



Finalist Checklist

As a Finalist, you are in the final stages of becoming a PMF.

The checklist below is meant to help you prepare to find a PMF appointment and next steps. For more detailed information, visit the “Become a PMF/Find a Job” section on the PMF website at: <https://www.pmf.gov/become-a-pmf/find-a-job/>.

Familiarize yourself with the Apply Site

- As a Finalist, you’ll notice that what you see when you log in to the Apply Site has changed, and this is now your “go to” place to search for PMF appointment opportunities. Check it often as agencies will post opportunities throughout the year. Please find the link to the Apply Site at <https://apply.pmf.gov>.

Keep your information updated

- Use the “Manage Documents and Personal Info” section of the Apply Site to keep your contact information, resume, and transcripts current. Email is the primary way that the PMF Program Office communicates with Finalists, and the resume and transcripts you have uploaded will be viewable to hiring agencies (though you’ll have a chance to submit separate resumes when applying for appointment opportunities) – so you’ll want to make sure these are always up-to-date!

Learn more about participating Federal Agencies

- Each participating Agency assigns an Agency PMF Coordinator to serve as the point person for their agency. Many also have Coordinators at the Sub-Agency level. Finalists can reach out to them with any questions related to appointment opportunities. Review the list of Agency PMF Coordinators at <https://apply.pmf.gov/coordinators.aspx>.
- From the Apply Site, visit the “Explore” section to access Agency Profile Pages where you can learn more about the work and mission of participating Federal Agencies.

Network with PMFs and PMF Alumni

- Feel free to reach out to current Fellows and PMF Alumni using social media and other informal channels to get their perspectives on the PMF experience and how to best navigate the appointment process.

Be proactive!

- The appointment process can be challenging, but don’t hesitate to engage with the people who understand it or who have been through it before. The PMF experience is what you make of it, and the transition from Finalist to Fellow is one of the most important and rewarding steps—be proactive in taking it on!