

Fellow's Checklist

The following checklist is a tool for Fellows to refer to track their progress from onboarding through conversion. Fellows may want to refer to the "PMF Fellowship Timeline" and consult with their Supervisor and Agency PMF Coordinator for any agency-specific items. This checklist, as well as the Timeline, can be found under the [Current PMFs\Resources](#) section on the PMF website at www.pmf.gov.

First 45-90 Days:

<input checked="" type="checkbox"/>	ACTION:
	Complete and sign the Participant Agreement
	Review the Participant Handbook with your Supervisor and Agency PMF Coordinator, obtain signatures on the Acknowledgement Receipt, and submit via the Apply Site of the PMF TMS
	Work with your Supervisor to establish your Performance Plan
	Work with your Supervisor to identify a Mentor
	Work with your Supervisor, in consultation with your Agency PMF Coordinator and/or Mentor, to establish your Individual Development Plan (IDP)
	Check the PMF website for the next offering of the PMF LDP (Leadership Development Program) for Year 1
	Review your appointment information as recorded on the Apply Site for accuracy

PMF LDP Year 1:

<input checked="" type="checkbox"/>	ACTION:
	Based on your start date, register and complete Year 1 of the PMF LDP, which includes:
	- Orientation Session
	- Coaching Sessions
	- Leadership Potential Assessment
	- Networking Events
	Record your PMF LDP sessions on your IDP

4-6 Month Developmental Assignment:

<input checked="" type="checkbox"/>	ACTION:
	Consult with your Supervisor, Mentor, and Agency PMF Coordinator to plan for your developmental assignment
	Monitor the PMF TMS for rotational opportunities
	Account for any impact on your PMF LDP participation
	Record your rotations on your IDP

Year 1 Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Review your IDP with your Supervisor and adjust accordingly
	- Have you minimally completed 80 hours of formal interactive training during your first year (which should be recorded on your IDP)?
	Keep track of your progress in meeting the training and developmental requirements for Year 1
	Complete the PMF LDP Year 1
	Complete your annual performance review with your Supervisor

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PMF LDP Year 2:

<input checked="" type="checkbox"/>	ACTION:
	Register and complete Year 2 of the PMF LDP, to include:
	- Orientation Session
	- Challenge Project
	- Networking Events
	Record your PMF LDP sessions on your IDP

90 Days Before Your 2-Year Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Start preparing for the ERB certification process
	Update your IDP
	Plan for any remaining training hours to minimally complete 80 hours for Year 2
	Ensure you are on target to complete program requirements and convert
	Assemble all supporting documents for the ERB package (check with your Agency PMF Coordinator)

60 Days Before Your 2-Year Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Wrap-up any remaining training and developmental requirements
	Submit your ERB package (check with your Agency PMF Coordinator)

30 Days Before Your 2-Year Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Complete your annual performance review with your Supervisor
	Monitor the ERB's certification decision
	Wrap-up any remaining commitments from PMF LDP Year 2

Year 2 Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Upon favorable certification and recorded, you're now a PMF Alum!
	Monitor your Personnel Actions for conversion
	Monitor the PMF website for information about your Graduation Ceremony
	Maintain your contact information on the Apply Site as a PMF Alum

Exit Survey:

<input checked="" type="checkbox"/>	ACTION:
	Monitor any emails from the PMF Program Office inviting you to complete any exit survey