to various on-line reports and Finalists’ records to verify adjudicated veterans’ preference. Hiring Officials and HR staff may not be aware of this; simply refer them to the Agency PMF Coordinator. You may be asked to provide such for their records.

Q20. Can the Senate or House (Congress overall) hire PMFs?

A20. The PMF Program is designed for participating Federal agencies within the Executive Branch. The PMF Program allows some agencies in the Legislative Branch to participate under a special agreement, such as the Library of Congress and Congressional Research Service. No agencies under the Judicial Branch participate.

Q21. Can you explain the program requirements if appointed as a Fellow?

A21. As an Applicant, and now as a Finalist, you found information under the [Become a PMF](#) webpage. Once a Finalist obtains a PMF appointment, he/she should review the [Current PMFs](#) webpage for information about the fellowship and program requirements. In particular, please review the PMF LDP (Leadership Development Program) section for information and dates.

Q22. If I accept a PMF appointment, am I guaranteed a permanent position at the end of the fellowship?

A22. Not necessarily. All Fellows must complete the PMF Program requirements and any agency requirements, obtain certification of completing those requirements, and then possibly noncompetitively convert to a term or permanent position. If converted to a term position, the agency may noncompetitively convert to a permanent position. All Fellows must sign a Participant Agreement with the appointing agency and make sure he/she completes all of the requirements. Non-conversion may be due to budget/staffing constraints, changes in mission, agency reorganizations, etc. The vast majority of PMFs are converted.

Q23. Are there any other tips or advice you can provide?

A23. Yes. Finalists are reminded to review the [Become a PMF\Find a Job](#) webpage where they can find information covering the following: Appointment Eligibility, Finding Appointment Opportunities, Agency PMF Coordinators, Placement Eligibility, Next Steps, Updating Your Contact Information, Updating Your Resume and Application Documents, Preparing for a Background Investigation, Upon Appointment, Appointment Eligibility Extensions, and Withdrawing from Further Consideration.

Q24. What travel plans should I make for participating in the hiring fair?

A24. If you are participating in the hiring fair and do not reside in the Washington, DC, metropolitan area, we suggest you make appropriate travel arrangements. Participation at the hiring fair is at your expense. We suggest looking at hotels or Airbnbs that are Metro accessible. The NCC is located off of the Medical Center Metro Station on the Red Line. We are unable to subsidize any travel costs. There is limited visitor parking; however, we highly suggest you use Metro. There are several social media sites (e.g., Facebook, LinkedIn, Yahoo Groups, etc.) Finalists can search online for. Also, please monitor any weather conditions.

Q25. Will the PMF Program Office be sponsoring another hiring event?

A25. At this time we do not know if another hiring event will be scheduled. Hiring events are typically driven by the number of Federal agencies recruiting and wanting a hiring event. Any such additional hiring events will be communicated to all Finalists.

Please continue to monitor these FAQs for any updates and refer to the AS OF date appearing in the footer. Also, please review the Hiring Fair *Overview* and *Checklist* for Finalists. We look forward to seeing you. Thank you!