

The U.S. Office of Personnel Management's (OPM) PMF Program Office is sponsoring the PMF Class of 2021 Finalist Virtual Hiring Fair, over a 2-day period, March 25-26, 2021 from 10:00am to 5:00pm (ET). This Overview is intended to provide general information for all participating agencies and is subject to change.

**NOTE:** Supplemental documents (such as the *Virtual Hiring Fair Checklist for Agencies*, *Virtual Hiring Fair FAQs for Agencies*, *Using Zoom for Government for Agencies*, *Virtual Interview Scheduling Sheet for Agencies*, *List of Participating Federal Agencies*, and a link to the *List of Agency PMF Coordinators*) can be found on the [Hiring Event](#) webpage. Agencies should monitor the [Agencies\Find Candidates\Hiring Event](#) webpage for these documents and any updates.

In response to COVID-19, this year's Hiring Fair is being conducted virtually and over a 2-day period. For security, we are conducting this 2-day event using the PMF Program Office's Zoom for Government platform. Agencies wishing to participate will be invited to RSVP by choosing their preferred date (e.g., Day 1 [for Thursday, March 25<sup>th</sup>] **or** Day 2 [for Friday, March 26<sup>th</sup>]). Due to the volume of agencies and Zoom licenses, we can only accommodate approximately 40 agencies each day and an agency/sub-agency can only register for one day, not both. A separate invitation will be sent to Finalists to RSVP.

The hours for this 2-day event will be announced at a later date. Agencies are reminded how Finalists are located throughout the world and on different time zones. The event hours will focus on mid/late morning through mid-late afternoon.

If an agency wishes to participate, it must (1) have at least one PMF appointment opportunity live or approved to go live during the Virtual Hiring Fair, and (2) staff their virtual room during the duration of the day it registers for.

The agency's registration and preferred date will be confirmed after the agency RSVP deadline and on a first-come-first-served basis.

A series of *FAQs for Agencies* will be maintained and posted on the [Hiring Event](#) webpage. These FAQs may be updated frequently and we ask those agencies who are participating to frequently check for updates.

We encourage agencies to keep appointment opportunities open during the Virtual Hiring Fair, so that if any other Finalists you talk to are interested in applying, they can do so during or shortly after.

In addition, Finalists will constantly be checking your agency profile page on the PMF TMS (accessed through the *Explore* page). Agency PMF Coordinators have full access to manage their profile page. The profile page enables agencies to post information about their agency, upload factsheets and other relevant documents, show a list of live appointment and any training opportunities, and the Coordinator's

contact information. Coordinators can also see the number of visits to their agency profile page at the bottom of the screen. Coordinators can log into the Portal Site of the PMF TMS, click on “Manage Agency Profile” under the “Recruitment” module, make edits, and submit. The agency profile page is a great resource for agencies to post announcements for information sessions, FAQs about their agency and PMF Program, list of potential opportunities, video links, etc. Portal Site users can also view other agency profile pages by clicking on “Explore Screen” under the “Recruitment” module; the display will appear as shown to Finalists and agencies can look at other agency profile pages for ideas.

We will be using OPM’s Zoom for Government, which is limited to 40 licenses for each day. During the registration process, those agencies participating will be asked if they want to use one of our Zoom for Government licenses. Upon confirmation, we will manually identify your agency’s virtual room link as part of your agency profile page for that day. This information will be communicated as part of the confirmation process.

All participating agencies will be allocated a specific Zoom link for use on the day you are participating (unless the agency opts to use a separate platform). This Zoom link will serve as your agency’s “booth” for the day you are participating and will be posted on your agency profile page. Agency PMF Coordinators will serve as “hosts” for their respective booths and will be able to move agency representatives and Finalists to “breakout rooms” within their booths to conduct interviews and conversations as needed.

Agency PMF Coordinators may want to review their agency profile page to ensure content is accurate and make any adjustments if participating in the Virtual Hiring Fair.

A separate Zoom webinar will be active for Finalists to engage with current and former PMFs (e.g., PMF Alumni) during the Virtual Hiring Fair. We will be soliciting current and former PMFs to participate separately and outside of the Virtual Hiring Fair. This webinar is strictly for Finalists to engage separately vs. engaging with agencies directly.

In addition, we will host a pre-hiring fair webinar for both Finalists and participating agencies; additional details will be sent under separate cover.

The *List of Participating Federal Agencies* will be posted to the [Hiring Event](#) webpage prior to the event and once available. The list will identify the web platform each agency is planning to use and which day the agency is assigned to. Finalists should make sure they can access the platform. Many platforms utilize apps to use on a smartphone, tablet, etc. We will send a broadcast email to all Agency PMF Coordinators and Finalists to inform them when the final *List of Participating Federal Agencies* has been posted to the Hiring Event webpage.

Use the *Virtual Interview Scheduling Sheet for Agencies* on the [Hiring Event](#) webpage to assist with scheduling interviews.

After the Virtual Hiring Fair, we will send each participating agency an on-line survey. This survey will ask for an estimated number of interviews and tentative appointment offers, and the agency’s overall hiring fair experience. The PMF Program Office will use the results to influence future hiring events.

Please remember to check back for any updates. Thank you!