



Presidential Management Fellows (PMF) Program

*Preparing for the Virtual Hiring Fair
Meeting for Class of 2021 Finalists*



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Agenda

- PMF Program Office Staff Introductions
- Overview and Hiring Fair Documents
- Participating Federal Agencies
- Upon Arrival/Check-In Process
- Accessing Agency Booths
- Check-Out Process
- Tips & Perspectives from Current Fellows
- Questions & Answers



Staff Introductions

- Arianne Gallagher, Director
- Rob Timmins, Deputy Director
- Ida Dalessandro-Felix, Director for Training and Development
- Marilyn Wiley, Agency Liaison
- Cynthia Gloster, Events Management
- Christina Frye, Business and Customer Management
- Brandon Jacobsen, Communications and Outreach



Overview and Hiring Fair Documents

- Overview for Finalists
- Checklist for Finalists
- FAQs for Finalists
- Schedule and List of Participating Federal Agencies
- Zoom Resources
- Link to Agency PMF Coordinators



List of Participating Agencies

- There are 40 Federal agencies participating
- Any changes will be posted as a notice on the Apply Site of the PMF TMS (e.g., any cancellations/add ons)
- Not all agencies participate
 - Contact Agency PMF Coordinators directly
- Most current list will be posted to the “Become a PMF\Find a Job\Hiring Event” webpage
- There are presently 21 appointment opportunities live, recruiting for 45 positions, and we expect there to be more posted leading up to the hiring fair
- The next slide shows a sampling of agencies planning to participate



List of Participating Agencies

- Agency for International Development
- U.S. Department of Agriculture
- Bureau of Consumer Financial Protection
- U.S. Department of Commerce
- U.S. Department of Defense
- U.S. Department of Energy
- Environmental Protection Agency
- U.S. Equal Employment Opportunity Commission
- U.S. Department of Health and Human Services
- U.S. Department of Homeland Security
- U.S. Department of Housing and Urban Development
- U.S. Department of the Interior
- U.S. Department of Justice
- U.S. Department of Labor
- National Aeronautics and Space Administration
- U.S. Department of State
- U.S. Department of Transportation
- U.S. Department of the Treasury
- U.S. Department of Veterans Affairs



Upon Arrival/Check-In Process Thursday, March 25 (Day 1)

- Log in to the Apply Site at <https://apply.pmf.gov>
- Join the Virtual Hiring Fair Plenary Session on Zoom from the main *Explore* page
 - This session will kickoff the hiring fair and will start at 10:00am (ET)
 - This booth will be open for the duration of the hiring fair; please feel free to visit at any time if you have questions for the PMF Office staff
- Upon joining the session, complete the poll to check-in
- Finalist check-in begins at 9:30am (ET)
- **NOTE:** There is no check-in process for Day 2 of the Virtual Hiring Fair (i.e., Friday, March 26); on that day, simply log in to the Apply Site and use the *Explore* page to access Agency Booths



Accessing Agency Booths During the Virtual Hiring Fair

- The Virtual Hiring Fair will take place on Thursday, 3/25, and Friday, 3/26 from 10:00am to 5:00pm (ET)
- Log in to the Apply Site and click *Explore* from the User Dashboard
- On the *Explore* screen, check the box for “Only show agencies’ profiles that have an active event.” (see below)
 - Only show agencies with current appointment opportunities.
 - Only show agencies' profiles that have recently been updated.
 - Only show agencies' profiles that have an active event.

[Return to User Dashboard](#)



Accessing Agency Booths (Cont'd)

- Once the “active event” box has been checked, you will see agencies who are participating in the hiring fair on that day (see below for an example)

- Only show agencies with current appointment opportunities.
- Only show agencies' profiles that have recently been updated.
- Only show agencies' profiles that have an active event.

[Return to User Dashboard](#)

** Select Agency/Sub-agency **

[View Profile](#)



Office of Personnel Management (OPM) — **UPDATED**



Accessing Agency Booths (Cont'd)

- Click on the Agency Profile Page for the booth you would like to enter, and then click on the URL next to “Event” to enter the booth (see below); additional information on the agency, including any open appointment opportunities, can also be found here on the Agency Profile Page
- Most agencies will be using Zoom for their virtual booths, but some are unable to use Zoom (this will be specified in the “Schedule and List of Participating Agencies” document); please ensure that as a Finalist you have access to the other platforms that may be utilized (e.g., Microsoft Teams, Adobe Connect, etc.)



Office of Personnel Management (OPM)

Event: <https://opm.zoomgov.com/j/1616265954?pwd=dzhoZGFHc1BLR2hWRkJDRlVqZEVOZz09>



Check-Out Process

- Virtual Hiring Fair concludes at 5:00pm (ET) both days
- Monitor the Apply Site for any posted notices throughout the day (e.g., cancellation/add-ons)
- Submit short, on-line survey before departing



General Tips

- Ensure your contact information is current; update on the Apply Site
- Upload an updated resume and/or transcripts on the Apply Site
- Have resume on hand in case you need to send it to an agency representative
- Monitor the PMF TMS for appointment opportunities
- Contact agencies directly to schedule an interview
- Dress for success! (when using your device camera)
- Check into the PMF Program Office booth for any program questions
- Over 300 Finalists are set to participate in the hiring fair, so be patient with agencies as they manage the inflow of Finalists visiting their booths
 - For agencies using Zoom, waiting rooms will be enabled; if you are unable to enter a room after waiting for several minutes, simply check back later in the day
- Check the Hiring Event webpage for any updated documents



Advice from Current Fellows: *What to Expect*

- Each agency operates differently; some will feel more organized than others when it comes to scheduling and conducting interviews. Be flexible and come prepared to jump into an interview.
- Due to the virtual nature of the hiring fair this year, it may feel a little chaotic as agencies and Finalists get acclimated. Be patient and check-in with agencies at different times during the day (keeping an eye on the number of participants in a virtual booth at any given time).
- Some agencies may not have all of their positions posted or know what opportunities may be available yet. Engage representatives more broadly about organizational culture, PMF requirements at their agency, and success and challenges of current Fellows.
- Pace yourself! Take time to visit booths between any scheduled interviews and take breaks.



Advice from Current Fellows: *How to Prepare*

- Do your research on each agency and study the appointment opportunity announcements to think of potential questions.
- Apply to opportunities before the hiring fair. Agencies are on various time schedules and may interview and hire at all times during the year.
- Accept as many interviews as you can and practice potential interview questions ahead of time.
- Have a clear idea of what questions you have and make sure the position is a good fit for your needs.



Advice from Current Fellows: *How to Prepare (Cont'd)*

- Consider talking with alumni from your graduate school or Fellows online [via social media platforms] at various agencies to get their take on experiences to highlight or resources to read before the interview.
- Take advantage of your university's career center to help prepare. Many have career coaches who can help you prepare with mock interviews or able to review your resume.
- Although there is a fair amount of prep you can do to feel prepared for the interview, ultimately, you've already done the work you want to highlight in your interview.
- ***Relax, you've made it this far and you'll be great!***



Current Fellow Perspectives: *Pace Yourself*

The hiring fair was absolutely exhausting. I had no idea how drained I would be by the end of the day. I would have benefitted from some mental preparation to pace myself and understand there would be plenty of time to see all the booths and have my interviews.

-Isabelle, Class of 2019, Department of Energy



Current Fellow Perspectives: *Come with an Open Mind*

The hiring fair was critical to my PMF job search. I originally wasn't going to attend, and I'm so glad that I did. There was nothing special about the format or about my preparation that helped, but rather the ability to meet random people from random agencies that I never would have considered.

It's like dating—you never want to write somebody off until you've met them in person. It's really hard to tell on paper or via generic HR descriptions whether there's a fit between your skills and an office's needs.

- Andrew, Class of 2019, Department of Commerce



Questions & Answers

We will now transition to the Q&A portion; please use the chat feature below to submit your questions.