

Overview

The U.S. Office of Personnel Management (OPM), PMF Program Office will host an In-Person and On-Line Job Fair for the Class of 2013 Finalists on Monday, March 10, 2014. All 2013 Finalists will be validated before gaining admission to either event.

In-Person Job Fair:

The Job Fair will take place at **OPM Headquarters (1900 E St, NW, Washington, DC 20415)**. The closest Metro Stations are Foggy Bottom, Farragut West, and Farragut North. There is also a Capital Bike Share bicycle station on the corner of 19th and E Streets.

Upon entering OPM Headquarters, participants and agency exhibitors will check-in and receive identification badges: Finalists, yellow; agency representatives, green; and, PMF staff, red.

Before the Job Fair opens, Finalists are invited to participate in a Career Counseling session in the Campbell Auditorium **from 8:00 to 9:00am (ET)**. The session will also be available on-line via Adobe Connect.

The Job Fair will **open at 9:00am and close at 3:00pm (ET)**. Finalists may visit exhibit tables of participating Federal agencies in Room 1350. Agency representatives will have access to several open, semi-private, or private interview spaces.

Finalists may use the Campbell Auditorium to store personal belongings (e.g., coats, luggage) or take a break.

Finalists attending in-person must bring photo ID. We also recommend bringing several copies of resumes.

Beverages/Snacks: Attendees are welcome to bring beverages/snacks. OPM has a coffee bar (located in the Lobby), a cafeteria (on the Ground Floor), and a snack bar (Basement Level). Several eateries are also available within walking distance of the building.

While there will be a few laptops available for public use, participants may bring a personal laptop and access the OPM wireless network. The network is **"OPMGuest"** and the password is **"OPMguest2010"**.

On-Line Job Fair:

Please consult the information emailed for instructions to access the On-Line Job Fair via Adobe Connect. All Finalists participating will be validated to ensure only 2013 Finalists participate. Once approved, Finalists will log-in with their first and last name.

Agency personnel should include their agency's abbreviation in their name field (e.g., OPM's Agency PMF Coordinator would appear as *"OPM Carmen Garcia"*).

Before the Job Fair opens, on-line Finalists are invited to attend the career counseling session, via Adobe Connect, **from 8:00 to 9:00am (ET)**. The Job Fair will **open at 9:00am and close at 3:00pm (ET)**. We recommend Finalists have electronic copies of their resumes available to send to agency hiring officials upon request.

Agencies have been asked to post all appointment opportunities in the PMF TAS. There may be additional opportunities identified throughout the event. Please continue to monitor the PMF TAS for updates. If a participating agency is not present during the On-Line Job Fair, please contact the respective Agency PMF Coordinator identified on the *List of Participating Federal Agencies*.

Resources:

For more information, please visit a dedicated webpage for the “Job Fair – March 3, 2014” event, found under the “Become a PMF\Find a Job” section on the PMF website. There you will find:

1. Job Fair FAQs (Frequently Asked Questions)
2. List of Participating Federal Agencies and respective Agency PMF Coordinator
3. Link to the current List of Agency PMF Coordinators
4. Interview Scheduling Sheet for Agencies
5. Exhibit Area Map

Inclement Weather:

In the event of a 2-hour delayed arrival due to a weather event, both the In-Person and On-Line Job Fairs will start on time. If OPM announces the closure of Federal offices in the Washington, DC, metro area, the Job Fairs will be rescheduled, the PMF website updated, and an email sent to all participants. Please visit the following site to check the Washington, DC, metro area Operating Status: <http://www.opm.gov/policy-data-oversight/snow-dismissal-procedures/current-status/>.

Appointment Deadline:

The appointment deadline for all remaining 2013 Finalists is Tuesday, April 8, 2014. If an agency makes a PMF appointment offer to a 2013 Finalist, the Finalist accepts, the agency initiates the onboarding process (e.g., starts the background investigation), and the agency cannot bring the Finalist onboard by the April 8th deadline, the agency may request a formal extension.

Such requests must 1) be submitted by the hiring agency’s designated Agency PMF Coordinator; 2) identify the Finalist and the status of the appointment; and 3) be received by the PMF Program Office by April 8, 2014. If approved, the Finalist and appointing agency will be granted a 90-day onboarding extension. The extension will apply only for that Finalist and agency. If the appointment offer is rescinded for any reason, the Finalist will lose appointment eligibility.

To expedite the process, Finalists should be prepared to accept appointment offers as soon as possible, and agencies should inform the PMF Program Office upon acceptance of an appointment. The appointing agency’s designated Agency PMF Coordinator will enter the appointment into the PMF TAS to officially record an appointment.