PMF Agency Profile Page Checklist for Agencies

Agency Profile Pages on the PMF Talent Management System (TMS) provide agencies a space to market their Agency’s PMF Program for new Finalists. Agency PMF Coordinators are responsible for updating their profile pages. Finalists can view these from the Explore screen on the Apply Site of the PMF TMS. Below are tips and best practices for what to include.

**AGENCY INFORMATION:**

- Share about who you are, highlighting **agency culture and mission**
- Embed photos, videos, or other media
- Highlight **benefits, recruitment incentives, and trainings** your agency offers
- Highlight PMF **success stories, testimonials** or experiences specific to your agency - engage alumni and current Fellows to contribute
- Include **contact information** of current/former PMFs willing to connect directly with Finalists
- **Share estimates** on how many and what types of PMF positions you plan to hire throughout the fiscal year
- Provide descriptions of **PMF roles** (if applicable). Describe any agency policies and procedures applicable for Fellows at your agency
- Include **statistics** on number of PMFs in your agency and in which offices they’ve been placed

**RESOURCES:**

- Share **Frequently Asked Questions** you commonly receive from Finalists looking for placements
- Upload agency-specific **brochures, fact sheets**, or other communications resources
- Provide information on webinars, meet and greets, hiring events, etc.

**Don’t Forget!**

The following fields auto-populate, if applicable:

- Your Agency Name and Logo
- Appointment Opportunities
- Training Opportunities
- Agency PMF Coordinators

Coordinators can see how many time Finalists view when managing their profile page on the PMF TMS.

Finalists can also see when a profile page has been updated and/or has live opportunities.
Sample Agency Profile Page

Updated: MM-DD-YYYY

Department of Health and Human Services (HHS) / Centers for Disease Control and Prevention (CDC)
https://www.cdc.gov/

Agency Information:
WELCOME to the Centers for Disease Control and Prevention!
The programs at the Centers for Disease Control and Prevention (CDC) are excited to hire 2020 PMF Finalists!

WHO WE ARE
CDC is the Nation’s leading science-based, data-driven, service organization that protects the public’s health. For more than 70 years, we’ve put science into action to help children stay healthy so they can grow and learn, to help families, businesses and communities fight disease and stay strong, and to protect the public’s health.

CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

PMF Program at the CDC
The CDC PMF program attracts more than 250 applicants annually from a variety of academic disciplines and consistently hires one of the largest cohorts of fellows at HHS. Since CDC adapted the PMF program in 1986, it has recruited more than 360 exceptional fellows, with approximately 87% becoming permanent employees of the CDC.

Updated:

Agency Information provides an adaptable space to highlight your agency and your PMF Program

Foreshadowing hiring or providing statistics helps to better inform potential applicants

Embed videos or photos to help market your agency

Frequently Asked Questions can be uploaded as a document under “Resources” or included in the body of the text under “Agency Information”

Appointment Opportunities will automatically populate or this section will read, “(No opportunities are available at this time.)”

Coordinator contact information will automatically populate

Training Opportunities (if applicable) will automatically populate on your page here