

This checklist is provided to Finalists planning to participate in the Hiring Fair. Most references to links and additional information can be found under the “Become a PMF/Find a Job/Hiring Fair” webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>. Most of this content is based on recommendations and experiences from Finalists during past hiring events. A few blanks appear at the bottom for you to customize for your individual needs. Please check the above webpage for updates.

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1	RSVP to participate. The PMF Program Office has sent all Finalists a Save-the-Date email with instructions to RSVP for their participation in the Virtual Hiring Fair; participation is by invitation only and is optional.	
2	Virtual Hiring Fair Overview for Finalists. Review the <i>Overview</i> from the Hiring Fair webpage.	
3	Register with Brazen. Follow the instructions in the <i>How to Register and Participate</i> document to create an account with Brazen, register for the Virtual Hiring Fair, and obtain the link to the Hiring Fair Lobby. The document can be found on the Hiring Fair webpage.	
4	Participate in the Pre-Hiring Fair Webinar for Finalists. The PMF Program Office will host two Pre-Hiring Fair Webinars for RSVP'd Finalists on Thursday, May 5 th , and Friday, May 6 th , at 4:00pm (ET). The webinar will cover additional details on the Hiring Fair, along with tips for how Finalists can navigate it successfully. All Finalists who have RSVP'd for the Virtual Hiring Fair will be sent an invitational email are encouraged to attend one of the two sessions.	
5	Keep your personal contact information current. Agencies may contact you by phone and/or email. All PMF Program Office communications are conducted by email. Please ensure your email address is up to date. You can update this information by logging into the Apply Site of the PMF TMS at https://apply.pmf.gov with your applicant user account and go to “Manage Documents and Personal Info”. Any updates will be recorded instantly.	
6	Update your resume and transcripts. Finalists have the ability to upload an updated default resume and/or transcripts (e.g., advanced degree and undergraduate degree transcripts) to their application record on the Apply Site of the PMF TMS, which are accessible by registered agency users.	
7	Job Search. <i>What participating agencies are you interested in?</i> Search for PMF appointment opportunities on the Apply Site of the PMF TMS. Some agencies may conduct phone interviews prior to the Hiring Fair and post appointment opportunities before/during/after the Hiring Fair. Please reach out to the Agency Contact identified in the appointment opportunity announcement for any specific questions. You should apply to any and all appointment opportunities that you are interested in prior to the Hiring Fair. Finalists can opt-in to receive automated digest emails the day after an appointment opportunity is posted live (log into the Apply Site and click on “Manage Settings” to make any adjustments).	
8	Make a list of questions to ask the Hiring Officials and Agency PMF Coordinators. These questions can include what promotion opportunities are available, what is the agency’s policy on rotations and developmental assignments, what is the promotion level of the initial position and target	

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	position being converted into, what teleworking options are there, does the agency offer any recruitment incentives (e.g., relocation, student loan programs), etc.	
9	Accept or reject an agency's offer in a timely manner. Agencies will make an offer to another Finalist if they do not hear from you. Some agencies have an immediate need to fill positions. There are many cases where Finalists try to hold out for a "dream job" and not consider opportunities that would provide very similar experiences and work assignments. In many of these cases, Finalists wait too long and lose out. Use your own judgment but keep in mind your choices have consequences. There are other Finalists who may also be interested in the position.	
10	Background investigation and security clearances. The common forms used can be found under the "Become a PMF/Resources" webpage at https://www.pmf.gov/become-a-pmf/resources/ . You should start assembling answers to the questions found on these forms. Having this information ahead of time will help expedite the onboarding process. All appointments require some level of a background investigation before you come onboard.	
11	Degree completion. For those Finalists still in graduate school, the regulations require you to complete all advanced degree requirements (including any thesis/dissertation) by August 31, 2022. Your advanced degree must be conferred PRIOR to starting your PMF appointment. There is no regulatory provision that allows a waiver or extension for not completing the degree requirements by this deadline. As soon as you have an updated advanced degree transcript showing degree requirements have been met or the degree has been conferred, you MUST upload it to your user account on the Apply Site to retain eligibility.	
12	You may experience some down time upon accepting an offer and coming onboard. Check with the Agency PMF Coordinator for any updates. Only the hiring agency can initiate, adjudicate, and respond to any questions pertaining to a background investigation or security clearance.	
13	Inform the PMF Program Office and Agency PMF Coordinator upon <i>accepting</i> a tentative PMF appointment offer by completing the OPM Form 1306, PMF Appointment Intake Form .	
14	Check frequently for updates. In addition to the Hiring Fair webpage, the PMF website (www.pmf.gov) contains a lot of information. Please check these frequently for any updates.	

Remember to check the [Hiring Fair](#) webpage for any updates!