

This is a listing of Frequently Asked Questions (FAQs) for Agencies participating in the PMF Class of 2021 Finalist Virtual Hiring Fair. This document may be updated, so please check the [Agencies\Find Candidates\Hiring Event](#) webpage for updates.

NOTE: Similar FAQs have been posted for attending Finalists. To view these FAQs, go to the [Become a PMF\Find a Job\Hiring Event](#) webpage. Agencies are encouraged to review the similar *FAQs for Finalists*.

Q1. When is the hiring event?

A1. The PMF Class of 2021 Finalist Hiring Fair will take place virtually, over a 2-day period (March 25-26, 2021).

Q2. Why is the event being held virtually?

A2. As a result of COVID-19 and using a secured webinar platform, the PMF Program Office has decided to conduct the hiring fair virtually using Zoom for Government as the preferred web platform. Those agencies participating and not able to use Zoom will be asked to provide an alternative web platform to use.

Q3. What if my agency has material to share with Finalists (e.g., brochures, videos, etc.)?

A3. All agencies who are active and have an Agency PMF Coordinator also have an "Agency Profile Page" that Coordinators can manage on the PMF TMS (Talent Management System). Agencies can post brochures, FAQs, slides, videos, etc., that all Finalists have access to.

To learn more about the Agency Profile Page, please see the [PMF Agency Profile Page Checklist for Agencies](#) posted under the [Agencies/Resources](#) section on the PMF website.

Q4. What do we have to do to be included in the hiring event?

A4. The PMF Program Office has sent an invitational email to all Agency PMF Coordinators to RSVP for their participation. Please contact the PMF Program Office via email at pmf@opm.gov if you did not receive the invitational email or have any questions.

In order for agencies to participate, the PMF Program Office is requiring the agency to have at least one PMF appointment opportunity announcement posted on the PMF TMS live (or approved to post live) during the Virtual Hiring Fair dates.

The dates for the Virtual Hiring Fair are March 25-26, 2021; however, we are limiting agencies to register for Day 1 or Day 2. This is due to space limitations, number of Zoom licenses to share, and capacity for Finalists and agencies to take full advantage.

Q5. How many people can an agency have participate in their virtual room?

A5. Agencies that opt to use OPM's Zoom for Government platform may have up to 300 participants in their virtual room.

Q6. What is the cost for participating in the virtual hiring event?

A6. There is no cost for agencies to participate. We require that agencies have at least one active posted PMF appointment opportunity announcement during the virtual hiring fair in order to participate.

Q7. How many other agencies will be participating?

A7. This depends on the number of agencies who RSVP to participate. Shortly after the deadline for agencies to RSVP, the PMF Program Office will post a *List of Participating Federal Agencies* to the [Hiring Event](#) webpages and notify all Agency PMF Coordinators and Finalists. The participating agency's Agency PMF Coordinator will be identified with all participating agencies and serves as the liaison between their agency, PMF Program Office, and program participants.

Q8. What are the event hours?

A8. This will be answered soon. We are presently reviewing the location of all Finalists to determine the best window of time for each day of the hiring fair. Please keep in mind that Finalists are located worldwide and on different time zones. Participating agencies will be asked to staff their virtual room during the advertised hours of the hiring event for the day they are assigned.

Q9. Can agencies draft appointment opportunities in the PMF TMS ahead of the hiring fair?

A9. Yes. Agency PMF Coordinators and HR Staff users can draft, copy, and post appointment opportunities. You can also submit an opportunity to go live at a future date. Users can also go to the "Manage Appointment Opportunities" on the Portal Site and check a box to "View ALL Agency Appointment Opportunities" to see other agency announcements. This approach is a good way to see how other opportunities are drafted. Agencies may post appointment opportunities throughout the year.

Q10. Can agencies make tentative PMF appointment offers during the hiring fair?

A10. Absolutely; however, please check with your HR Office on any policies/procedures to follow. Agencies are strongly encouraged to have an HR Specialist present to address any agency questions for qualifications and to potentially make tentative appointment offers.

Q11. How many interviews can an agency make during the virtual hiring fair?

A11. This is at the participating agency's call. Some agencies may want to schedule off-line interviews, separate webinars/conference calls, etc. A *Virtual Interview Schedule Sheet for Agencies* template is available under the [Hiring Event](#) webpage for agencies to use in scheduling their interviews.

Q12. How will Finalists know of appointment opportunities?

A12. All Finalists have access to the PMF TMS to search for appointment opportunities. In addition, all Finalists who opt-in to receive automated emails from the PMF TMS receive a digest email the day *after* an appointment opportunity is posted live. Agencies can post appointment opportunities anytime.

Q13. How does Veterans' Preference apply in the selection of Finalists for PMF appointments?

A13. Finalists with an adjudicated veterans' preference category (e.g., SSP, TP, XP, CP, or CPS) must follow the "How to Apply" instructions under an agency's PMF Appointment Opportunity announcement for any position they wish to be considered for and have their preference applied to within the PMF Program. Once a Finalist with an adjudicated veterans' preference category follows those instructions to apply for a position, an agency's Human Resources (HR) official has to determine whether that Finalist meets the minimum qualifications for the position. If the Finalist with an adjudicated veterans' preference category does meet minimum qualifications, that Finalist must be offered the position before any other non-veteran Finalist who applied to the position. This is another example where having an HR Specialist from your agency attend the hiring fair to assist with any questions about qualifications and applying veterans' preference is a good idea. Please refer to your agency's HR office for further questions on veterans' preference.