



# Presidential Management Fellows (PMF) Program

*Preparing for the 2021 Virtual Hiring Fair  
Webinar for Agencies*



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM  
U.S. OFFICE OF PERSONNEL MANAGEMENT



# Agenda

- PMF Program Office Staff Introductions
- Overview and Hiring Fair Documents
- Schedule and List of Participating Agencies
- Appointment Opportunities
- Upon Arrival/Check-In Process
- Utilizing Agency Booths
  - Finalist Perspective
  - Agency Perspective
  - Conducting Interviews and Using Breakout Rooms
  - Waiting Rooms
- Check-Out Process
- Survey
- Questions & Answers



## PMFPO 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



# Hiring Fair Documents for Agencies

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



# Schedule and List of Participating Agencies

- There are 40 agencies participating
- The Schedule will identify the following:
  - Agency/Sub-Agency
  - Agency PMF Coordinator or Agency Contact
  - The Day the agency is participating (i.e., 3/25 or 3/26)
  - Virtual Booth URL and Booth #
- Most current list will be sent to agencies the week of March 15
- List to be published to the Hiring Event webpages by Tuesday morning, 03/16/2021



## Schedule and List of Participating Agencies (Cont'd)

- Virtual booth allocations and assignments were based on the following:
  - Supply
  - Number of Agencies/Sub-Agencies participating
  - Date preference indicated by Agency PMF Coordinator (i.e., 3/25 or 3/26)
  - Number of PMF Appointment Opportunities



## Appointment Opportunities

- All participating agencies must have had at least one PMF Appointment Opportunity recently posted to conduct interviews during the hiring fair, or at least one PMF appointment opportunity posted live during the hiring fair
- There are presently 23 appointment opportunities live, recruiting for 50 positions, and we expect there to be more posted leading up to the hiring fair



## Upon Arrival/Check-In Process

Thursday, March 25 (Day 1) and Friday, March 26 (Day 2)

- Enter your virtual booth no later than 9:00am (ET) on the day you are participating (i.e., 3/25 or 3/26)
- For those utilizing Zoom, the PMF Program Office staff will be visiting your booth between 9:00-9:45am (ET) to designate Agency PMF Coordinators as “Hosts” of their virtual booths
  - Agencies that are not utilizing Zoom are responsible for managing their booths as they see fit throughout the day
- Conduct Interviews and Tentative PMF Appointment Offers



# Virtual Hiring Fair Plenary Session (3/25)

- We invite all agency representatives to join for the “Virtual Hiring Fair Plenary Session” hosted by the PMF Program Office
  - This session will kickoff the hiring fair and will start at 10:00am (ET) on Thursday, March 25th
  - The session will be held in the PMF Program Office Virtual Booth (the link to this booth can be found at the top of the schedule doc)
  - This booth will be open for the duration of the hiring fair; please feel free to visit at any time if you have any program or policy questions



# Utilizing Agency Booths: Finalist Perspective

- Finalists will access your Virtual Booth via your Agency Profile Page on the Apply Site
  - The PMF Program Office will add your Virtual Booth URL to your Agency Profile Page for the day you are participating
- On the *Explore* screen of the Apply Site, Finalists will be able to filter to see agencies that are participating in the hiring fair on Day 1 (Thursday, 3/25) and Day 2 (Friday, 3/26)
  - 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](#)



# Utilizing Agency Booths: Finalist Perspective (Cont'd)

- The URL for your Virtual Booth will appear on your Agency Profile Page near the top under the “Event” section (see below)
- Please be sure to update your Agency Profile Page with any information that is relevant to the hiring fair



Office of Personnel Management (OPM)

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



# Utilizing Agency Booths: Agency Perspective

- For agencies using Zoom, the link to your Virtual Booth will be distributed the week of March 15 in a document entitled “Schedule and List of Participating Agencies” (this document will also be posted to the PMF website)
- Agencies will enter this Virtual Booth on the day they are participating in the hiring fair no later than 9:00am (ET)
- Between 9:00-9:45am (ET) on that day, a member of the PMF Program Office staff will visit the booth to make the Agency PMF Coordinator a “Host”
  - If an Agency PMF Coordinator needs to leave the booth at any point during the day between 9:00am and 5:00pm, they should be sure to change the status of one of their agency representatives to “Host” before doing so



# Utilizing Agency Booths: Conducting Interviews/Using Breakout Rooms

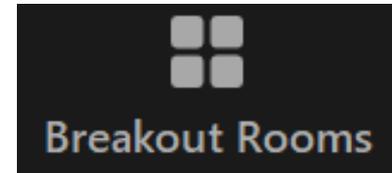
- Hosts (generally the Agency PMF Coordinator) within an agency's Virtual Booth will have the ability to create and manage "Breakout Rooms" to facilitate agency representatives conducting interviews and conversations
  - Hosts will be able to send agency representatives and Finalists to designated breakout rooms
  - The following slides will outline in further detail how to utilize breakout rooms



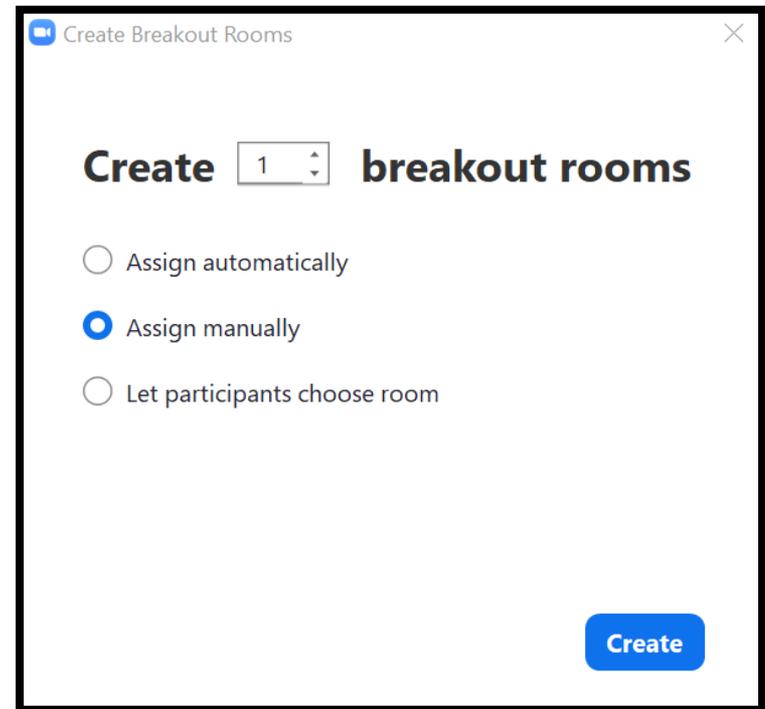
# Utilizing Agency Booths:

## Conducting Interviews/Using Breakout Rooms cont.

**Step 1:** Click “Breakout Rooms”  
on the meeting controls bar



**Step 2:** Select the number of  
Breakout Rooms you would  
like and choose the  
“Assign manually” option  
(NOTE: You can add or  
remove breakout rooms  
at any time)

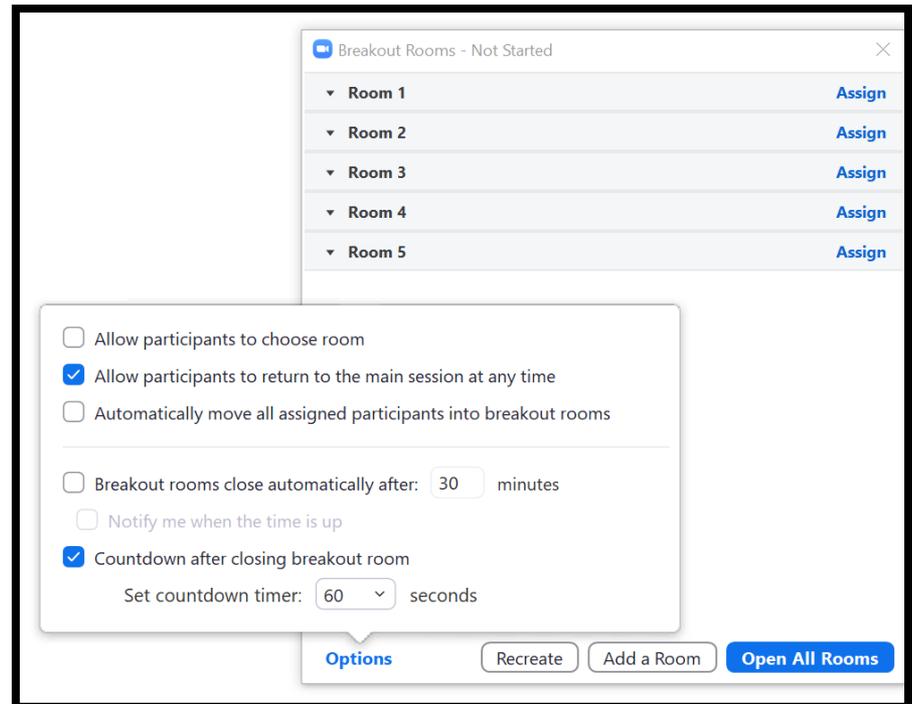




# Utilizing Agency Booths: Conducting Interviews/Using Breakout Rooms cont.

**Step 3:** Once breakout rooms have been created, click “Options” in the lower left-hand corner, then select “Allow participants to return to the main session at any time”

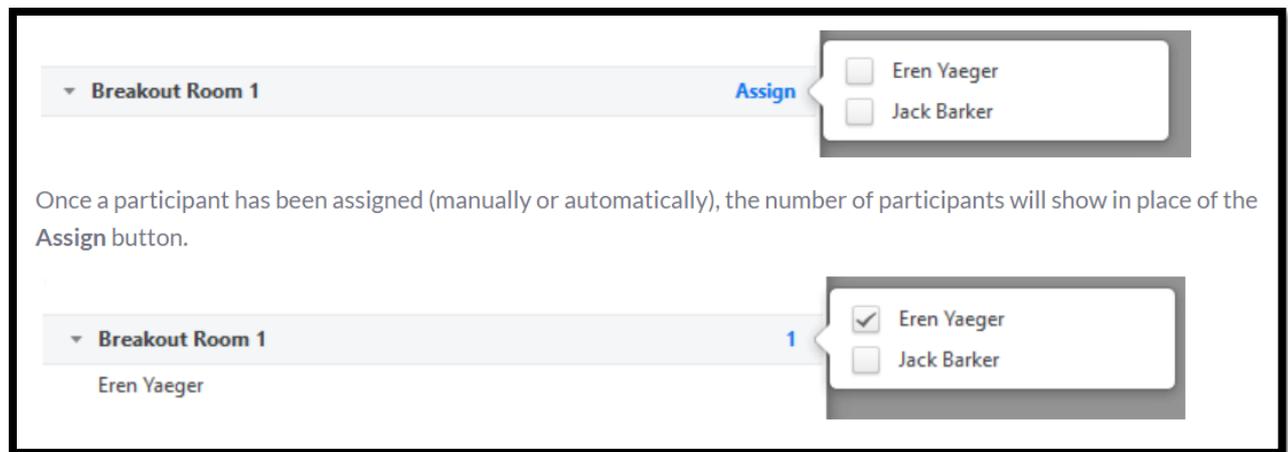
**Step 4:** Click “Open All Rooms”





# Utilizing Agency Booths: Conducting Interviews/Using Breakout Rooms cont.

**Step 5:** Your breakout rooms are now open, and you can assign participants to your rooms by selecting “Assign” next to the room you wish to assign participants to and then selecting the participants you want to assign to that room. Repeat this for each room. Participants can return to the main room at any time.



*NOTE: For additional support on using breakout rooms, visit:*

<https://support.zoom.us/hc/en-us/articles/206476313-Managing-breakout-rooms>



# Utilizing Agency Booths: Waiting Room

To help you manage the number of Finalists that are in your virtual booth at any one time, the “Waiting Room” has been enabled. You have the option to admit them one by one, or to admit all, following the steps below:

## Admitting participants during a meeting

1. As the meeting host, click Manage Participants.



2. Click Admit to have the participant join the meeting.

1 Waiting

Message

G1

Guest 1 (Guest)

Remove

Admit

## Admit all participants from the Waiting Room

1. As the meeting host, click Participants.



2. Click Admit all.

2 Waiting

Message

Admit all

G1

Guest 1 (Guest)

Remove

Admit

G2

Guest 2 (Guest)

Remove

Admit

NOTE: For additional support on using waiting rooms, visit:

<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>



## Finalists Will Want to Know...

- *If a Finalist applied to a position, have they been contacted to schedule an interview or notified of their status?*
  - Contact Finalists in advance when possible
  - Be prepared for inquiries on status
- *Is your agency conducting unscheduled interviews?*
  - Use your Agency Profile Page on the PMF TMS to advertise



## Check-Out Process

- Virtual Hiring Fair concludes at 5:00pm (ET) both days
- Check-in at the PMF Program Office booth throughout the hiring fair with any questions
- Complete survey before departing
- Please ensure your virtual booth is staffed during the full advertised times



## Survey

- We have created a short, on-line survey for Agency PMF Coordinators/Agency Contacts to fill out at the end of the day to provide:
  - Overall experience and satisfaction
  - Number of Overall Appointment Opportunities
  - Number of Interviews Conducted
  - Number of Tentative PMF Appointment Offers
  - Comments/recommendations
- Survey results will be used for event statistics and influence future hiring events



## Tips and Reminders

- Please inform your agency personnel to review the Hiring Event webpage documents and ensure they have received the link to your virtual booth
- Arrange for staff coverage of the Virtual Booths to ensure that there is a host throughout the day you are participating
- Work with your agency representatives and Finalists to schedule interviews throughout the day



## Questions & Answers

We will now transition to the Q&A portion; please use the chat feature below to submit your questions, or feel free to unmute yourself and ask aloud.