

The U.S. Office of Personnel Management (OPM), Presidential Management Fellows (PMF) Program Office is sponsoring a Hiring Fair for the Class of 2016 Finalists. This overview is intended to give general information for all participants (Finalists and Agencies) and is *subject to change*.

NOTE: Supplemental documents (e.g., this Overview, Frequently Asked Questions (FAQs), Floor Plans and Maps, and List of Participating Federal Agencies) are posted to the PMF website at the webpages referenced below under "Resources". Additional documents are available for participating Federal agencies.

Hiring Fair:

The PMF Class of 2016 Finalist Hiring Fair will take place at the U.S. Department of Health and Human Services (HHS) Parklawn Building at 5600 Fishers Lane, Rockville, MD 20852, Monday, April 4, 2016, from 9am-4:30pm (ET). Participating agencies may arrive after Noon (ET), Friday, April 1, 2016, to bring their small exhibit materials and set-up their tables. Agencies are encouraged to limit the size and quantity of their exhibit table displays and materials.

Participants should enter the main entrance at 5600 Fishers Lane. **NOTE:** There is no visible address number on the building. The nearest Metro Station is Twinbrook (Red Line), approximately a half-mile walk to the building. A map of the facility can be found on the hiring fair webpages and will be provided at check-in. Directional signs will be in place throughout the building.

Public garage parking is available off of Twinbrook Parkway, a couple blocks away (see map). The public parking garage only accepts cash.

The hiring fair is open to 2016 Finalists only and participating Federal agencies. Not all agencies participate in the hiring fair; however, practically all cabinet-level agencies have some kind of representation. Finalists are encouraged to check with Agency PMF Coordinators on their participation and routinely check the PMF TAS for any PMF appointment opportunities. Finalists are not guaranteed a PMF appointment.

Security Screening and Check-In:

Upon entering the building, you will need to clear through security. **NOTE: The security process may take a significant amount of time to clear and check-in; participants are advised to arrive early.**

Staff will assist with crowd control by separating Finalists and agency personnel in the main lobby. Agency personnel should have their agency-issued PIV badge readily available. Finalists must provide government-issued identification (e.g., Driver's License or Passport). Finalists will be issued a colored wrist band and must go through the metal detector and x-ray machine. Finalists are highly encouraged to NOT bring any luggage as the screening equipment is limited. Additionally, there will not be a luggage holding area and there are no in/out privileges (e.g., participants cannot freely enter/exit the building without going through security). Participants are reminded the venue is a Federal Office Building and prohibited items are not allowed (e.g., similar restrictions as clearing security with TSA at airports).

After the security screening process, participants will see check-in tables for the hiring fair. Finalists will be issued an event badge clearly showing their first and last name. Agency personnel **MUST** wear and display their agency-issued PIV badge where a green exhibitor ribbon will be affixed to their badge to identify them as event participants. And event staff will also be wearing a color-coded badge.

Finalists will be directed to Rooms 05N54 and 05N76 as the Holding Room to store their belongings and wait until the hiring fair opens in the atrium after going through the security screening process and check-in tables. Finalists storing personal belongings do so at their own risk.

The building does provide free Wi-Fi throughout; the exhibit floor does NOT provide electrical outlets.

The building's atrium provides a cafeteria, self-serve snack bar, and a medical clinic, and the building is accessible for people with disabilities. Finalists may access the cafeteria and snack bar prior to the hiring fair starting at 9:00am; **please do not enter the exhibit floor area until the fair opens**. Water fountains can be found next to all restrooms; these fountains also accommodate refilling water bottles. An ATM (Automated Teller Machine) and postal mail drop-off can be found within the cafeteria area.

This event is strictly a hiring fair for participating Federal agencies to staff exhibit tables for Finalists to ask questions, check appointment opportunities, and/or request/participate in interviews. The exhibit tables are located within the atrium and most interview tables will be located in rooms along the perimeter of the atrium. Agencies are encouraged to limit their exhibit table displays and materials (e.g., pop-up poster displays, handouts, and copies of appointment opportunities). Any material brought in must be able to fit through a standard x-ray machine. Table allocations are based on supply, while factoring in egress and fire marshal guidelines.

A list of participating Federal agencies, along with their assigned exhibit and interview tables, will be posted to the website prior to the event and available as a handout during the fair.

Resources:

For more information, please visit the hiring fair webpages on the PMF website at www.pmf.gov:

- For Finalists, go to the [Become a PMF\Find a Job\Job Fair](#) section.
- For Federal agencies, go to the [Agencies\Find Candidates\Job Fair](#) section.

Both sections provide the following:

1. A copy of this Overview
2. Floor Plan and Map (will be posted once available)
3. Frequently Asked Questions (FAQs)
4. List of Participating Federal Agencies (will be posted once agency registration concludes, tables assigned, and prior to the hiring fair)
5. A link on how to access the current List of Agency PMF Coordinators

In addition, the following documents are available for agencies: an Interview Scheduling Sheet to assist in scheduling interviews and a Hiring Fair Checklist to help prepare for their participation.

Agencies are NOT able to ship their material to the Parklawn Building beforehand. Agencies are highly encouraged to bring their materials and set-up their tables after Noon (ET), Friday, April 1, 2016. Please note the security screening process previously covered. April 1st is strictly for set-up.

Only a copy of the floor plans and list of participating Federal agencies (showing their exhibit and interview tables) will be provided as handouts during the hiring event at the check-in tables.

Appointment Deadline:

The appointment deadline for all 2016 Finalists is 12 months from the date of official selection and announcement of Finalists; for the Class of 2016 Finalists, the appointment eligibility deadline is February 24, 2017.

To expedite the appointment 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. All appointment offers are contingent on a background investigation. Agencies should clearly state any deadline for accepting appointment offers.

Finalists should check the PMF TAS frequently for any PMF appointment opportunities. Finalists are encouraged to bring several copies of their resume (in any format) to the hiring fair. Agencies may schedule interviews prior to, during, and/or after the hiring fair. It is not uncommon for agencies to conduct phone interviews or pre-schedule interviews prior to the hiring fair. Some participating agencies have offices throughout and outside of the Parklawn Building, and may schedule interviews in such offices (these appear as "Local" on the List of Participating Agencies showing their interview tables). Agencies may need to coordinate their interviewing needs amongst their sub-agencies.

Once an appointment offer is recorded in the PMF TAS, the Finalists' status will change on the PMF website to appear as "Appointed" and change from Finalist to Fellow. If an Entry on Duty (EOD) start date is not yet known, agencies will record a tentative date or use "12/31/20xx" as a visual default. 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. Agencies are reminded to distinguish between STEM and Non-STEM Finalists when posting PMF appointment opportunities in the PMF TAS. STEM Finalists are only eligible for STEM-related PMF positions.

A Help Desk is available for agencies needing technical assistance with the PMF TAS. PMF Program Office staff will be available for any general questions. In addition, current Fellows will be assisting with the hiring fair and will be readily available for any questions Finalists may have.

Informational Webinar for 2016 Finalists:

An Informational Webinar for the Class of 2016 Finalists is conducted prior to the hiring fair. Finalists will be invited via a broadcast email. The webinar will explain the PMF Program requirements, appointment process, the hiring fair, and enable Finalists to ask questions. The webinar will not be recorded nor rebroadcasted. Finalists who are unable to attend may find the same content covered by review the PMF website (e.g., FAQs, Job Fair webpage, or using the "Search" field).

Please remember to check the website for any updates.