

The U.S. Office of Personnel Management (OPM), PMF Program Office is sponsoring an In-Person Job Fair for the Class of 2015 Finalists. This overview is intended to give general information for all participants and is subject to change.

**NOTE:** Supplemental documents (e.g., agenda, floor plans, and list of participating Federal agencies) will be posted before the Job Fair. Copies of these documents will be provided at check-in during the Job Fair.

### **In-Person Job Fair:**

The In-Person Job Fair will take place at the National Institutes of Health's Natcher Conference Center in Bethesda, MD (<http://www.nih.gov/about/visitor/>), Thursday-Friday, August 13-14, 2015. An agenda will be posted to the PMF website, once available, and at check-in at the Job Fair.

Participants should enter the campus at the NIH Visitor Gateway Center (<http://www.nih.gov/about/visitorsecurity.htm>), outside of the **Medical Center Metro Station** (Red Line, towards Shady Grove).

A map of the facility can be found on the Job Fair webpages and will be provided at check-in. Directional signs will be in place throughout the Center.

Upon entering the facility, you will need to clear through security where you will be directed to the Natcher Conference Center. Finalists will be issued a color-coded name badge to identify them as 2015 Finalists at check-in in the Center. Participating agency representatives will be issued a green exhibitor ribbon at check-in in the Center. And event staff will also be wearing a color-coded badge.

Agencies and Finalists will be sent a separate link to register for their participation. A separate invitational email will be sent to all Finalists to attend a Pre-Job Fair Webinar.

Free designated space will be provided for Finalists who need to store personal belongings (e.g., coats, luggage) at their own risk. The Center does provide free wi-fi throughout.

The facility also provides a cafeteria and is accessible for people with disabilities.

### **Agenda:**

An agenda will be posted to the PMF website and distributed at check-in. Day 1 consists of set-up, welcoming remarks, a panel discussion, and agency presentations. Day 2 will be the Job Fair where participating agencies will have exhibit tables and interview tables. Please note, Day 2 is the actual Job Fair where Finalists meet agencies and for agencies to conduct their on-site interviews.

The Agenda will be updated prior to the Job Fair to show Day 1's schedule of presentations.

A list of participating Federal agencies, along with their assigned exhibit tables, will be posted to the Job Fair webpage prior to the event and available at check-in.

## Resources:

For more information, please visit the Job Fair webpages on the PMF website at [www.pmf.gov](http://www.pmf.gov). For Finalists, go to the [Become a PMF\Find a Job\In-Person Job Fair](#) section. For agencies, go to the [Agencies\Find Candidates\Job Fairs](#) section. There you will find:

1. Agenda
2. A copy of this Overview
3. Floor Plans
4. Job Fair FAQs (Frequently Asked Questions)
5. List of Participating Federal Agencies
6. A link on how to access the current List of Agency PMF Coordinators

An interview scheduling sheet is available for agencies to assist them in scheduling their interviews. This sheet is available under the Agency Job Fair webpage referenced above.

Agencies needing to ship their material to the Center before the Job Fair should contact the PMF Program Office for details.

Here are some tips and suggestions for success at the Job Fair:

- Bring government-issued identification (for security and check-in)
- Bring copies of your most up to date resume
- Contact Agency PMF Coordinators regarding positions of interest found on the PMF TAS prior to the Job Fair and ask about scheduling interviews

## Appointment Deadline:

The appointment deadline for all 2015 Finalists is Saturday, March 26, 2016. If an agency makes a PMF appointment offer to a 2015 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 appointment deadline, the agency may request an appointment eligibility extension.

To expedite the process, Finalists should be prepared to accept appointment offers as soon as possible, and agencies should record acceptance of an appointment within the PMF TAS as soon as a Finalist formally accepts an offer.

Once an appointment offer is recorded in the PMF TAS, the Finalists' status will change on the PMF website to appear as "Appointed". When viewing the list of Finalists on the PMF website, click on the "Sort by Agency" tab to see what agency/sub-agency the Finalist has been appointed under. If there is a mistake, notify the PMF Program Office immediately. Only current Finalists can view appointment opportunities within the PMF TAS. When a Finalist's status changes to Fellow, he/she will no longer have access to view appointment opportunities.

Please remember to check back for any updates.