



Presidential Management Fellows (PMF) Program

*Preparing for the Virtual Hiring Fair
Meeting for Class of 2022 Finalists*



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



Agenda

- PMF Program Office Staff Introductions
- Overview and Hiring Fair Documents
- What is the Hiring Fair
- Participating Federal Agencies
- Using Brazen
- Tips & Perspectives from Current Fellows
- Questions & Answers



Staff Introductions

- Arianne Gallagher-Welcher, Director
- Rob Timmins, Deputy Director
- Marilyn Wiley, Agency Liaison
- Cynthia Gloster, Events Management
- Christina Frye, Business and Customer Management
- Brandon Jacobsen, Communications and Outreach
- Josh Solomon, Recruitment and Placement



Overview and Hiring Fair Documents

Can be found at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>

- Overview for Finalists
- How to Register and Participate
- Checklist for Finalists
- FAQs for Finalists
- List of Participating Federal Agencies
- Link to Agency PMF Coordinators



What is the Hiring Fair?

- Opportunity to talk to agencies about specific Appointment Opportunities
- Two types of conversations
 - Informational: Expressing interest in live positions
 - Interviews: Formal hiring process interview
- Primary objective – make a good impression!



List of Participating Agencies

- There are presently 39 Federal agencies participating
- Most current list will be posted to the “Become a PMF/Find a Job/Hiring Fair” webpage
- The next slide shows a sampling of agencies participating
 - The list is subject to change, please check the hiring fair webpage for any updates
- Participation is conditional on having a live or recently closed announcement
- Not all agencies participate
 - Contact Agency PMF Coordinators directly



List of Participating Agencies

- Agency for Global Media
- Department of Agriculture
- Department of Commerce
- Department of Defense
- Department of Education
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of Justice
- Department of Labor
- Department of State
- Department of Transportation
- Department of the Treasury
- Department of Veterans Affairs
- Environmental Protection Agency
- International Development Finance Corporation
- National Science Foundation
- Office of Personnel Management



How to Navigate the Hiring Fair on Brazen

- Registration
- Lobby
 - Virtual Booths
- Chats
- Live Broadcast Events
- Troubleshooting



Brazen – How to Register

- See our guide for detailed instructions; posted on the Hiring Fair webpage
- Click on this link to register an account:
https://app.brazenconnect.com/a/the_volcker_alliance/e/0Zdk8tL
- Reach the landing page, click Register, then choose “Finalist”
- Create a Brazen account
- Create your Hiring Fair Profile:
 - Only first name and last name are required
 - Qualifying advanced degree, start date, and LinkedIn Profile link are optional
 - Agencies will see information on this form
- Receive and **save** your confirmation email from Brazen
 - Use the link in the email to access Hiring Fair
 - If you do not receive the email, check your spam filter first, then email support@brazen.com




Brazen - The Lobby

Lobby

Your Booths All Text Chat Video & Audio Chat Video Broadcast

Your Booth



PMF Virtual Hiring Fair Information Booth

Welcome to the PMF Finalist Class of 2022 Virtual Hiring Fair! Have general questions about


ENTER



Department of Agriculture / Agricultural Marketing Service

AMS facilitates the strategic marketing of agricultural products in domestic and


ENTER



Department of Agriculture / Forest Service


The Forest Service's mission is to sustain the health, diversity, and productivity of the Nation's forests

ENTER




Department of Commerce / Economic Development Administration

To lead the federal economic development agenda by



Department of Commerce / International Trade Administration

The **International Trade Administration**



Department of Commerce / Office of the Inspector General

The Office of Inspector General (OIG) seeks to improve the efficiency and effectiveness of the



Broadcast Schedule

PMF Program - Ask Us Anything!
🕒 12:00 PM - 1:00 PM EDT

Writing Your Federal Resume
🕒 1:00 PM - 2:00 PM EDT

Navigating the PMF Appointment Process: Advice from Current Fellows and PMF Alumni
🕒 2:00 PM - 3:00 PM EDT

Having Tech Troubles?

- 1) Make sure your VPN is disconnected and your device is compatible with **Brazen's system requirements**
- 2) Check Brazen's **Troubleshooting Resource** for quick solutions.
- 3) Submit a **Help Request with Brazen**.



Brazen – Chat with Agencies in Booths

- Enter the booth to chat with an agency
- If there are more Finalists than agency representatives, you'll be placed in a queue
 - You can visit and queue in multiple booths simultaneously
 - While waiting, check out booth content, and see the number of Finalists + average wait time
- Chats start as text-based, but agencies can invite you to audio/video calls
- Chats are limited to 15 minutes
- You can leave a Final Thought with agencies after the chat is over



Brazen – Scheduled Chat

- Agencies can schedule chats with you ahead of time
- Scheduled chats last 60 minutes
- You will receive scheduled chat invites via email, but you must be registered on Brazen for agencies to send the invite
- Intended primarily for interviewing
- Only agencies can send invites



Brazen – Live Broadcasts

- PMF Program – Ask Us Anything!
 - 12:00pm – 1:00pm (ET)
- Writing Your Federal Resume
 - 1:00pm – 2:00pm (ET)
- Navigating the PMF Appointment Process: Advice from Current Fellows and PMF Alumni
 - 2:00pm – 3:00pm (ET)

(Remember: Broadcasts are completely optional and will not be recorded or rebroadcasted.)



Brazen - Troubleshooting

- Three tips for using Brazen
 1. Use a compatible browser (we recommend Google Chrome), systems requirements are here: <https://support.brazenconnect.com/hc/en-us/articles/202377628-System-requirements>
 2. Turn off your VPN (if applicable)
 3. Whitelist Brazen in your spam filter
- If you're still having trouble, you can find solutions to common pitfalls on Brazen Support's Troubleshooting page: <https://support.brazenconnect.com/hc/en-us/categories/360004812634-Need-help-troubleshooting->
- If you can't find a solution, submit a help request to Brazen here: <https://support.brazenconnect.com/hc/en-us/requests/new>



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 via email
- Monitor the PMF TMS for appointment opportunities
- Explore agency profile pages on the Apply Site
- Dress for success! (when using your device camera)
- Check into the PMF Program Office booth for any program questions
- Over 600 Finalists are set to participate in the hiring fair, so be patient with agencies as they manage the inflow of Finalists visiting their booths
- Check the Hiring Fair webpage for any updated documents



Advice from Current Fellows: *What to Expect*

- Each agency operates differently; some will feel more organized than others. 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 remember you can queue at multiple booths at once and keep an eye on the number of other Finalists in queue.
- Some agencies may not have all of their positions posted. Feel free to also 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 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 on-line [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 school'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.