

Revision History

Revision Date	Revision Summary
06-29-2015	• Initial release
05-19-2016, 3:30pm (ET)	• Revised to reflect system changes, screen shots, and tips.

This *How To* is for Agency PMF Coordinators or Agency HR Recruiters on how to post a PMF appointment and/or a rotational opportunity in the PMF TAS (Talent Acquisition System). These instructions are applicable to both opportunities and include screen shots and tips for posting. A PMF “appointment” opportunity is used when hiring a Finalist to a PMF position. A “rotational” opportunity is used when soliciting current Fellows to do a rotation (detail) at an agency. Identifying the opportunity (whether an appointment or rotational), is done towards the end of the instructions. The *PMF TAS User Guide for Agencies* and this *How To* can be found under the “Agencies\Resources” section on the PMF website at www.pmf.gov. The screen shots are based on a typical Coordinator’s profile.

In addition, there are two templates available under the “Agencies\Resources” section on the PMF website to refer hiring/hosting officials to when needing to submit an opportunity for posting: (1) a PMF TAS Appointment Opportunity Template for Agencies and (2) a PMF TAS Rotational Opportunity Template for Agencies.

If you need assistance, please contact your Agency PMF Coordinator. A list of Coordinators can be found under the “Agencies” section on the PMF website at www.pmf.gov.

NOTE: A screen shot of how a sample rotational opportunity appears on the PMF website appears at the very bottom of these instructions. Current Finalists must log in to search and view “appointment” opportunities. However, “rotational” opportunities intended for Fellows are publically accessible on the PMF website. Instructions on how to view publically accessible “rotational” opportunities can be found on the PMF website and are listed towards the end of these instructions.

1. Log into the PMF TAS at <https://portal.pmf.gov/pmf-home/login.hms> (Figure 1). The PMF TAS is contracted to Monster Government Solutions (MGS). You will be prompted to enter your Username and Password (both are case-sensitive). If you do NOT see the login screen (screen shot below), then your internet IP Address is not recognized and must be added to the MGS firewall for access.
 - a. Only registered agency users with appropriate permissions can access the PMF TAS. If you do not see the login or cannot access the system, you may not have access and should contact your Agency PMF Coordinator for assistance.
 - b. If unable to log in, your user account may be suspended due to inactivity or your password may have expired; contact your Agency PMF Coordinator for assistance.
 - c. Upon logging in, you are agreeing to the “Terms and Conditions” shown.



Maximum System Inactivity Time
A period of inactivity may cause you to be automatically logged out of the system. Inactivity may be defined as anything other than submitting a form by clicking a submit button or requesting a new page by clicking a link. Due to security purposes your session will expire if you exceed the Maximum System Inactivity Time. You will NOT be notified prior to logout if this is about to occur. To prevent your session from expiring you may click a submit button or click a link.
Your Maximum System Inactivity Time is displayed upon login to the system. If you feel you require extra time to complete processes please contact your System Administrator (PMF Program Office<lt pmf@opm.gov>>) to adjust your Maximum System Inactivity Time.

Figure 1

2. After acceptance, the screen will refresh and you will be taken to the “Home Dashboard” (Figure 3).
 - a. Based on your level of access, you will see various modules for using the PMF TAS.

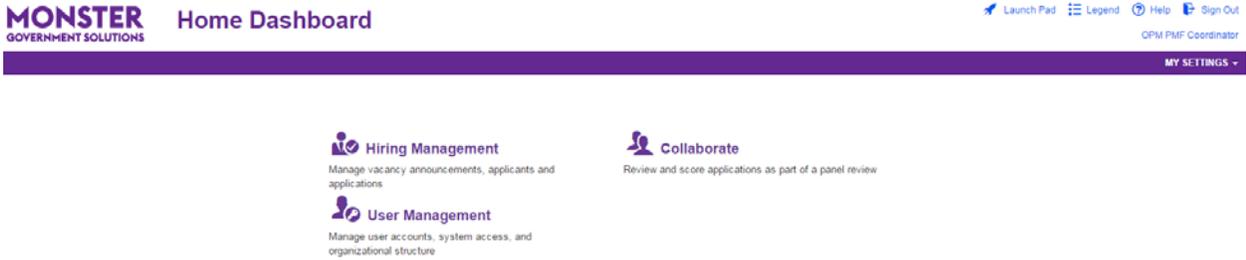


Figure 2

3. Click on “Hiring Management”. The screen will refresh to the Hiring Management module.
4. Click on “Announcements”, this is the link on the top menu bar, between “Main” and “Program Review” (Figure 3).

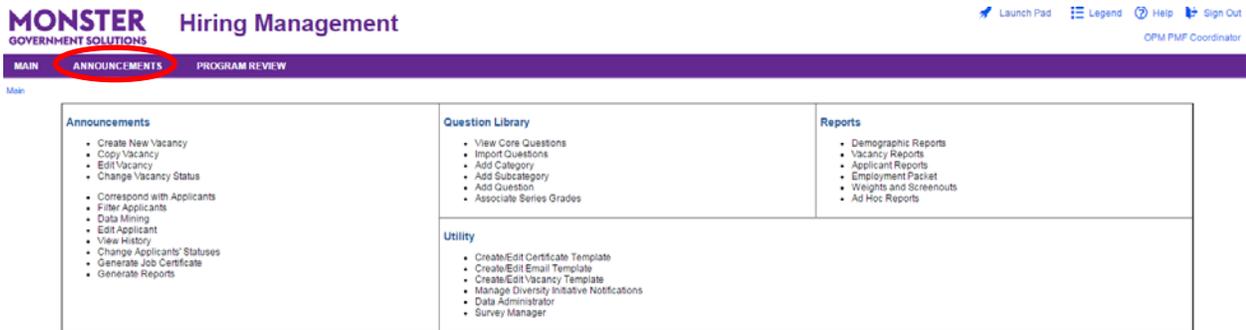


Figure 3

5. The screen will refresh to the “Announcements” screen (Figure 4).

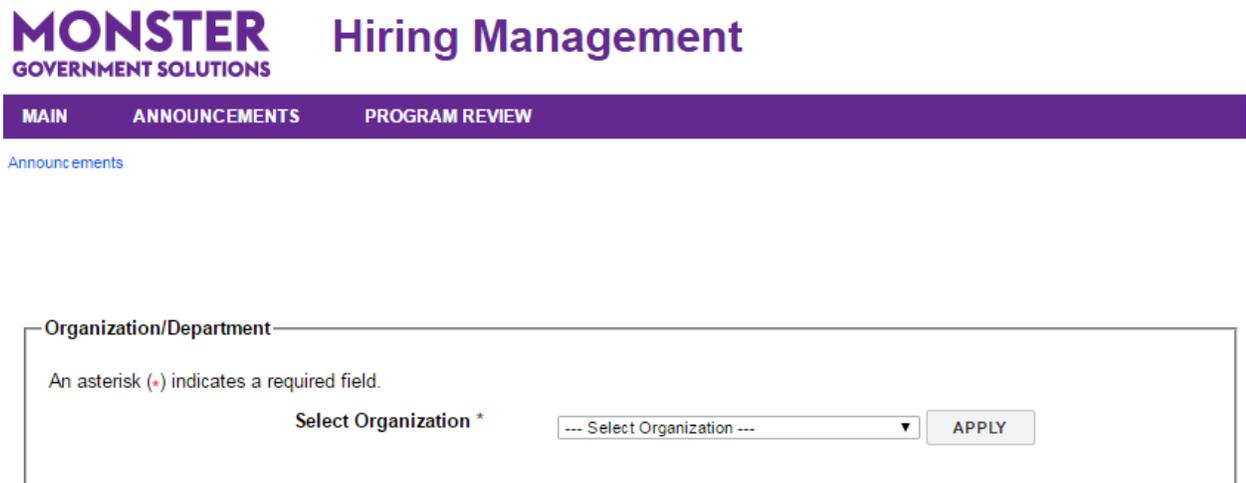


Figure 4

6. Under the “Organization/Department” box you will see a drop-down menu for “Select Organization”.
 - a. Select your agency name from the drop-down menu. You should only see the agency/agencies you have access to.
 - b. Upon selecting your agency, the screen will refresh to provide additional options and a “Select Action” box will also appear underneath the “Organization/Department” box (Figure 5).
 - c. Under “Sub-Organization”, select the appropriate sub-agency from the drop-down menu, if applicable, and proceed with the next steps.
 - i. **NOTE:** Only Agency-wide PMF Coordinators (e.g., headquarters level) can access all sub-agencies, if applicable.
 - d. **Please follow the next few steps exactly!**

Organization/Department

An asterisk (*) indicates a required field.

Select Organization * OFFICE OF PERSONNEL MANAGEMENT ▼ APPLY

Select Department --- Select Department --- ▼ APPLY

Select Series --- Select Series --- ▼ APPLY

Select Action

Create

[New Announcement from Template](#)

[Add Announcement Template](#)

View & Manage

[View Templates](#)

[Edit Templates](#)

[Activate/Deactivate Templates](#)

[Delete Templates](#)

RESET

Figure 5

7. Within the “Organization/Department” box, do **NOT** use the “Select Department” and “Select Series” fields.
8. Under the “Select Action” box, click on the “**New Announcement from Template**” link.
 - a. The screen will refresh to show the “Template” table (Figure 6).
 - b. You will see a row showing “PMF Vacancy Template”, appearing as a link. Do **NOT** click on the link.
 - i. This template is used to override various data fields that would typically be used for a USAJOBS announcement; however, the PMF Program does **NOT** utilize all fields. This is why it is important to always use the “PMF Vacancy Template” and follow these instructions.
 - ii. **NOTE:** The “PMF TAS User Guide for Agencies”, found under the [Agencies\Resources](#) section on the PMF website, includes a section on “Building a New Template”. We highly encourage agencies to *avoid* this feature and follow the steps outlined in these instructions.
 - iii. **TIP:** The most common mistake is not following the above initial steps when building an opportunity.
 - c. To the far right you will see a link called “Actions”.
 - d. Click on the “Actions” link and a drop-down menu will appear.
 - e. Select “+ New Announcement”; do **NOT** select any of the other menu options.

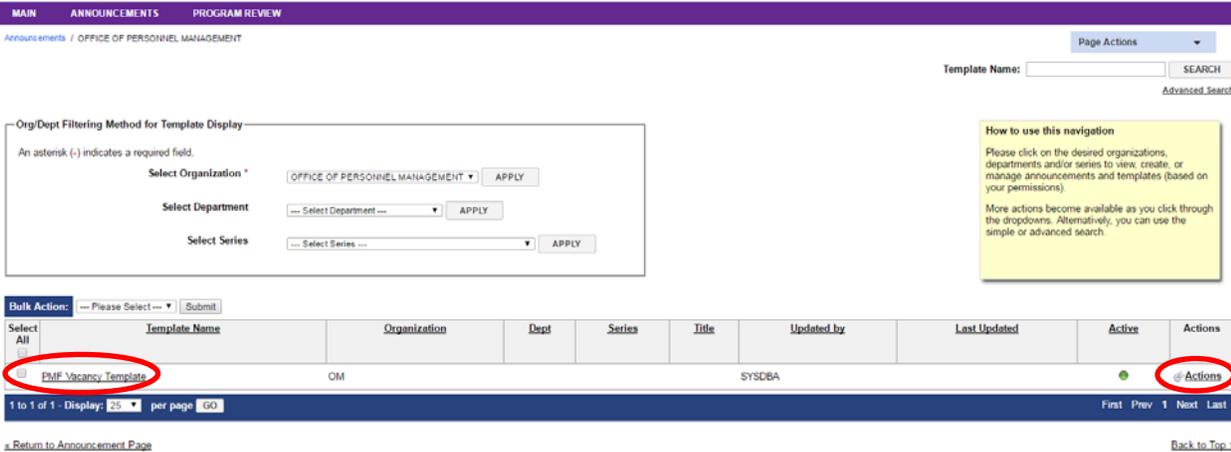


Figure 6

- f. The screen will refresh and take you to the “**Announcement Detail: Step 1 – Announcement Information**” screen (Figure 7).
 - i. This is where you start to build your announcement.
 - ii. **REMINDER:** Many fields are not used, nor will they appear when the announcement is posted. You do not identify the type of opportunity (e.g., appointment vs. rotational) until the end. **Please follow these steps exactly.**
 - iii. Under “Department”, Click on the “Select Department” button (Figure 7). The screen will refresh.

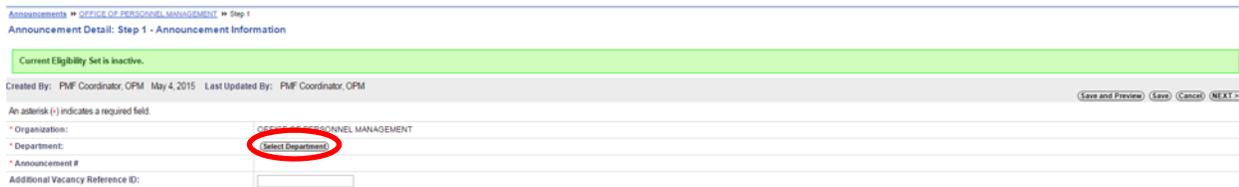


Figure 7

- iv. You will see a link called “Presidential Management Postings” (Figure 8).
 1. **NOTE:** If you do NOT see this link, then you do NOT have sufficient permissions to post an announcement; please contact your Agency PMF Coordinator for assistance. Only registered PMF TAS users associated as “Agency PMF Coordinator” or “Agency HR Recruiter” has the ability to post opportunities. Do **NOT** continue until resolved.
- v. Click on the “Presidential Management Postings” link. This informs the system you are posting an announcement to only appear on the PMF website.
- vi. The screen will refresh and take you back to the **Step 1** screen.

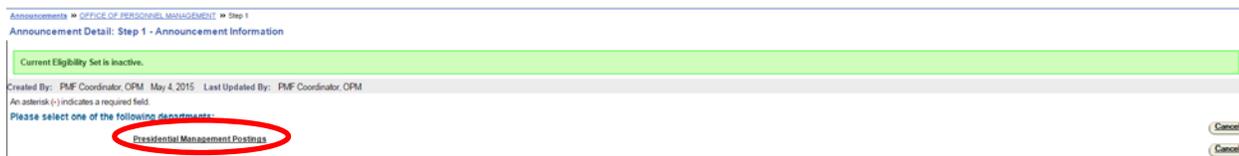


Figure 8

- g. When the screen returns to the announcement, you will see how an “Announcement #” has been generated. All PMF announcements appear as “PMF-YYYY-####”; whereas, “PMF” indicates a PMF Program announcement, “YYYY” is the fiscal year, and “####” is the sequential number of the announcement.
9. Proceed with entering the following information. Some fields are marked with a red asterisk (*), which are required fields. Most of the fields will **NOT** display in the announcement. These instructions are intentional in order to manipulate the system to post an announcement.
 - a. Enter a “Position Title”.
 - i. **TIP:** If you want to identify the office where the position is located, enter it within parentheses next to the title. For example, see highlighted text: “Budget Analyst (**Office of Budget**)”.

- b. Indicate Yes/No for “Supervisory Position”; this would typically be marked “No”. This will **NOT** display in the announcement, even though it is a required field.
- c. Click on the “Select Series” button.
 - i. The screen will refresh and present a list of series you can choose from (Figure 9). Find the series and click on “Add” to the far right. The system will add the selected series to the right-hand side of the screen.
 1. **NOTE:** When posting an “appointment” opportunity, please identify the Job Series for the position being recruited for (e.g., 0343 for Program Analyst).
 2. If recruiting a PMF STEM Finalist, please ensure the Job Series matches the STEM position.
 3. The Job Series should match the PD (Position Description).
 4. When posting a “rotational” opportunity, identify the appropriate Job Series or you may choose to use “0000 Presidential Management Fellow”.

Available Series			Selected Series		
Code	Series Description	Options	Options	Code	Series Description
0000	Presidential Management Fellow	Add >>	<<Remove All		
0006	Correctional Institution Administration	Add >>			
0007	Correctional Officer	Add >>			
0017	Explosives Safety	Add >>			

Figure 9

- ii. Click on the “Save Series” button in the upper right-hand corner of the screen to have the series added to the announcement (Figure 10).

Available Series			Selected Series		
Code	Series Description	Options	Options	Code	Series Description
0006	Correctional Institution Administration	Add >>	<<Remove All	0000	Presidential Management Fellow
0007	Correctional Officer	Add >>			
0017	Explosives Safety	Add >>			

Figure 10

- iii. The screen will refresh and take you back to the **Step 1** screen showing the series you added (Figure 11).

Announcement Detail: Step 1 - Announcement Information

PMF-2015-2399 - (0000 Presidential Management Fellow)

Created By: PMF Coordinator, OPM May 4, 2015 Last Updated By: PMF Coordinator, OPM

Organization: OFFICE OF PERSONNEL MANAGEMENT

Department: Presidential Management Postings

Announcement #: PMF-2015-2399

Supervisory Position: Yes No

Series (Single-Series): 0000 Presidential Management Fellow

Figure 11

- d. Enter an “Opening” and “Closing” date of the announcement. You can manually enter the dates as mm/dd/yyyy or click on the calendar icons.
 - i. **NOTE:** Even though the “Closing Date” is a required field, it will **NOT** display in the announcement on the PMF website. We recommend agencies reference the closing date and time (include the Time Zone; e.g., 4:00pm (ET)) under the “How to Apply” section; see forthcoming instructions below. The system will automatically remove the announcement around 11:59pm (ET) of the closing date.
 - ii. **TIP:** If you are posting a “rotational” opportunity that is always being offered, you may enter a later closing date (e.g., 6-12 months from now).
- e. Under the “Applicant Eligibility” section, ensure the defaults reflect the following:
 - i. Under the “Eligibility Set” box ensure the “Universal Set” radial button is checked.
 - ii. Under the “Required Eligibility” box ensure the default of “Public” is checked.

- f. Under “Security Clearance Required”, select the appropriate response from the drop-down menu.
 - i. Although required, the response to this field will **NOT** appear in the announcement.
 - ii. **NOTE:** If applicable, you may need to elaborate on this within the “How to Apply” instructions. For example, if this announcement is an “appointment” opportunity, you may need to identify the level of clearance required for the position and mention which SF (Standard Form) is needed. If this announcement is a “rotational” opportunity, you may need to mention whether or not the agency will fund the need for an interim clearance; many Fellows do not possess a security clearance.
 - iii. Links to common Standard Forms (e.g., SF 85, SF 85P, SF 85P-2, SF 86, SF 86A, and SF 86C) can be found under the “Become a PMF\Resources” section on the PMF website at www.pmf.gov. All Finalists are informed of these resources.
- g. Under “Duty Location(s)”:
 - i. Enter the total number of available positions in the “Total Openings” box provided.
 - ii. Click on the “Duty Locations Listings” button. The screen will refresh and provide a list of available duty locations to choose from. You can conduct a search in the upper right-hand corner of the screen (Figure 12). Or, if you know the location code, you can enter it in the box provided and click the “Find” button.
 - 1. **NOTE:** Since the database of locations is so long, it may take a good minute or two before the pop-up list of locations appears.
 - 2. **TIP:** Most opportunities are in Washington, DC, use the drop-down menu to select “State”, then enter “DC” in the text box provided, and then click the “GO” button. The screen will refresh showing all available duty locations.
 - a. The generic Duty Location Code for Washington, DC, is “110010001”.

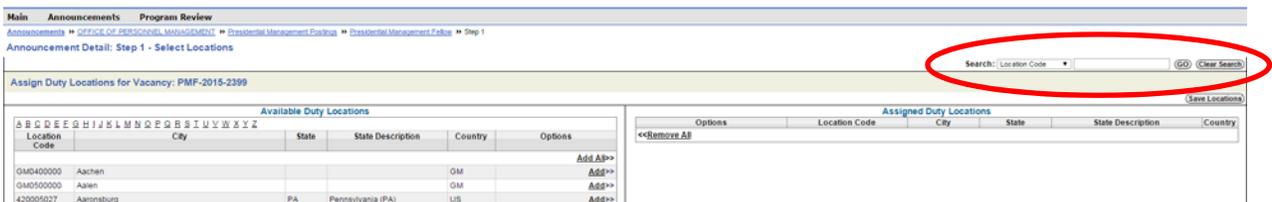


Figure 12

- 3. Click the “Add” link to the right of the Duty Location (Figure 13). The system will add the selected location to the right-hand side of the screen.

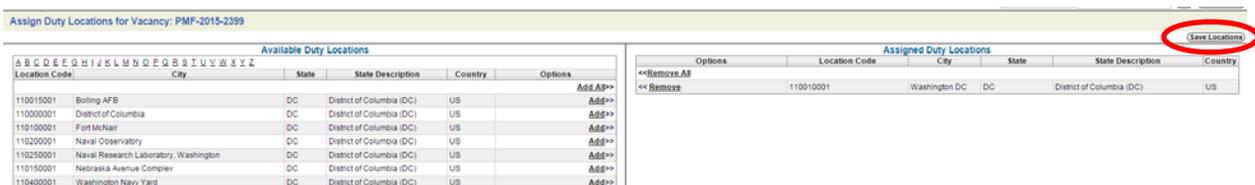


Figure 13

- 4. Then click on the “Save Locations” button in the upper right-hand corner of the screen. The screen will refresh and take you back to the **Step 1** screen showing the added locations (Figure 14).
- iii. When the Duty Location is added, you will see text boxes to enter the ZIP Code and the Number of Positions. Enter the appropriate information.

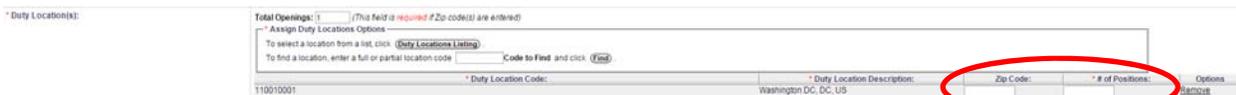


Figure 14

- h. Under “Relocation Authorized”, this is an optional field for agencies to identify whether or not relocation is authorized and is not a required question. However, by default these fields are blank and will **NOT** appear in the announcement.
 - i. If applicable and if the announcement is an “appointment” opportunity, this should be identified under the “Description of Position” section.

- i. Under “Travel Required”, this is an optional field for agencies to identify whether or not travel is required and is not a required question. By default, these fields are blank and will **NOT** appear in the announcement.
 - i. If applicable and the announcement is an “appointment” opportunity, this should be identified under the “Description of Position” section.
- j. Under “Pay Plan”, the default is set to “GS” for General Schedule.
 - i. Though this is a required field, it will **NOT** display in the announcement.
 - ii. This is the default since the majority of PMF positions are tied to the General Schedule.
- k. Under “Pay Type”, the default is set to “Per Year”.
 - i. Though this is a required field, it will **NOT** display in the announcement.
- l. Under “Grade and Salary Ranges”:
 - i. Click on the “Edit Grades” button. The system will refresh to allow you to indicate the grades and salary ranges. You may add up to 3 entries (e.g., GS-09, 11, and 12).
 - 1. For PMF “appointment” opportunities, a Finalist may only be *initially* appointed at the GS-09, 11, 12, or equivalent. Enter the grade levels and salaries for the position.
 - 2. **NOTE:** The system should populate salaries based on grade level and geographic locations; this comes from the duty location you entered previously.
 - a. This is the default since the majority of positions are tied to the General Schedule.
 - 3. For PMF “rotational” opportunities simply accept the default GS-09 grade level and salary range as this information will **NOT** appear in a “rotational” opportunity announcement.
 - ii. Add the appropriate information and click the “Add Grade” button for each grade level being added (Figure 15).

Grade	Salary Low	Salary High	
09	\$52,668.00	\$68,465.00	

Figure 15

- iii. Once finished, click on the “Finished” button in the upper right-hand corner. The screen will refresh and take you back to the **Step 1** screen showing the added grade levels.
 - iv. Under “Promotion Potential”, select the appropriate response. Though this is a required field, it will **NOT** display in the announcement.
 - 1. For PMF “appointment” opportunities, this is relevant. However, since the initial PMF appointment is restricted to GS-09, 11, 12, or equivalent, the drop-down menu **ONLY** includes “09, 11, or 12” as options. The PMF Program allows Fellows to promote as high as a GS-13 (or equivalent) during their fellowship, as long as the Fellow meets the qualifications (which includes one year of specialized experience). If the position has a higher target level, simply reference such in the “Description of Position”.
 - 2. For PMF “rotational opportunities”, simply select any option as this information is **NOT** displayed to Fellows and not relevant.
10. Once all of the above is entered for this screen, click on the “Next” button on the bottom of the screen to be taken to the **Announcement Detail: Step 2** screen. If you wish to save and return later, click the “Save” button in the upper right-hand corner of the screen (next to the “Cancel” button).
- a. **NOTE:** The “Save and Preview” option is designed to show an announcement in the typical format when posting to USAJOBS. We suggest you avoid this as the “PMF Vacancy Template” and these instructions are designed to build an announcement specific to the PMF Program and displays differently when posted to the PMF website. A sample of how the announcement appears on the PMF website can be found on the last page of these instructions. Simply clicking the “Next” button to advance to each screen does **NOT** automatically save the announcement.
 - b. **TIP:** When completing Step 1, you should save the announcement to prevent accidental disconnection. You may inadvertently time-out before completing the announcement.
11. The **Step 2** screen contains several data fields and tabs. Many of these data fields are defaulted to show text that is **NOT** applicable when posting an opportunity to the PMF website and using the “PMF Vacancy Template”. In order to manipulate the system to fulfill the needs of the PMF Program, some text boxes and field names are re-purposed, as outlined below.
- a. For purposes of the PMF Program, most of your announcement content is entered under the “Qualifications and Evaluations” tab shown below (Figure 16).
 - b. **NOTE:** Ignore any references to posting to USAJOBS.
 - c. **TIP:** When you selected “Presidential Management Postings” from the beginning, the system will show warning messages in the text boxes to those fields that are **NOT** used for posting an opportunity. Do **NOT** override this text. See Figure 16 below for examples.

Announcement Detail: Step 2 - Announcement Text

PMF-2016-0937 , Sample Opportunity (0000 Presidential Management Fellow)
Created By: PMF Coordinator,OPM Apr 6, 2016 Last Updated By: PMF Coordinator,OPM Apr 6, 2016

<< PREVIOUS

An asterisk (*) indicates a required field.

Template Options:

Please Select the Template from the list.
-- Please Select --
and click on Insert From Template link.

- AND/OR -

Please Select the File:
Choose File No file chosen
and click on Upload From File link.

USAJOBS (Not Posted)

Please note that the text length is an approximation due to the possible inclusion of special characters.

Overview **Duties** **Qualifications and Evaluations** **How to Apply Info** **Benefits and Other info**

* Who may apply:
(recommended length between 1 and 500 character(s))

B **I** **U** **☰** **☰** **A** **🔗** **🔗** **🔍** **🖨**

LENGTH Spelling

◀◀ Insert From Template

◀◀ Upload From File

This section is not used or displayed within PMF advertisements.

Please proceed to the "Qualifications and Evaluations" tab for PMF specific items and follow instructions within each data entry area.

* Job Status:
(1 to 100 character(s))

DO NOT USE for PMF. Utilize the Qualifications and Evaluations tab only.

LENGTH Spelling

◀◀ Insert From Template

◀◀ Upload From File

* Duration Appointment:
(1 to 100 character(s))

DO NOT USE for PMF. Utilize the Qualifications and Evaluations tab only.

LENGTH Spelling

◀◀ Insert From Template

◀◀ Upload From File

Figure 16

- d. Under the “USAJOBS (Not Posted)” heading (above the tabs), you will see 5 tabs, which defaults to the “Overview” tab. You will see specific PMF-related text appearing by default in the other text boxes; please leave the defaults as is. The defaulted PMF text is to warn users NOT to use those text boxes. Under this tab, you will **NOT** enter any information.
- e. For the “Duties” tab, you will see how the system shows defaulted text to NOT use these text boxes for purposes of the PMF Program. Under this tab, you will **NOT** enter any information.
- f. Click on the “Qualifications and Evaluations” tab (Figure 17). This tab includes several field headings and text boxes that will be manipulated for posting to the PMF website. It is critical to not deviate from these instructions. **Only THIS tab is used for this screen and for building the opportunity.**
 - i. **TIP:** Each text box provides several editing tools you may use. These tools include: bold, italics, underline, find and replace, bullets, numbered lists, text colors, add a link, remove a link, preview, and full-screen. You may also check spelling. Please be sure to review your entries and avoid jargon not commonly known to Finalists and Fellows.
 - ii. **TIP:** If you cut-and-paste text from a word processor, be sure to go back and check as font attributes, spacing, and any special characters may not be formatted the same.
 - iii. **NOTE:** The following text boxes contain instructional text specific to the PMF Program for the user posting the announcement. If the text is not deleted or typed-over, for the text boxes under this tab, the instructional text will appear as part of the announcement.

USAJOBS (Not Posted)
Please note that the text length is an approximation due to the possible inclusion of special characters.

Overview **Duties** **Qualifications and Evaluations** **How to Apply Info** **Benefits and Other info**

Education:
(recommended length between 0 and 2000 character(s))

PMF advertisement data entry required.
Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

*** Requirements:**
(recommended length between 1 and 2500 character(s))

PMF advertisement data entry required.
Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

*** Evaluations:**
(recommended length between 1 and 3450 character(s))

PMF advertisement data entry required.
Information entered in this text area will be displayed on the PMF advertisement under the section of "How to Apply".

*** Qualifications:**
(recommended length between 1 and 8000 character(s))

PMF advertisement data entry required.
Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

Figure 17

- iv. First, you will enter the *Description of Opportunity*. THIS INFORMATION IS ENTERED UNDER THE **“EDUCATION”** TEXT BOX (see Figure 17 above). Use this text box to describe the position. You are limited to 2,000 characters.
 1. Here is where we suggest you:
 - a. Identify the target level or FPL (Full Promotion Level) when posting an “appointment” opportunity. For example, “The full promotion level for this position is a GS-13.”,
 - b. Identify information pertaining to relocation (if applicable), and
 - c. Identify any travel requirements (if applicable).
- v. Second, you will enter the *Organization Description*. THIS INFORMATION IS ENTERED UNDER THE **“REQUIREMENTS”** TEXT BOX (see Figure 17 above). Use this text box to describe the organization. You are limited to 2,500 characters.
 1. Here is where you would enter information about the mission and purpose of the organization; this is applicable for both appointment and rotational opportunities.
 2. Here is where you may enter your organization’s website address for additional information.
- vi. Third, you will enter the *How to Apply* instructions. THIS INFORMATION IS ENTERED UNDER THE **“EVALUATIONS”** TEXT BOX (see Figure 17 above). Use this text box to describe the how to apply instructions. You are limited to 3,450 characters.
 1. Most agencies enter language along the lines of: “If you meet the qualifications for this position and you are interested in this position, please email the point of contact listed and reference the announcement number and position title in the subject line of the email. You must attach a current resume.”

2. It is optional for agencies to request a resume, transcript, etc. Since applicants applied several months ago for selection as Finalists, their resumes may be out of date. Finalists are unable to update their applicant documents in the PMF TAS after the annual PMF application closes.
 - a. **NOTE:** It is NOT necessary to request any supporting documentation for those Finalists claiming veterans' preference as this has already been collected and adjudicated by the PMF Program Office (OPM). All registered PMF TAS users have access to search Finalists and view their application documents, including any supporting documentation for claiming veterans' preference.
 3. As mentioned previously, this is the section where we suggest agencies:
 - a. Identify a closing date of the announcement. For example, "This announcement closes at 11:59pm (ET) on [date; mm/dd/yyyy]."
 - b. And identify if there is any security clearance required for the position for an appointment opportunity and whether or not the hosting agency will fund any interim clearance for a rotational opportunity.
 - vii. Fourth, you will enter the *Qualifications*. THIS INFORMATION IS ENTERED UNDER THE "QUALIFICATIONS" TEXT BOX (see Figure 17 above). Use this text box to clearly identify the position's qualifications and any selection factors. You are limited to 8,000 characters.
 1. **NOTE:** For those PMF positions designated as PMF STEM (Science, Technology, Engineering, or Mathematics), please be sure to include any positive education requirements. STEM Finalists are only eligible for PMF positions designated by the appointing agency as being STEM-related. The Job Series identified for the position should be a STEM-related series.
 - g. For the "How to Apply Info" tab and the "Benefits and Other Info" tab, you will see how the system shows defaulted text to **NOT** use these text boxes for purposes of the PMF Program.
 - h. When finished with these tabs, click the "Next" button at the bottom of the screen.
12. You will be taken to the "Announcement Detail: Step 3" screen, which contains several defaulted and required fields (Figure 18). Please follow the instructions provided below. **There will be several fields and text boxes not applicable for this screen.**

The screenshot shows a web-based form titled "Announcement Detail: Step 3 - External Job Board Information". At the top, there are navigation links: "Main", "Announcements", "Program Review", and a breadcrumb trail: "Announcements > OFFICE OF PERSONNEL MANAGEMENT > Presidential Management Positions > Presidential Management Fellow > PMF-2015-2365 > Step 1 > Step 2 > Step 3". Below the title, it says "PMF-2015-2365 - TEST (8888 Presidential Management Fellow)" and "Created By: PMF Coordinator, OPM, Apr 29, 2015 Last Updated By: PMF Coordinator, OPM, May 4, 2015". There are buttons for navigation: "<< PREVIOUS", "Save and Previous", "Save", "Cancel", and "NEXT >>".

The form fields include:

- Is Part Time Employment:** Radio buttons for Yes and No.
- Forms Request Method:** A dropdown menu with "Internet" selected.
- Exclusive Posting:** Radio buttons for Yes and No, with a note: "(Job will not be visible in any job search, and will only be accessible through a direct link.)"
- Hiring Agency:** A dropdown menu with "OFFICE OF PERSONNEL MANAGEMENT" selected.
- Subagency:** A text field with the note "Current organization has no subagencies assigned to it".
- Additional Information:** Radio buttons for "Hiring Fair" and "Advertise Only".
- Duration Appt:** A dropdown menu with "Presidential Management Fellow (Student)" selected.
- Street Address 1, 2, 3:** Text input fields, with "NA" entered in the first.
- City:** Text input field with "NA" entered.
- State:** A dropdown menu with "District of Columbia" selected.
- Zip:** Text input field with "00000" entered.
- Organization Contact Name:** Text input field with "Not used for PMF" entered.
- Organization Contact Phone:** Text input field with "Not used for PMF" entered.
- Vacancy Contact Name:** Text input field with "OPM PMF Coordinator" entered.
- Vacancy Contact Email:** Text input field with "pmf@opm.gov" entered.
- Vacancy Contact Phone:** Text input field with "202-696-1540" entered.
- Vacancy Contact Fax:** Text input field with "202-696-3540" entered.
- Internet Address:** Text input field with "000-000-0000" entered.
- TDD Phone:** Text input field with "000-000-0000" entered.

Figure 18

- a. Skip to the "Hiring Agency" line, ensure your agency/sub-agency (or Organization/Sub-Organization) is identified. If not, select from the drop-down menu.
- b. Skip to the "Vacancy Contact Name, Email, Phone, and Fax" fields and enter the appropriate contact information. This is the agency's point of contact to receive any inquiries and **WILL** display with the announcement; this may be the hiring official for appointment opportunities, hosting contact for rotational opportunities, or the Agency PMF Coordinator.
 - i. **TIP:** To ensure your agency's policies and procedures are followed for appointment opportunities, we highly recommend an HR Specialist is identified as the point of contact. Agencies must ensure qualifications were reviewed and veterans' preference is considered.
 - ii. The "Vacancy Contact Fax" number is a required field. If a fax number is not applicable, you can leave the default as "000-000-0000".

- iii. **NOTE:** The system will NOT display a mailing address; skip these fields. The system will only display a “Vacancy” contact, not an “Organization” contact.
 - iv. Under “Internet Address”, it is optional if you would like to insert a website address; disregard the default text of “000-000-0000”.
 - c. Click the “Next” button at the bottom of the screen.
13. You will be taken to the “**Announcement Detail: Step 4**” screen (Figure 19).

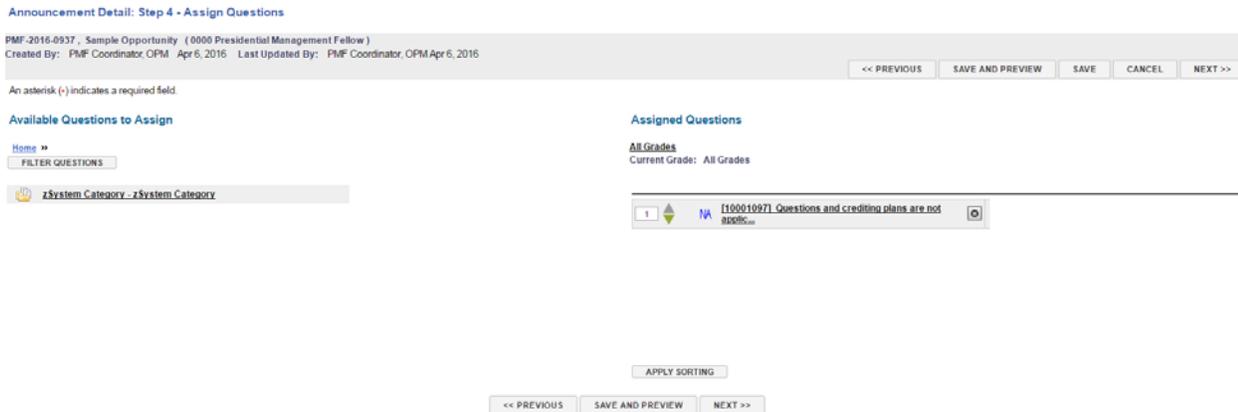


Figure 19

- a. **Do NOT make any changes to this screen.**
 - b. Click the “Next” button at the bottom of the screen.
14. You will be taken to the “**Announcement Detail: Step 5**” screen (Figure 20).



Figure 20

- a. **Do NOT make any changes to this screen.**
 - b. Click the “Next” button at the bottom of the screen.
15. You will be taken to the “**Announcement Detail: Step 6**” screen (Figure 21). **There will be several fields and text boxes NOT applicable for this screen.**



Figure 21

- a. Skip to the “Announcement Type” drop-down menu, select the appropriate option. **This is the ONLY field you need to address on this screen before continuing with your announcement.**
 - i. You may identify more than one Announcement Type as appropriate.
 - ii. For a PMF appointment opportunity for all traditional Finalists, select “Appointment Opportunities” and then click the “Add Announcement Type” button to add it to the announcement.
 - iii. For a PMF STEM appointment opportunity, select “Appointment Opportunities – STEM” and then click the “Add Announcement Type” button to add it to the announcement.
 - iv. For a PMF rotational opportunity, select “Rotational Opportunities” and then click the “Add Announcement Type” button to add it to the announcement.
 - v. If applicable, you may choose more than one type.
 - vi. **NOTE:** The ability to post “training opportunities” has NOT been implemented. Please disregard using this functionality.
 - b. Click the “Next” button at the bottom of the screen.
16. You will be taken to the “**Announcement Detail: Step 7**” screen (Figure 22). Follow the instructions below to either save or post your announcement; this is the last screen when building an announcement.

Announcement Detail: Step 7 - Administrative Settings

PMF 2015-2365, Test (PMF Program Office) (PLEASE DISREGARD, THIS IS A TEST) (0000 Presidential Management Fellow)
Created By: PMF Coordinator, OPM Apr 29, 2015 Last Updated By: Timmins, Rob May 11, 2015

<< PREVIOUS Save and Preview Cancel Finish

An asterisk (*) indicates a required field.

VACANCY SETTINGS:

Well Qualified Score:

Online Cert Key:

Applicants cannot appear on multiple open certificates.

EXTERNAL JOB BOARD INTERFACE(S):

USAJOBS

Send To USAJOBS

HR MANAGEMENT OPTIONS:

* HR Manager: Program Office, PMF (PMFPROGOFFICE)

* Selecting Official: Program Office, PMF (PMFPROGOFFICE)

* Best Qualified Designator: Program Office, PMF (PMFPROGOFFICE)

Approve this vacancy

<< PREVIOUS Save and Preview

Figure 22

- a. Do **NOT** click the box to “Send to USAJOBS”.
- b. Under the “HR MANAGEMENT OPTIONS:” section, use the drop-down menus to select “Program Office, PMF (PMFPROGOFFICE)” as the default for each required field, for a total of three.
 - i. **NOTE:** These entries have no impact on your announcement; however, they are required fields for using the system. Simply select the PMF Program Office as a default.
- c. If you are ready to approve the announcement, you should click the “Approve this vacancy” checkbox and click the “Finish” button in the upper right-hand corner of the screen. The system will save and post the announcement immediately or on the opening date.
- d. If you are NOT ready to approve, you can either (1) click the “Save and Preview” button at the bottom of the screen and follow the prompts to save the announcement and preview it, or (2) click the “Save” button on the upper right-hand corner to save and come back to later.
 - i. **IMPORTANT NOTE:** Clicking the “Save and Preview” button will prompt the system to open a pop-up window showing you how the system has built your announcement. Since the system is originally designed to interface with USAJOBS, the preview announcement will show your PMF announcement in the typical USAJOBS format. The actual announcement on the PMF website will appear quite differently and the system will automatically insert appropriate headings. For example, when you entered the how to apply instructions under the section called “Evaluations”, the system will insert and actually show the instructions under the heading of “How to Apply” for how Finalists/Fellows see the opportunity posted to the PMF website. **A sample announcement can be found on the last page of these instructions.**

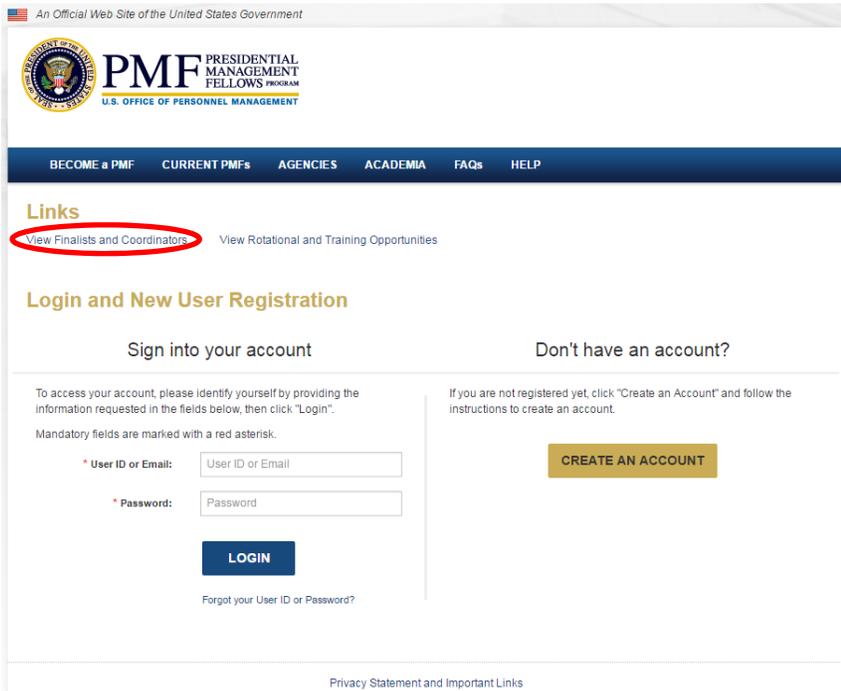
TIP: To simplify the collection and entry of PMF opportunities, templates are available under the “Agencies\Resources” section on the PMF website at www.pmf.gov. Agency PMF Coordinators and Agency HR Recruiters are asked to distribute these templates to hiring/hosting officials.

If you have any questions, please contact your Agency PMF Coordinator for assistance.

HOW TO VIEW THE LIST OF AGENCY PMF COORDINATORS ON THE PMF WEBSITE:

Follow these steps to view the current List of Agency PMF Coordinators on the PMF website at www.pmf.gov. Similar instructions can be found here: <https://www.pmf.gov/agencies/list-of-coordinators.aspx>.

1. Go to the login screen for Finalists and Fellows at <https://apply.pmf.gov/pmf/>; commonly referred to as the “Seeker Site”.
2. At the top of the screen you will see a link to “View Finalists and Coordinators” (see screen shot below).



3. Click on the link to be redirected to the various sorted lists of Finalists and Coordinators.
4. The screen will refresh and present you with multiple tabs (see screen shot below).

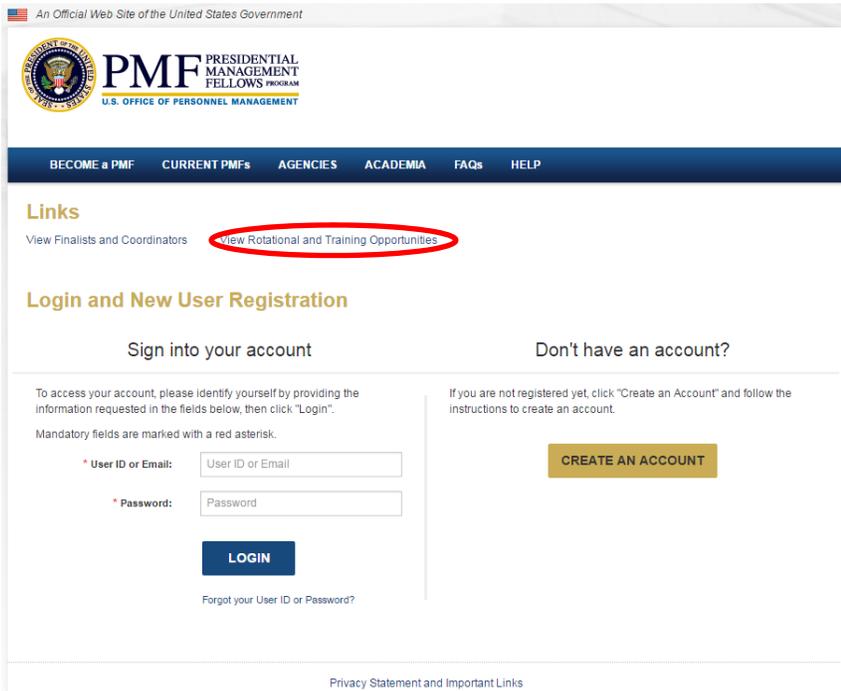


5. Click on the "List of Agency Coordinators" tab to view the current list of Agency PMF Coordinators by agency/sub-agency; this is the third tab at the top of the screen.

HOW TO ACCESS AND VIEW THE LIST OF AVAILABLE "ROTATIONAL" OPPORTUNITIES ON THE PMF WEBSITE:

Follow these steps to view the current list of available "rotational" opportunities on the PMF website at www.pmf.gov. Similar instructions can be found here: <https://www.pmf.gov/current-pmfs/training-and-development/rotational-opportunities.aspx>.

1. Go to the login screen for Finalists and Fellows at <https://apply.pmf.gov/pmf/>; commonly referred to as the "Seeker Site".
2. At the top of the screen, you will see a link to "View Rotational and Training Opportunities" (see screen shot below).
 - a. NOTE: The "Training Opportunities" function of the PMF TAS is not used.



3. Click on the link to be redirected to the "Search for Opportunities" screen (see screen shot below).
 - a. Select your search criteria, click "Apply", and then click "Search". Only open opportunities will result based on your search criteria.
 - b. **NOTE:** Only those agencies that have active "rotational" opportunities posted will appear in the "Agency" drop-down menu. You may need to broaden your search criteria accordingly.

Agency: **APPLY**

Sub-Agency:

Position Type:

Location:
DC - District of Columbia
DC - Washington DC

Series/Title:
0000--Presidential Management Fellow
0028--Environmental Protection Specialist

Date Posted:

SEARCH

4. To view a specific posting, click on the "Announcement Number"; this is a link to the full posting.
 - a. Following is a sample posting of a "rotational" opportunity as it appears on the PMF website for current Fellows to search and view.
 - i. **NOTE:** See how the following fields do **NOT** appear: closing date, supervisory level, security clearance, relocation authorized, travel required, or a mailing address. In addition, the sample shows the defaulted instructional text that would appear if the text was not deleted or typed-over when building the announcement.

SAMPLE ANNOUNCEMENT:

This is a sample “rotational” opportunity announcement. The layout and fields are the same for “appointment” opportunities, but the “Position Type” would reflect “Appointment Opportunities”.

Announcement Details		Back to search results	
Announcement Number	PMF-2015-2365	Position Type	Rotational Opportunities
Position Title	Test (PMF Program Office)	Agency - Sub-Agency	OFFICE OF PERSONNEL MANAGEMENT
Open Date	05/08/2015	Locations - Projected Number of Positions	1 Vacancies in Washington DC, DC, US
Series	0000--Presidential Management Fellow	Opportunity Contact	Name: PMF Program Office Phone: 202-606-1040 Fax: 202-606-3040 Email: pmf@opm.gov

Description of Opportunity or Training

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Description of Opportunity or Training".

Agency Description

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Agency Description".

Qualifications Required

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "Qualifications Required".

How to Apply

PMF advertisement data entry required.

Information entered in this text area will be displayed on the PMF advertisement under the section of "How to Apply".