The PMF Program Office, in partnership with the Volcker Alliance’s Government to University Initiative (G2U), is hosting the PMF Finalist Class of 2022 Virtual Hiring Fair, to be held on Thursday, May 12th from 10:00am to 4:00pm (ET). This Overview is intended to provide general information for all participating agencies and is subject to change.

NOTE: Supplemental documents (such as the Participation Guide for Agency PMF Coordinators, Hiring Fair Checklist for Agencies, Hiring Fair FAQs for Agencies, Interview Scheduling Sheet for Agencies, List of Participating Federal Agencies, and a link to the List of Agency PMF Coordinators) can be found on the “Agencies/Find Candidates/Hiring Fair” webpage at https://www.pmf.gov/agencies/find-candidates/hiring-fair/. Agencies should monitor this webpage for any updates and share with their agency’s personnel participating in the Hiring Fair.

In response to COVID-19, this year’s Hiring Fair is being conducted virtually on the virtual hiring events platform called Brazen, in partnership with the Volcker Alliance’s Government to University Initiative (G2U). Brazen is a platform designed specifically to host hiring fairs at scale and in a secure environment. Through Brazen you will be able to customize a virtual “booth,” include six other representatives from your agency (in addition to the Agency PMF Coordinator), and host one-on-one conversations between your “agency reps” and Finalists.

To participate in the Hiring Fair, Agency PMF Coordinators must first RSVP for their agency’s participation; a separate invitational email was sent to coordinators on Friday, March 25th, 2022. After the RSVP window closes, Agency PMF Coordinators will be sent detailed guidance on next steps, which can also be found in the Hiring Fair Participation Guide. A short summary of this guidance is as follows:

1) Agency PMF Coordinators will receive an automated email from Brazen with registration instructions.
2) Agency PMF Coordinators will then have an opportunity to customize their booth to make it appealing to Finalists during the Hiring Fair.
3) Agency will then add 7 agency representatives (“reps”), including themselves, to the booth. Agency reps will be able to interact with Finalists during the Hiring Fair.
4) Agency reps (including Coordinators) must attend a training on Brazen, scheduled for Thursday, May 5th. A link to the video recording of the training will be posted under the “Resources” section on the Portal Site of the PMF TMS and an Office Hours session will be scheduled for Tuesday, May 10th. Invitations to both will be sent under separate cover.
5) Brazen provides a large collection of practical and technical resources at its Help Center at https://support.brazenconnect.com/hc/en-us.

Due to limitations in the number of licenses that can be issued, agencies are limited to 7 agency representatives, which must include the Agency PMF Coordinator. After the licenses are issued, there will be no flexibility for substitutions or additions. At that point, all participants will be invited to attend a mandatory training on using the virtual platform. Agency PMF Coordinators will be able to customize
their virtual booths. Additional resources and technical support will be provided to ensure all participants are comfortable using the platform.

The Hiring Fair will begin promptly at 10:00am (ET) and end at 4:00pm (ET). The virtual hiring fair platform has a strict 6-hour limit on events and we want to accommodate as many Finalists on different time zones as possible. Therefore, agencies are required to staff their booths for the full six hours.

If an agency wishes to participate, it must (1) have at least one PMF appointment opportunity live or approved to go live during the Hiring Fair, and/or (2) an appointment opportunity that closed on May 1st or later. We encourage agencies to keep appointment opportunities open during the Hiring Fair, so that if any other Finalists you talk to are interested in applying, they can do so during or shortly after. Some interviews may need to take place prior or after the Hiring Fair.

A series of Hiring Fair FAQs for Agencies will be maintained and posted on the Hiring Fair webpage at https://www.pmf.gov/agencies/find-candidates/hiring-fair/. These FAQs may be updated frequently and we ask those agencies who are participating to frequently check for updates.

In addition, Finalists will constantly be checking your agency profile page on the PMF TMS (accessed through the Explore page). Agency PMF Coordinators have full access to manage their profile page. The profile page enables agencies to post information about their agency, upload factsheets and other relevant documents, show a list of live appointment opportunities, and the Coordinator’s contact information. Coordinators can also see the number of visits to their agency profile page at the bottom of the screen. Coordinators can log into the Portal Site of the PMF TMS, click on “Manage Agency Profile” under the “Recruitment” module, make edits, and submit. The agency profile page is a great resource for agencies to post announcements for any information sessions, FAQs about their agency and their participation in the PMF Program, video links, etc. Portal Site users can also view other agency profile pages by clicking on “Explore Screen” under the “Recruitment” module; the display will appear as shown to Finalists and agencies can look at other agency profile pages for ideas. Agency PMF Coordinators may want to review their agency profile page to ensure content is accurate and make any adjustments if participating in the Hiring Fair.

The List of Participating Federal Agencies will be posted to the Hiring Fair webpage prior to the event and once available. We will send a broadcast email to all Agency PMF Coordinators and Finalists to inform them when the final List of Participating Federal Agencies has been posted to the Hiring Fair webpage.

After the Hiring Fair, we will send each participating agency an online survey. This survey will ask for an estimated number of interviews and tentative appointment offers, and the agency’s overall Hiring Fair experience. The PMF Program Office will use the results to influence future hiring events.

Please remember to check back for any updates. Thank you!