

This checklist is provided to 2021 Finalists planning to participate in the PMF Class of 2021 Finalist Virtual Hiring Fair. Most references to links and additional information can be found under the [Become a PMF\Find a Job\Hiring Event](#) webpage. These are solely recommendations based on previous successful experiences from Finalists during past hiring events. A few blanks appear at the bottom for you to customize for your individual needs. This document may be updated, please check the above webpage for updates.

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1	RSVP for Participating. The PMF Program Office has sent all Finalists an invitational email to RSVP for their participation in the Virtual Hiring Fair; participation is by invitation only.	
2	Virtual Hiring Fair Overview for Finalists. Review the <i>Overview</i> from the Hiring Event webpage.	
3	Participate in the Pre-Hiring Fair Webinar for Finalists. The PMF Program Office will be conducting a pre-hiring fair webinar; details will be sent to all Finalists under separate cover. This webinar will provide an overview of the hiring event and answer any questions from Finalists.	
4	Keep your personal contact information current. Agencies may contact you by phone and/or email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date. You can update this information by logging into the Apply Site with your applicant user account and go to "Manage Documents and Personal Info".	
5	Update your resume and transcripts. Finalists have the ability to upload an updated resume and/or transcripts (e.g., advanced degree and undergraduate degree transcripts) to their application record in the PMF TMS.	
6	Job Search. <i>What participating agencies are you interested in?</i> Search for PMF appointment opportunities on the Apply Site of the PMF TMS (Talent Management System). Follow the instructions found under the Find a Job section on the PMF website. Some agencies may conduct phone interviews prior to the hiring fair and post appointment opportunities before/during/after the hiring fair. Please reach out to the Agency Contact identified in the appointment opportunity announcement for any specific questions. You should apply to any and all appointment opportunities that you are interested in prior to the hiring fair. Finalists can opt-in to receive automated digest emails the day after an appointment opportunity is posted live (log into the Apply Site and click on "Manage Settings" to adjust).	
7	Confirm access to web platforms. The Virtual Hiring Fair will utilize a variety of web platforms (e.g., Zoom, WebEx, Adobe Connect, etc.). The web platform will be identified and associated to the participating agency and referenced in the list posted to the PMF website. Once a <i>List of Participating Federal Agencies</i> is posted, we will send an email to all Finalists and Agency PMF Coordinators; please be sure to check the List for any updates.	
8	Make a list of questions to ask the Hiring Officials and Agency PMF Coordinators. These questions can include what promotion opportunities are available, what is the agency's policy on rotations and developmental assignments, what is the promotion level of the position, what teleworking	

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	options are there, does the agency offer any recruitment incentives (e.g., relocation, student loan programs), etc.	
9	Schedule an interview. Reach out to agencies either ahead of time or at their virtual rooms and schedule an interview. Interviews may be conducted over the phone or virtually; this is at the agency's discretion.	
10	Accept or reject an agency's offer in a timely manner. Agencies will make an offer to another Finalist if they do not hear from you. Some agencies have an immediate need to fill positions. There are many cases where Finalists try to hold out for their idea of a "dream position" and not consider opportunities that would provide very similar experiences and work assignments. In many of these cases, Finalists wait too long and lose out. Use your own judgment but keep in mind your choices have consequences. There are other Finalists who may also be interested in the position.	
11	Background investigation and security clearances. The common forms used can be found under the Resources webpage. You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the hiring process. All appointments require some level of a background investigation before you come onboard. Check with each agency on what level of background investigation or security clearance is required.	
12	Degree completion. For those Finalists still in graduate school, the regulations require you to complete all advanced degree requirements (including any thesis/dissertation) by August 31, 2021. Your advanced degree must be conferred PRIOR to starting your PMF appointment. There is no regulatory provision that allows a waiver or extension for not completing the degree requirements by this deadline. See the Eligibility webpage for additional information. As soon as you have an updated advanced degree transcript showing degree requirements have been met or the degree has been conferred, you MUST upload it to your user account on the Apply Site to retain eligibility.	
13	You may experience some down time upon accepting an offer and coming on-board. Check with the Agency PMF Coordinator for any updates. Only the hiring agency can initiate, adjudicate, and respond to any questions pertaining to a background investigation or security clearance.	
14	Inform the PMF Program Office and Agency PMF Coordinator upon <i>accepting</i> a tentative PMF appointment offer by completing the OPM Form 1306, PMF Appointment Intake Form .	
16	Check frequently for updates. In addition to the Hiring Event webpage, the PMF website contains a lot of information. Please check these frequently for any updates.	