

This checklist is provided to agencies 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 [Agencies\Find Candidates\Hiring Event](#) webpage. This document may be updated, so please check the above webpage for updates.

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1	RSVP for Participating. Agency PMF Coordinators will be sent an invitational email to RSVP for their agency's participation; each agency's Coordinator will serve as the point of contact between the PMF Program Office, their agency, and program participants. Agencies must have at least one appointment opportunity posted live or approved to post live in order to participate in the Virtual Hiring Fair (see RSVP email for additional information). Shortly after the RSVP deadline, the PMF Program Office will identify participating agencies and post the list to the Hiring Event webpage and inform all participating Agency PMF Coordinators and Finalists. Once agencies have submitted an RSVP, the PMF Program Office will follow up with Agency PMF Coordinators to collect additional information on individuals from the agency who plan to participate.	
2	Virtual Hiring Fair Overview and FAQs for Agencies. Review the <i>Overview</i> and <i>FAQs</i> from the Hiring Event webpage. Please share with all attending agency personnel (e.g., Hiring Officials and HR Staff).	
3	Coordinate Agency Participants. The Agency PMF Coordinator, HR staff, and Hiring Officials should coordinate their efforts to prepare for and participate in the Virtual Hiring Fair.	
4	Value Proposition and Finding Candidates. Agencies can view the Value Proposition and how to Find Candidates on the PMF website. Agencies can also review the <i>Agency Brochure</i> found on the Agencies\Resources page. As the premier, two-year leadership development program for advanced degree candidates, the PMF Program has assisted agencies for over 40 years.	
5	Participate in the Agency Pre-Hiring Fair Webinar. The PMF Program Office will schedule a Pre-Hiring Fair for agencies and to ask questions. Additional details will be provided under separate cover and sent to all Agency PMF Coordinators to disseminate.	
6	Prepare and Post PMF Appointment Opportunities on the PMF TMS. Coordinators can find instructions and a template under the Agencies\Resources webpage for posting appointment opportunities. Share this, along with any agency-specific guidance, with all of your Hiring Officials. In addition, ensure Hiring Officials have Position Descriptions in place; emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed.	
7	Update your Agency Profile Page on the PMF TMS. Finalists will be looking at your agency profile pages on the PMF TMS to learn more about your organizations and what it is like to work there. Make sure your pages are updated with the latest information and include helpful content to help describe your agency, your mission, and what it is like to work there to help attract Finalists to your PMF appointment opportunities. For best practices and suggestions, see the <i>PMF Agency Profile Page Checklist for Agencies</i> posted under the Agencies\Resources webpage.	
8	Provide Access to Resumes. Grant Hiring Officials and Agency HR Staff access to the Portal Site of the PMF TMS. These users can search Finalists and view their documents (e.g., resume and transcripts). Access can be granted temporarily for a specific time period. Agency HR Staff users may also add/modify appointment opportunities, manage applicants, and record initial appointments.	

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9	Schedule Interviewers. Identify which Hiring Officials plan to attend and coordinate interviews between them and Finalists. Use the <i>Virtual Interview Scheduling Sheet for Agencies</i> to assist with the scheduling of interviews; the sheet is posted under the Hiring Event webpage.	
10	Staff Your Virtual Room. Participating agencies will be assigned a virtual room through a customized webinar link (e.g., either one of the PMF Program Office's Zoom for Government rooms or their own). Please prepare to staff your room for the day your agency registers for participating. The hours of the event will be announced in the future and account for Finalists worldwide (e.g., West Coast and Overseas). Please see the <i>FAQs for Agencies</i> for additional information.	
11	Establish Procedures for Making Tentative Appointment Offers. Coordinate procedures with your HR staff and Hiring Officials to make tentative appointment offers. As a reminder, veterans' preference does apply; check with your HR staff on any questions/procedures.	
12	Verify Any Service Agreements. Check with appropriate agency staff (e.g., HR, General Counsel) on any service agreements needed for hiring incentives (e.g., student loan repayments; recruitment, relocation, or retention incentives) and communicate such to your Hiring Officials and Finalists.	
13	Confirm Access to Webinar Platform. Whether your agency is utilizing one of the PMF Program Office's Zoom for Government licenses or your own, be sure to check with your OCIO/Help Desk to ensure you are able to access when connected to your agency's network. You may need to disconnect from your agency network to access or use a different device (e.g., app on a smartphone or tablet).	
14	Post-Hiring Fair Survey. All Agency PMF Coordinators will be sent a post-hiring fair survey that will ask each agency about their virtual hiring fair experience, estimated number of interviews, and estimated number of tentative appointment offers. The survey will help the PMF Program Office track the success of the event and the results will be used to influence future hiring events.	
15	Monitor Status of Job Offers. Follow up with HR, the Hiring Official, and the Finalist on the status of their appointment (e.g., background check, on-boarding, and entering the appointments into the PMF TMS). Keep all parties informed of the status throughout the on-boarding process.	
16	Submit One-Time Placement Fee to OPM. Coordinate with Hiring Official to submit the one-time placement fee to the PMF Program Office within 30 days of the Finalist accepting the tentative PMF appointment offer. Agencies can find the <i>PMF Reimbursement Process for Agencies</i> and the financial forms under the Agencies\Resources webpage. It's critical to submit this reimbursement to cover program expenses and also enable your appointed Fellow to participate in the PMF LDP (Leadership Development Program) soon after onboarding.	
17	Check Frequently for Updates. Check the Hiring Event webpage for any updates. A similar hiring fair webpage and documents for Finalists can be found under the Become a PMF\Find a Job\Hiring Event section on the PMF website.	
18	Workforce Planning Survey Statistics. Use your agency's submissions and statistics on the Portal Site of the PMF TMS. The statistics show what Finalists match your agency's needs by degree, skill, job series, and the preferred Duty Location Finalists are interested in; the statistics are only accessible by Agency PMF Coordinators.	