



# Presidential Management Fellows (PMF) Program

PMF Class of 2020 Finalist In-Person  
Hiring Fair Webinar for Finalists



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM  

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U.S. OFFICE OF PERSONNEL MANAGEMENT



# Agenda

- PMF Program Office Staff Introductions
- Overview and Hiring Fair Documents
- Participating Federal Agencies and Floor Plans
- Upon Arrival/Check-In Process
- Agency Information Sessions
- Check-Out Process
- Tips
- Questions & Answers



## Staff Introductions

- Arianne Gallagher, Director
- Rob Timmins, Deputy Director
- Ida Dalessandro-Felix, Director for Training and Development
- Marilyn Wiley, Agency Liaison
- Cynthia Gloster, Events Management
- Brandon Jacobsen, Marketing and Outreach
- Becca Wadness, Recruitment and Placement



# Overview and Hiring Fair Documents

- Overview for Finalists
- Checklist for Finalists
- FAQs for Finalists
- NCC Visitor Information and Map
- Floor Plans
- List of Participating Federal Agencies
- Link to Agency PMF Coordinators



## List of Participating Agencies

- There are 71 Federal agencies participating
- Any changes will be posted to the Bulletin Boards (e.g., any cancellations/add ons)
- Not all agencies participate
  - Contact Agency PMF Coordinators directly
- Most current list will serve as a handout during hiring fair
- The next slide shows a sampling of agencies participating; full list posted on website



# List of Participating Agencies

- Agency for Global Media
- Agency for International Development
- U.S. Department of Agriculture
- U.S. Department of Army
- Bureau of Consumer Financial Protection
- U.S. Department of Commerce
- U.S. Department of Energy
- Environmental Protection Agency
- Executive Office of the President
- Federal Housing Finance Agency
- General Services Administration
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- Inter-American Foundation
- U.S. Department of the Interior
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Library of Congress
- National Science Foundation
- U.S. Office of Personnel Management
- Small Business Administration
- Social Security Administration
- U.S. Department of State
- U.S. Department of Transportation
- U.S. Department of the Treasury
- U.S. Department of Veterans Affairs



# Floor Plans

- Posted to the Hiring Event webpages
- Plans will be used as a handout during fair
- Identifies the following:
  - Check-In Tables (separate for Finalists vs. Agencies)
  - Location of Bulletin Boards
  - Location of Charging Stations
  - Location of Cafeteria/Convenience Store
  - Exhibit and Interview Tables
  - Entrances to Auditorium (for Agency Info Sessions)
  - Restrooms, Water Fountains, and Elevator
  - Coats and Luggage Store (at your own risk)



## Upon Arrival/Check-In Process

- Clear through NIH's security at the Gateway Center (Visitor's Entrance outside of Metro Stations)
- Walk up the sidewalk/hill to the left to enter the Natcher Conference Center
- Upon entering you will see a staircase on your left, take the stairs (or elevator at the end of the hall) to reach the Finalist Check-In Tables on the lower level to receive your name badge and hiring fair handouts (see signage)
- Finalist Check-In begins at 8:30am (ET)
- Go to cafeteria/convenience store or auditorium if agency exhibits are not ready





# Agency Information Sessions

- Agencies will conduct 30 min presentations in the auditorium (lower level) from 9am to 5pm
- At 9am the PMF Program Office will conduct a 15 min welcome to help answer any questions for Finalists & Agencies
- We are currently working to finalize the schedule for presentations and will have this posted to <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-event/>
- You will receive a handout of the info session schedule when you check in



## Check-Out Process

- Hiring Fair concludes at 5:00pm (ET)
- Check Bulletin Boards for any messages
- Submit short, on-line survey before departing
- Please return name badge holders in collection boxes
- Collect all personal items from the conference center
  - including any coats/luggage
  - cell phones



## Tips

- Ensure contact information is current
- Upload an updated resume
- Bring copies of your resume
- Monitor PMF TMS for appointment opportunities
- Contact agencies to schedule an interview
- Dress for success!
- Store coats/luggage in Lower Level
- Bring a refillable water bottle
- Check Bulletin Boards
- Reference the floor plan for food options: cafeteria/convenience store
- If you exit the campus, you will need to re-clear security
- Check the Hiring Event webpage for any updates



## Questions & Answers

We will now transition the screen to show a Q&A Pod for you to submit any questions.

We may either respond to you directly, to everyone, or answer out loud for all to hear.