# Presidential Management Fellows (PMF) Program

Presentation for Academic Institutions

# Historical Background

- 1977: Executive Order (EO) 12008 created the Presidential Management Intern (PMI) Program
- 1982: EO 12364 opened to non-public policy students
- 2003: EO 13318 changed from PMI Program to Presidential Management Fellows (PMF) Program
- 2010: EO 13562 reinvigorated the PMF Program
  - Created the Pathways Programs, which includes the PMF Program
  - Expanded eligibility

# PMF Program Overview

- Very competitive and rigorous application and assessment process
- Solicits eligible individuals annually
- Finalists seek appointments as Fellows
- Two-year fellowship of training and development
- Succession Planning for Federal Agencies
- Future Leaders for Federal Government

# PMF Appointment

- Two-year, full-time paid position with benefits
- Initial appointment at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- May non-competitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
  - Appointment - GS-9, $52,668 - $68,465
  - 1-year Anniversary - GS-11, $63,722 - $82,840
  - Program Completion - GS-12, $76,378 - $99,296

NOTE: Salaries based on a range covering the Washington, DC, metro area for 2015.

# Federal Benefits

- Student Loan Repayment Program
- Flexible Spending Accounts
- Health and Dental Insurance
- Paid Vacations, Holidays, and Sick Leave
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan
- Additional information can be found at: http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/

# Fellowship

- Program requirements consist of:
  - Minimum of 80 hours of formal training each year of fellowship
  - At least one 4-6 month developmental assignment
  - Optional rotational opportunities
  - Assignment of senior-level Mentor
  - Participant Agreement
  - Individual Development Plan (IDP)
  - Annual performance plan
  - Agency-specific requirements, if any
- Training and development geared towards target position
- Upon successful completion, may be non-competitively converted to a term or permanent position

# Career Fields

Open to all disciplines, including:

- Accounting/Finance/MBA
- Information Technology
- Cybersecurity
- International Affairs/Policy
- Health/Medical Sciences
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Federal Acquisitions

# PMF STEM Track Pilot

- A pilot since the PMF Class of 2014, continuing into 2016
- Disciplines in Science, Technology, Engineering, or Mathematics (STEM)
- Response to President's challenge to address STEM skills gap within the Federal Government
- Grooms future Federal leaders who have demonstrated leadership potential and technical competency
- Leverages infrastructure and prestige of PMF Program
- Enables agencies to identify and hire high-caliber STEM candidates
- STEM positions determined by agency and only available to PMF STEM Finalists
- Additional information can be found under "The Opportunity\PMF STEM" section on the PMF website

# Career STEM Fields

Particular need for STEM disciplines, including:

- Aeronautical/Astronautical Engineering
- Animal Sciences/Veterinary
- Biology
- Biomedical Engineering
- Chemistry
- Civil Engineering
- Electronics Engineering
- Environmental Engineering
- Epidemiology
- Food Science
- Mathematics
- Nutrition/Nutritional Biology
- Oceanography
- Pharmacology
- Physics
- Structural Engineering
- Systems Engineering
- Toxicology

# Attorney Positions

- Law students eligible; however, Federal attorneys hired under a different appointing authority outside of the PMF Program
- PMF Program is not designed to provide training and development to compete for an attorney position
- Positions that may be considered for a PMF appointment:
  - Specialist
  - Hearing & Appeals Specialist
  - Labor Relations Specialist
  - Contract Specialist
  - Estate Tax Examiner
  - Policy Analyst

# Applicant Eligibility

- Graduate students from any academic discipline who expect to complete an advanced degree (masters or professional) from a qualifying* college or university during the academic year (September 1 of the application year through August 31 of the following year), or
- Individuals who completed an advanced degree from a qualifying* college or university no more than 2 years prior to the opening date of the PMF Program's annual announcement

* The academic institution must be accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education

# Application Process

- Application period is typically over 2-weeks in the fall
- Announcement posted at www.USAJOBS.gov during open period
- Submit an on-line application to include:
  - Resume
  - Transcript (and/or alternative)
  - Supporting documentation for any claims to Indian preference, veterans' preference, and/or reasonable accommodations
  - On-Line Assessment and three essays
- Selected Semi-Finalists invited to In-Person Assessment
- Finalists selected and have 12 months for appointment eligibility
- Upon securing position with a Federal agency → Fellow
- Approximate timelines on PMF website

# Application Process (continued)

General application steps:

- Create an applicant account
- Answer demographic questions (optional)
- Answer various bio-data questions (e.g., contact information)
- Answer eligibility questions
- Submit information about degree and school
- Submit documents
- Complete On-Line Assessment
- Complete three essays
- Answer questions on other degrees, foreign languages, and other skills\attributes (these become searchable for agencies)
- Certify responses and submit application

# Assessment Process

- Applicants and Semi-Finalists assessed on the following competencies:
  - Problem Solving
  - Interpersonal Skills
  - Oral Communication
  - Written Communication
  - Public Service Motivation
  - Personal Accountability
  - Adaptability
  - Technical Competence (for PMF STEM applicants)
- Each year, as the application period nears, an *Assessment Preparation Guide* is posted under the "Become a PMF\Assessment Process" section of the PMF website for applicants
- PMF website and Guide are the only sources explaining process in detail

# Assessment Process: On-Line, Un-Proctored

- Applicants take an On-Line Assessment during the application process
- Independent work (applicants certify during application)
- On-Line Assessment
  - Situational Judgment Test: Applicants indicate how they would respond in given situations
  - Personality Test: Applicants respond to behavioral questions
- Essays completed during the application are taken into consideration during the In-Person Assessment
- Semi-Finalists selected based on eligibility, complete application, and On-Line Assessment results

# Assessment Process: In-Person Assessment

- Semi-Finalists participate in an In-Person Assessment consisting of competency-based questions
- Participate at own expense
- Half-day process, consisting of three exercises:
  - Individual Behavioral Interview
  - Group Exercise
  - Proctored Written Exercise
- Conducted in Washington, DC
- Scores factored in the selection of Finalists

# Placement Process

- Finalists invited to attend annual PMF Job Fair
- Finalists search for PMF appointment opportunities on PMF website
- Available positions change throughout the year
- 12 months from the date selected as Finalists to secure appointment with agency → Fellows
- Employment policies and incentives determined by individual agencies
- All degree requirements must be completed prior to onboarding
  - Deadline to complete degree requirements , including the successful defense/completion of any required thesis/dissertation, by August 31st of the year after applying
- No regulatory provision for waivers/deferrals
- STEM Finalists appointed into STEM positions as determined by hiring agency

# Application Tips

- Successful application package consists of
  - Resume
  - Transcript (and/or alternative)
  - Supporting documents if claiming Indian Preference, veterans' preference, and/or reasonable accommodations
  - Completion of the On-Line Assessment
  - Completion of the three essays
- Ensure system and browser requirements are met
- Sufficient time (~3 hours) to prepare, review, and submit before closing
- Review all instructions on announcement, PMF website, and FAQs
- Check PMF website for any news or updates

# Preparing for Application

General tips for applicants when preparing to apply:

- Read the announcement and the "Become a PMF" section on the PMF website
  - Avoid relying on third-party information as these are often inaccurate
- Assemble application documents, especially the transcript (and/or alternative)
- Avoid applying late; application can take 2-3 hours to complete
- Add the following email addresses to "safe list": pmf@opm.gov and pmfapplication@opm.gov; some school servers may block email delivery
- Applicants (including Semi-Finalists, Finalists, and Fellows) and academia should use the pmfapplication@opm.gov email address; whereas, Federal agencies and general public should use pmf@opm.gov
- When creating an applicant user account, recommend using a personal email address versus .edu email address
- Follow system and browser requirements for application and on-line assessment

# Preparing for Application (continued)

- Resume can be in ANY format, but limited to 3MB in file size
- The PMF TAS (Talent Acquisition System) is used for applicants to apply and only allows one applicant user account to be associated to an email address and Social Security Number
  - Applicants should use previously established user account, if any
  - User names, passwords, and answer to secret question are case-sensitive
- Male applicants will be asked if registered for Selective Service (www.sss.gov)
- Current students completing their advanced degree requirements must complete by August 31st the year after the application before starting a PMF appointment; this includes the successful defense/completion of any required thesis/dissertation
- There is no regulatory provision to waive a requirement or defer
- Applicants are to complete their application, on-line assessment, and essays on their own; no outside assistance is allowed

# Contact Information

**Presidential Management Fellows Program**
U.S. Office of Personnel Management
1900 E Street NW, Room 6500
Washington, DC 20415

- Application Inquiries: pmfapplication@opm.gov *
- Facebook Page: www.facebook.com\PMFProgram
- Website: www.pmf.gov

*** NOTE:** Please use the pmfapplication@opm.gov mailbox for all inquiries regarding the application cycle and assessment process. Applicants should follow the *Help* instructions provided during the application process for technical assistance.