

## 2016 AGENCY HIRING FAIR CHECKLIST

Agencies (especially Coordinators) can use this checklist to help them prepare for the PMF Class of 2016 Finalist Hiring Fair. Most references to links and additional information can be found on the [Agencies\Find Candidates\Job Fair](#) webpage. Please check frequently for any updates.

#:	Action:	✓:
1.	<b>Coordinate Agency Participants:</b> The Agency PMF Coordinator, Human Resources staff, and hiring officials should coordinate their efforts to prepare for and participate in the Hiring Fair. All communications from the PMF Program Office are sent via email to all Agency PMF Coordinators; however, Agency-wide PMF Coordinators should coordinate participation with all of the Sub-Agency PMF Coordinators.	
2.	<b>Review PMF Website Information:</b> Review the <a href="#">Agencies\Find Candidates\Job Fair</a> webpage for the following resources: Overview, FAQs, Floor Plans, Map, Interview Scheduling Sheet, and a list of participating agencies and their table allocations. These documents will be updated up to the start of the hiring fair.	
3.	<b>Prepare and Post Positions:</b> <ul style="list-style-type: none"> <li>• Help hiring officials identify staffing needs and write Position Descriptions (emphasize the skills needed, position title, location, any additional benefits, and level of background investigation needed).</li> <li>• Use the <a href="#">Appointment Opportunity Template</a> for hiring officials to prepare and submit their positions.</li> <li>• Post positions to the PMF TAS (Talent Acquisition System) <i>before</i> the Hiring Fair.</li> </ul>	
4.	<b>Provide Access to Resumes:</b> Agency PMF Coordinators can grant agency personnel access to search and view resumes. Some users are able to also post appointment opportunities directly to the PMF TAS.	
5.	<b>RSVP for Hiring Fair Participation:</b> <ul style="list-style-type: none"> <li>• RSVP to the agency hiring fair participation email sent by the PMF Program Office.</li> <li>• Coordinate with Sub-Agency PMF Coordinators on their participation.</li> <li>• Prepare to staff hiring fair tables (e.g., Coordinators, HR staff, and support).</li> </ul>	
6.	<b>Schedule Interviewers:</b> <ul style="list-style-type: none"> <li>• Based on responses to advertised appointment opportunities, use the <a href="#">Agency Interview Scheduling Sheet</a> to start coordinating interviews with hiring officials during hiring fair.</li> <li>• Research your agency's process for making tentative job offers.</li> <li>• Arrange for a representative from your HR Office to participate and assist with the job offer process.</li> </ul>	
7.	<b>Pre-Hiring Fair:</b> <ul style="list-style-type: none"> <li>• Prepare to set-up agency tables prior to hiring fair. Agencies may arrive at venue after Noon (ET), Friday, April 1, 2016, to bring material and set-up tables; see <a href="#">Overview</a> for additional details.</li> <li>• Follow-up with participating sub-agencies and hiring officials.</li> <li>• Monitor PMF TAS on status of appointment opportunities; bring copies to hiring fair.</li> <li>• Agencies will be informed if there are any Finalists requesting reasonable accommodations.</li> </ul>	
8.	<b>During Hiring Fair:</b> <ul style="list-style-type: none"> <li>• Greet Finalists and prepare to answer agency and opportunity questions.</li> <li>• Facilitate interviews with Finalists and hiring officials.</li> <li>• Track tentative job offers and ensure Finalists receive all required documents.</li> </ul>	
9.	<b>Post-Hiring Fair:</b> <ul style="list-style-type: none"> <li>• Follow-up on appointment offers and maintain communications between Finalist and hiring official.</li> <li>• Record accepted tentative job offers in the PMF TAS.</li> <li>• Deactivate posted appointment opportunity once position if filled.</li> </ul>	
10.	<b>Submit Appointment Placement Fee to OPM:</b> Coordinate with hiring official to submit the appointment placement fee to the PMF Program Office within 30 days of appointment. Instructions and common financial forms for submitting reimbursement can be found under the <a href="#">Agencies\Resources</a> webpage.	