PMF Agency Profile Page Checklist for Agencies

Agency Profile Pages on the PMF Talent Management System (TMS) provide agencies a space to market their Agency’s PMF Program for Finalists. Agency PMF Coordinators are responsible for updating their profile pages. Finalists can view these from the Explore screen on the Apply Site and agency users can view on the Portal Site of the PMF TMS. Below are tips and best practices for what to include.

**AGENCY INFORMATION:**

- Share about who you are, highlighting agency culture and mission
- Embed photos, videos, or other media
- Highlight benefits, recruitment incentives, and trainings your agency offers
- Highlight PMF success stories, testimonials or experiences specific to your agency - engage alumni and current Fellows to contribute
- Include contact information of current/former PMFs willing to connect directly with Finalists
- Share estimates on how many and what types of PMF positions you plan to hire
- Provide descriptions of PMF roles and describe any agency policies and procedures applicable for Fellows at your agency
- Include statistics on number of PMFs in your agency and in which offices they’ve been placed
- Insert an event hyperlink when hosting an event for Finalists (e.g., Meet and Greets, Hiring Fairs, Information Sessions, etc.)

**RESOURCES:**

- Share Frequently Asked Questions you commonly receive from Finalists looking for placements
- Upload agency-specific brochures, fact sheets, or other communications
- See the “PMF TMS Instructions: Manage Agency Profile Page” under “Resources” on the Portal Site of the PMF TMS
- Post a training opportunity specific to Finalists (e.g., an agency event)

**Don’t Forget!**

The following fields auto-populate, if applicable:

- Your Agency Name and Logo
- Appointment Opportunities
- Training Opportunities
- Agency PMF Coordinators

Coordinators can see how many time Finalists view their profile pages when managing their profile page in the PMF TMS.

Finalists can also see when a profile page has been updated and/or has live opportunities or events.
Sample Agency Profile Page

Updated: MM-DD-YYYY

The date will automatically populate based on when the page information was last updated.

An “Event” hyperlink appears under the agency website URL (if applicable).

“Agency Information” provides an adaptable space to highlight your agency and your PMF Program.

Foreshadowing hiring or providing statistics helps to better inform potential applicants.

Embed videos or photos to help market your agency.

Frequently Asked Questions can be uploaded as a document under “Resources” or included in the body of the text under “Agency Information” above.

Appointment Opportunities will automatically populate or this section will read: “(No opportunities are available at this time.)”

Agency PMF Coordinator contact information will automatically populate.

Training Opportunities will automatically populate on your page here (if applicable).

Agency Information:

WELCOME to the Centers for Disease Control and Prevention!
The programs at the Centers for Disease Control and Prevention (CDC) are excited to hire 2020 PMF Finalists!

WHO WE ARE

CDC is the Nation's leading science-based, data-driven, service organization that protects the public's health. For more than 70 years, we've put science into action to help children stay healthy so they can grow and learn, to help families, businesses and communities fight disease and stay strong, and to protect the public's health.

CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

PMF Program at the CDC

The CDC PMF program attracts more than 250 applicants annually from a variety of academic disciplines and consistently hires one of the largest cohorts of fellows at HHS. Since CDC adopted the PMF program in 1988, it has recruited more than 300 exceptional fellows, with approximately 87% becoming permanent employees of the CDC.

CDC PMF Program:  

Watch later  Share

For more information about the CDC, visit www.cdc.gov
For more information about the CDC PMF program, visit www.cdc.gov/pmf and the information in the Resources section below.

Resources:

PMF Fact Sheet.pdf
PMF Frequently Asked Questions.pdf
PMF Program at CDC.pptx

Appointment Opportunities:

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Announcement Number</th>
<th>Series/Grade</th>
<th>Opening Date</th>
<th>Closing Date</th>
</tr>
</thead>
</table>

Showing 1 to 2 of 2 opportunities

Agency PMF Coordinator(s):

Dawn Ariotta / pmf@cdc.gov / 404-498-6288
Sherry Bolden / pmf@cdc.gov / 404-498-6288