



# Presidential Management Fellows (PMF) Program

## PMF Class of 2021 Application Cycle Briefing for Academic Stakeholders



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM  

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U.S. OFFICE OF PERSONNEL MANAGEMENT



# What is PMF?



*“A call to lead, a call to serve”*

**The Presidential Management Fellows (PMF) Program is the Federal Government’s premier leadership development program for advanced degree holders across all academic disciplines**

*PMF Program Mission:  
To recruit and develop tomorrow’s Federal Government leaders*



# PMF Program Overview

- Pipeline for Future Leaders in Federal Government
- Involves a very competitive and rigorous on-line application and assessment process
- Solicits eligible individuals annually (Applicants)
- Selection of Finalists
- Finalists seek appointments as Fellows
- Two-year fellowship with training and development, full salary and benefits, and potential to be converted to a permanent position
- Succession Planning for Federal Agencies



# The PMF Program Has a Rich History of Presidential Leadership and Commitment

Celebrating a 40+ year legacy of developing high potential graduate degree holders into visionary leaders who transform government



## EO 12008 (1977)

- Presidential Management Intern (PMI) Program
- Attract exceptional management potential
- Public management/policy backgrounds



## EO 12364 (1982)

- Maximum of 200 PMIs selected yearly
- Colleges and universities nominate
- Opened to non-public policy students

## EO 12645 (1988)

- Maximum of 400 PMIs selected yearly



## EO 13318 (2003)

- Changed name to Presidential Management Fellows (PMF) Program
- Expanded training and development requirements



## EO 13562 (2010)

- Placed PMF within Pathways Programs
- Schedule D Appointing Authority
- Extended eligibility to include recent graduates
- Eliminated nomination process



# PMFs Make a Positive Impact on Our Nation



**Sean O'Keefe**

- PMI at Office of Management and Budget (OMB)
- Secretary of the Navy
- Administrator of NASA
- CEO of Airbus
- Current Professor Syracuse University



**Jaisha Wray**

- PMF at Department of Defense
- Former Director for International Cyber Policy at the National Security Council in the White House
- Current SES, Associate Administrator for International Affairs, National Telecommunications and Information Administration (NTIA), Department of Commerce



**Bonnie Jenkins**

- PMI at State Department
- Former Ambassador, Special Envoy and Coordinator for Threat Reduction Programs
- Founder of Women of Color Advancing Peace and Security and Conflict Transformation (WCAPS)
- Current Non-resident Senior Fellow, Brookings Institution



**Wendy Holmes**

- PMI at Centers for Disease Control and Prevention (CDC)
- Senior Advisor, Office of the Associate Director for Policy, CDC
- Co-Lead, Health Promotion Team, Ebola Response, CDC
- Current Senior Advisor, Tribal Affairs and Strategic Alliances, CDC



# The Fellowship Includes

- **Onboarding** with your fellowship class
- Rigorous **Leadership Development &** Individual Development Plan
- **160 hours** of formal interactive **training**
- At least one 4-6 month **Developmental Assignment**
- Optional **Rotational Opportunities**
- Assignment of senior-level **Mentor**
- Potential Appointment **Benefits** such as Public Transportation Subsidies, Telework, Student Loan Repayment
- Opportunity to **non-competitively convert** to a term or permanent Federal position upon successful completion of program requirements



# PMF Application Timeline

NOTE: Whether or not selected as a Finalist, there is no appeal process and assessment scores are not provided. Finalists are not guaranteed a PMF appointment.



## Become a PMF

To learn about the PMF Program (including the application process, application tips, assessment process, Assessment Preparation Guide, and FAQs) review the "Become a PMF" webpage at <https://www.pmf.gov/become-a-pmf/overview.aspx>



## Confirm Eligibility

Confirm your eligibility (including degree date, citizenship, veterans' preference, Indian preference, education outside of the U.S., and attorneys) by reviewing the "Become a PMF\Eligibility" webpage at <https://www.pmf.gov/become-a-pmf/eligibility/>



## Assemble Documents

All Applicants must submit a resume and an advanced degree transcript, along with supporting documentation if claiming Indian/Veterans' Preference or requesting a reasonable accommodation. Find more information at <https://www.pmf.gov/become-a-pmf/application-process/application-tips/>



## Create an Applicant User Account

When the annual application opens, individuals will need to create an applicant user account. For guidance on system and browser requirements, contact information, and document types, review the "Application Process" webpage at <https://www.pmf.gov/become-a-pmf/application-process/>



## Start Application

When the annual PMF application launches, it will be advertised as an announcement at [www.USAJOB.gov](http://www.USAJOB.gov) and referenced on the PMF website at [www.pmf.gov](http://www.pmf.gov). Read the announcement and the "Become a PMF" webpage thoroughly!



## Complete On-Line Assessment

The on-line assessment covers competencies that are critical to success on the job across all PMF occupations. Find an "Assessment Preparation Guide" at <https://www.pmf.gov/become-a-pmf/assessment-process/>



## Certify and Submit Application

Applicants may only certify and submit one application. Applicants will be asked to certify they completed the application, including the on-line assessment, independently and without assistance. Applicants can monitor their application status via their applicant user account.



## Adjudication

Shortly after the application closes, all Applicants will be adjudicated on eligibility, complete application, assessment scores, and other factors leading to the selection of Finalists. The time from the application closing to the announcement of Finalists can take 4-6 weeks.



## Announcement of Finalists

When Finalists are selected, all Applicants will be informed of their status and a list of Finalists posted to the PMF website at <https://apply.pmf.gov/finalists.aspx> and Finalists should visit <https://www.pmf.gov/become-a-pmf/find-a-job/> for next steps.



## Find an Appointment

From the date of selection, Finalists have 12 months to secure a PMF appointment. Finalists can search for appointment opportunities on-line. Once a Finalist accepts a PMF appointment offer and it is recorded their status changes to Fellow!



# Applicant Eligibility

- Advanced degree holders from accredited institutions worldwide:
  - Degree requirements completed by August 31<sup>st</sup> of the following year from applying, or
  - Conferred within the two years **prior to** the opening date of the PMF application period
- Advanced degree is defined as an academic degree conferred for completion of requirements beyond the undergraduate college level (e.g., master's, professional, or doctorate)
- Completion of degree requirements includes the successful defense/completion of any required thesis/dissertation
- A Finalist cannot onboard as a Fellow until all degree requirements are met
- Either a U.S. Citizen OR have the ability to legally be able to work in the U.S.



# Application Process

- Application typically takes place annually in the fall for a two-week period:

**The PMF Class of 2021 Application will be held Sept 30 - Oct 14, 2020**

- Announcement is posted on [www.USAJOBS.gov](http://www.USAJOBS.gov) during the open period
- Applicants submit an on-line application to include:
  - Resume
  - Advanced Degree Transcript (and/or alternative if you have not graduated with your master's degree or above yet); ***this document is meant to provide proof that you either have earned or are going to earn a master's degree or above within the appointment eligibility timeframe***
  - Supporting documentation for any claims to Indian preference, veterans' preference, and/or reasonable accommodations
  - Complete an On-Line Assessment



# Transcript Requirements

- The transcript (and/or alternative) must identify:
  1. Applicant's Name
  2. College/University Name and/or Official Logo
  3. Qualifying Advanced Degree Program
  4. Date of Degree Conferred or Anticipated
- Transcript may be an unofficial transcript
- Some on-line transcript systems do not show all required elements so make sure your transcript meets all the requirements or upload an alternative
  - An alternative is a letter from the appropriate school official (career services, registrar's office, head faculty of degree program, etc.) their contact information, identifying all the required elements, on school letterhead, and signed by the official
- Documents must be in English and legible for consideration



# 2021 On-Line Assessment

- The on-line assessment is designed to identify evidence of the following competencies that are critical to success on the job across all PMF occupations:
  - Flexibility
  - Integrity
  - Interpersonal Skills
  - Public Service Motivation
  - Problem Solving
  - Written Communication
- The on-line assessment consists of four batteries (next slide)
- Assessment Preparation Guide, with sample questions and guidance on requesting Reasonable Accommodations, is posted to the PMF website under “Become a PMF\Assessment Process”



# 2021 On-Line Assessment Batteries

Assessment Part	Description	Number of Items	Time Allowed
Part A: Situational Judgment	Requires you to read through a series of scenarios relevant to PMF work.	54	60 minutes
Part B: Life Experience	Contains questions involving work- and education-related experiences.	40	30 minutes
Part C: Problem Solving	Designed to assess cognitive abilities important for success in managerial and professional positions.	20	45 minutes
Part D: Writing	Requires you to provide a written response based on a question or topic provided to you in the assessment.	1	25 minutes



# Selection Criteria

All applicants are judged on the same criteria. There are only three criteria as to whether an applicant becomes a Finalist:

1. An applicant's ability to meet eligibility requirements;
2. An applicant's on-line assessment score; and
3. The total number of Finalists authorized for each year.

For example, if 400 Finalists are authorized then the top 400 scoring applicants who meet eligibility requirements are then selected as Finalists.



# Tentative 2021 Timeline

<b>September 30- October 14, 2020:</b>	Application opens and closes at Noon (Eastern Time); Applicants submit materials and complete an on-line assessment
<b>Late-October\Early- November 2020:</b>	Adjudicate Applicants for eligibility, school accreditation, claims for veterans' preference and Indian Preference
<b>Week of November 23, 2020:</b>	Based on assessment scores, agency workforce planning estimates, previous program statistics and trends, select and announce Finalists
<b>Early-December 2020:</b>	Information Webinar for 2021 Finalists
<b>Throughout FY'2021:</b>	PMF Class of 2021 Hiring Events and Agency Webinars
<b>August 31, 2021:</b>	Deadline to Complete Degree Requirements for 2021 Finalists who are Current Graduate Students (if applicable)

**NOTE:** The above timeline is subject to change. Please monitor the "Become a PMF\2021 Application" and "News" sections on the PMF website at [www.pmf.gov](http://www.pmf.gov) for any updates.



# Materials to Review & Prepare in Advance of the Application

## Review:

- The forthcoming “PMF Applicant Handbook” to be housed under “Become a PMF”\Resources
- The announcement and the “Become a PMF” section on the PMF website
  - Avoid third-party information
- The annual “Assessment Preparation Guide” under Become a PMF\The Assessment

## Prepare:

- Assemble and double check application documents, especially the transcript (and/or alternative); make sure they meet the criteria
  - Secure Alternative Letter if needed



# Avoid Common Mistakes

1. Transcript issues
2. Insufficient documentation
3. Waiting until the last minute to apply
4. Making changes once you submit



# Informational Webinars

The following informational webinars are scheduled every **Tuesday in September** for prospective students and applicants for the PMF Class of 2021 application. *All sessions are open to all disciplines:*

1. September 1, 2020, from 2:00-3:00pm (Eastern)
2. September 8, 2020, from 2:00-3:00pm (Eastern): Specific focus on Scientific, Technical, Engineering, and Mathematics (STEM) fields
3. September 15, 2020, from 2:00-3:00pm (Eastern): Specific focus on Public Health
4. September 22, 2020, from 2:00-3:00pm (Eastern): Specific focus on diversity and inclusion
5. September 29, 2020, from 2:00-4:00pm (Eastern): This session, a day before the 2021 Application opens, will serve as an open forum for questions. It will be open to all disciplines, but will **not** include a presentation.

Advanced registration for the webinars is required. For more information, including how to register, visit: <https://www.pmf.gov/become-a-pmf/2021-application/>.



## *What's New for 2021?*

- The following Degree Choices have been added or updated:
  - Gender Studies
  - International Development/Studies
  - Parks/Recreation/Tourism
  - Pharmacology/Pharmacy
  - Science and Technology Policy
  - Security/Intelligence Studies
- The following Skills have been added: Human-Centered Design
- A countdown timer has been added to show how many days/hours until the application closes. Applicants are encouraged to apply early
- If an Applicant withdraws his/her application before the selection of Finalists, he/she will be prompted to complete a voluntary exit survey
- A number of small, additional improvements have been made to the application and on-line assessment to improve the user experience



# Placement Process

- Finalists search for PMF appointment opportunities on PMF website
  - Finalists electronically notified of each posted appointment opportunity
- Available positions change throughout the year
- PMF Program Office sponsors a hiring event (next slide)
- 12 months from the date selected as Finalists to secure a PMF appointment
- Employment policies and incentives determined by individual agencies
- Finalist must meet the qualifications of the PMF position
- Appointment Eligibility Extensions
  - If a Finalist has accepted a PMF appointment but cannot onboard by the deadline, an agency may request an extension



# Hiring Fair & Preparing Finalists

- Once a year, the PMFPO hosts a voluntary Hiring Fair open to all Agencies and Finalists
  - Agencies post appointment opportunities in advance
  - PMFPO hosts preparation calls in advance for Finalists on what to expect
- Academic Institutions can support by:
  - Encouraging Finalists to take advantage of Career Center resources like mock interviewing and resume reviews before attending
  - Connecting Finalists with current PMFs (university alumni or PMF Ambassadors)
  - Encouraging Finalists to go in with an open mind
  - Offset the financial costs of potential travel

*“It’s like dating—you never want to write somebody off until you’ve met them in person. It’s really hard to tell on paper or via generic HR descriptions whether there’s a fit between your skills and an office’s needs.” – PMF Class of 2019*



# PMF Appointment

- Two-year, full-time paid position with benefits
- Initial appointment at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- May non-competitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
  - Appointment - GS-9, \$59,534 - \$77,396
  - 1-year Anniversary - GS-11, \$72,030 - \$93,638
  - Program Completion - GS-12, \$86,335 - \$112,240

NOTE: The salaries shown are based on a range covering the Washington, DC, metro area for 2020. Salary tables are typically adjusted annually in January and based on geographic location.



# Potential Appointment Benefits

- Student Loan Repayment Program
- Public Service Loan Forgiveness Program
- Flexible Spending Accounts
- Health, Vision, and Dental Insurance
- Paid Vacations, Holidays, and Sick Leave
- Public Transportation Subsidy
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan and Thrift Savings Plan
- Telework and/or Flexible Work Schedules

NOTE: Some benefits are at the discretion of each Federal agency.



# PMF Snapshot

## Backgrounds:

Over the past 4 years (2017-2020), we've had an annual average of:



**5,339**  
Applicants



**339**  
Finalists



**61**  
Academic Disciplines



**135**  
Academic Institutions



**13%**  
Veterans

## Where PMFs work:





# PMFs by the Numbers

## Class of 2019

- 350 Finalists, ~70% placed
- Top 5 Agencies:
  - Department of Health & Human Services
    - CDC, NIH, CMS
  - Department of State
  - U.S. Agency for International Development (USAID)
  - Department of Agriculture
    - Forest Service
  - Executive Office of the President
    - OMB

## Class of 2020 (ongoing)

- 402 Finalists, 46% placement (to date)
- Top 5 Agencies (to date):
  - Department of Health & Human Services
    - CDC, CMS, NIH
  - Department of State
  - U.S. Agency for International Development (USAID)
  - Department of Homeland Security
    - FEMA
  - Department of Agriculture
    - Forest Service



## Resources for Academia

- General Guidance on Advising Students
- Publicizing PMF on Campus via flyers, information sessions (with suggested PPT), and info on PMF Ambassadors (next slide)
- Joining the PMF Campus Listserv
- Academia Checklist
- *Forthcoming* Applicant Handbook
- Required Application Documents and Alternative Letter
- PMF Apply Brochure
- Flyer on 2021 Application Informational Webinars
- Timelines: Participant, Applicant, Fellowship
- ....and more!



# PMF Ambassadors

- A volunteer network of current PMFs and PMF Alumni who are available to engage academic institutions and prospective applicants about the program
  - Ambassadors are available for a wide variety of activities, such as conducting information sessions, serving on career panels, hosting brown bags, or serving as mentors for graduate students.
- Interested in engaging a PMF Ambassador? Email [pmf@opm.gov](mailto:pmf@opm.gov) and we will connect you with an Ambassador.
  - We will try to pair you based on 1) Ambassador's geographical proximity, 2) if an Ambassador is an alumnus of your academic institution, or 3) has an academic/professional background that aligns with your department



# Asks for Academia

1. Is PMF on your university's website?
  - If not, do you have a Fellowships page or Career Center page it can be added to?
2. Post about the 2021 Informational Sessions in September
  - Does your university use Handshake or an alternative to spread awareness about career events?
3. Cross-post the announcement once the Application is live
  - Can you utilize your Career Center portal or Handshake account to post the link to the PMF Application when it goes live on September 30<sup>th</sup>?

Additional ideas on how to engages students?

Email us at [pmf@opm.gov](mailto:pmf@opm.gov)



# Upcoming Info Sessions in August

## August 5<sup>th</sup>: PMF Information Session for First Generation Students & Professionals

- In partnership with the Department of Commerce's First Generation Professional Initiative
- Featuring PMF Alumni who were First Gen students
- Share with students: <https://pmf2021fgp.eventbrite.com>

## August 12<sup>th</sup>: PMF Information Session for Historically Black Colleges & Universities

- In partnership with the White House Initiative on HBCUs and the Department of Labor
- Featuring PMF Alumni from HBCUs
- Students/admin must register:  
<https://ems8.intellor.com?do=register&t=1&p=828958>



# PMF Virtual Intern

- PMF Program Office is participating in the Virtual Student Federal Service (VSFS) Program
  - <https://vsfs.state.gov>
- Current U.S. students, undergrads & grads, apply to their top three VSFS projects from July 1-31
  - Find us at project code OPM-USA-2
- The virtual internship is for the academic year 2020-2021
  - 8 month commitment
  - 10 hours/week
  - Flexible schedule
  - Unpaid



## Contact Information

### Presidential Management Fellows Program

U.S. Office of Personnel Management  
1900 E Street NW, Room 2469  
Washington, DC 20415



- Website: <https://www.pmf.gov>
- Subscribe to PMF listserv from homepage
- Review “Become a PMF” section on PMF website
- Application and Assessment Inquiries: [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov)