

Presidential Management Fellows (PMF) Program

Upcoming Application

Briefing for Academic Stakeholders

Class of 2025 Application



UPDATED: 08-08-2024

What is the PMF Program?



“A call to lead, a call to serve”

The Presidential Management Fellows (PMF) Program is the Federal Government’s premier leadership development program at the entry level for advanced degree holders across all academic disciplines. It is a two-year fellowship with full salary and benefits leading to a career in Federal service.

PMF Program Mission: To recruit and develop the next generation of Federal Government leaders from all segments of society.

A Rich History of Presidential Leadership and Commitment

Celebrating over a 45-year legacy of developing high potential advanced degree holders into visionary leaders who transform government



EO 12008 (1977)

- Presidential Management Intern (PMI) Program
- Attract individuals with exceptional management potential
- Public administration & policy backgrounds



EO 12364 (1982)

- Maximum of 200 PMIs selected yearly
- Colleges and universities nominate
- Opened to non-public policy students

EO 12645 (1988)

- Max. of 400 PMIs selected yearly



EO 13318 (2003)

- Changed name to Presidential Management Fellows (PMF) Program
- Expanded training and development requirements



EO 13562 (2010)

- Placed PMF within Pathways Programs
- Schedule D Appointing Authority
- Extended eligibility to include recent graduates
- Eliminated nomination process

PMFs Make a Positive Impact on our Nation

Over 10,000 individuals count themselves as alumni of the PMF Program over its 45+ year history.
Some notable alumni:



Sean O'Keefe

- PMF at Office of Management and Budget
- Secretary of the Navy
- Administrator of NASA
- CEO of Airbus
- Professor Syracuse University



Ambassador Bonnie Jenkins

- PMF at Dept of Defense & State
- Former Ambassador
- Founder: Women of Color Advancing Peace, Security and Conflict Transformation (WCAPS)
- Under Secretary of State Arms Control & Intl Security Affairs



Dr. Kathleen Hicks

- PMF at the Department of Defense
- Former Principal Deputy Under Secretary of Defense for Policy
- Deputy Secretary of Defense



Heather Dawn Thompson

- PMF at Department of Justice
- Former Director of Government Affairs for the National Congress of American Indians
- Director of the Office of Tribal Relations at USDA

PMF Program Overview

- Pipeline for Future Leaders in Federal Government
- Involves a very competitive and rigorous application and assessment process
- Applicants → Semi-Finalists → Finalists → Fellows
 - Solicits eligible individuals annually (applicants)
 - Selection of Semi-Finalists
 - Selection of Finalists
 - Finalists seek appointments as Fellows
- Two-year fellowship with full salary and benefits, training and development, with potential to be converted to a permanent position at the conclusion of the fellowship
- Initial appointment at the GS-9/11/12 (or equivalent)
 - Potential initial salary range (DC Metro Area for 2024): \$68,405 - \$128,956
- Promotion potential to the GS-13

Fellowship Components

- Rigorous Leadership Development & **Individual Development Plan**
- **160 hours** of formal interactive **training**
- At least one 4-to-6-month **Developmental Assignment**
- Optional **Rotational Opportunities**
- Assignment of senior-level **Mentor**
- **Benefits** of a Federal employee, such as insurance plans (health, dental and vision, life, flexible spending accounts, etc.), paid holidays, leave, flexible work hours, Thrift Savings Plan
- Potential other **benefits** such as Public Transportation Subsidies, Telework, Student Loan Repayment
- Opportunity to **noncompetitively convert** to a term or permanent Federal position upon successful completion of program requirements

Where do Fellows Work?

Over the past ten years, here is a sampling of where Fellows have been placed:

- Over **580** at the Department of Health and Human Services (including CDC, NIH, CMS, and others)
- Over **350** at the Department of State
- Over **240** at the Department of Agriculture
- Over **150** at the U.S. Agency for International Development
- Over **150** at the Department of the Treasury
- And many others at the Department of Education, Department of Justice, Environmental Protection Agency, and more



Application Timeline for Class of 2025

Date/Timeframe	Description
August 2024:	Informational webinars for potential applicants will be held in August; details posted to the “Become a PMF/2025 Application” webpage at www.pmf.gov
September 4-18, 2024:	The PMF Class of 2025 Application opens at Noon (ET), Wednesday, September 4, 2024, and closes at Noon (ET), Wednesday, September 18, 2024
Approximately 4-6 weeks after application closes:	All Applicants notified of their results and Semi-Finalists selected
Anticipated to be conducted over 6-8 weeks after Semi-Finalists selected:	Fellows Structured Interviews (FSI) conducted for Semi-Finalists
Anticipated by early-February 2025:	PMF Class of 2025 Finalists announced

Who is Eligible to Apply?

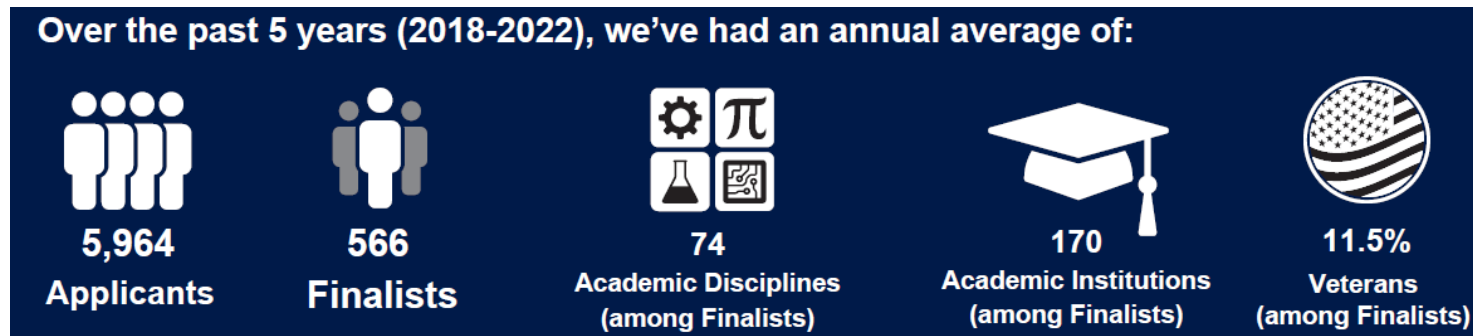
- **Current and Recent graduates with Advanced Degrees** (e.g., Master's, Ph.D., or J.D.) from accredited institutions worldwide
 - Graduates from foreign schools who are selected as Finalists will be required to use a credential evaluation service to deem U.S. equivalency
- May apply within the last year of study OR up to 2 years after completing advanced degree
- **Class of 2025 Application will be open from September 4-18, 2024**
 - Current Graduates: All advanced degree requirements completed by August 31, 2025, or
 - Recent Graduates: Advanced degree completed between September 4, 2022-September 4, 2024
 - *Full range of eligibility dates: Completed or expect to complete your advanced degree between September 4, 2022 – August 31, 2025*
- No waivers or deferrals
- Either a U.S. Citizen –OR- have the ability to legally be able to work in the U.S.

Application Process and What to Expect

- Application takes place annually in the fall for a two-week period:
 - **The PMF Class of 2025 Application will be held Wednesday, September 4 through Wednesday, September 18, 2024**
- Announcement is posted on www.USAJOBBS.gov on opening day
- Applicants apply on the Apply Site of the PMF Talent Management System (TMS)
- Applicants submit an application online which includes:
 - **Resume**; this document can be in any format as long as it includes all the required elements
 - **Transcript (and/or alternative)**; this document is meant to provide proof that the applicant either has earned or is going to earn an advanced degree within the appointment eligibility timeframe
 - **Supporting documentation** for any claims to veterans' preference and/or reasonable accommodations for the assessment process
 - **An Online Assessment**

Application Process and What to Expect: Semi-Finalists and Finalists

- Semi-Finalists are selected approximately 4-6 weeks after application closes
- Semi-Finalists participate in Fellows Structured Interview (FSI)
- Finalists are announced soon after the conclusion of structured interviews
- Finalists have 12 months of appointment eligibility
- Upon securing position with a participating Federal agency → Fellow



Transcript Requirements

- **The transcript (and/or alternative) must identify:**
 1. Applicant's Name
 2. College/University Name and/or Official Logo
 3. Qualifying Advanced Degree Program
 4. Degree Completion Date or Anticipated Degree Completion Date
- Transcript **may be an unofficial transcript**
- Some online transcript systems do not show all required elements.
- **If the transcript does not have all required elements, submit an alternative letter**
 - An alternative is a letter from the appropriate school official (career services, registrar's office, dean, counselor, faculty member, etc.) their contact information, identifying all the required elements, on school letterhead, and signed by the official
- **Documents must be in English and legible** for consideration

Assessment Process

- **The assessment process is designed to measure the following competencies that are critical to success in the PMF role:**
 1. Attention to Detail
 2. Flexibility
 3. Integrity/Honesty
 4. Interpersonal Skills
 5. Oral Communication
 6. Reasoning
 7. Self-Management
 8. Supporting Diversity
- **The assessment process will consist of three distinct parts:** (1) the Fellows Behavioral Assessment Tool (FBAT), (2) the Fellows Situational Assessment Tool (FSAT), and (3) the Fellows Structured Interview (FSI).
- **The assessment process will be carried out in two stages:**
 - The Online Assessment stage (which includes the FBAT and FSAT), and
 - The Semi-Finalist stage (which includes the FSI). Semi-Finalists will be determined based on eligibility, completeness of application, and results from the Online Assessment stage.
 - More information on each stage can be found on the following slides.

Assessment Process: Online Assessment

- The **online assessment is administered in an un-proctored environment and includes two parts:** (1) the Fellows Behavioral Assessment Tool (FBAT) and (2) the Fellows Situational Assessment Tool (FSAT).
 - The FBAT will ask applicants about behaviors related to competencies critical for PMF roles.
 - The FSAT will ask applicants to evaluate various courses of action in response to PMF work-related situations.

Assessment Process:

Online Assessment Time

- **Each part of the online assessment is timed.**
 - Across both online assessment parts, **the approximate amount of time to complete is anticipated to be no more than 2 hours.**
 - Sample questions for each part are expected to be published in subsequent editions of the *PMF Applicant Handbook*.
 - No special training or experience is required to answer the questions in the online assessment.
- **Applicants may complete each of the online assessment parts at different times or all at once,** as long as the applicant completes the entire online assessment and submits the application by the closing of the announcement (unless otherwise instructed).
 - An applicant can start and complete Part 1 and then start and complete Part 2 later.
 - Once an applicant starts a part, they must complete that part.

Assessment Process:

Fellows Structured Interview

- **“Structured Interview” Definition:** A structured interview is an assessment method designed to measure job-related competencies of candidates by systematically inquiring about their behavior in past experiences and/or their proposed behavior in hypothetical situations.
- **Fellows Structured Interview (FSI) Description:** Applicants who are invited to the Semi-Finalist stage will receive an invitation to schedule a structured interview (FSI). Semi-Finalists will complete an approximate **30-minute audio interview with a live panel of assessors**. During the interview, Semi-Finalists will be asked to respond to a series of questions related to critical competencies for the PMF role.
- For additional information on the assessment process, please refer to the *PMF Applicant Handbook*, found under the “Academia/Resources” and “Become a PMF/Resources” sections at www.pmf.gov.

Selection Criteria

All applicants are evaluated on the same criteria.

Finalists are chosen based on:

1. Ability to meet eligibility requirements,
2. Complete application,
3. Online assessment results,
4. Structured interview results (i.e., for Semi-Finalists), and
5. The total number of Finalists authorized for each year.

Finalists will be announced after the structured interviews conclude.

Announcement of the PMF Class of 2025 Finalists is expected in early February 2025.

How to Prepare/Materials to Review in Advance of the Application Launch

Review:

- The “**PMF Applicant Handbook**,” which can be found under the “Become a PMF/Resources” sections on the PMF website at www.pmf.gov
- **The announcement posts on USAJOBS on opening day**, by searching for “Presidential Management Fellows”

Prepare:

- Assemble and **double check application documents**, especially the transcript (and/or alternative); make sure they meet the criteria
 - Secure Alternative Letter if needed
 - Create a Login.gov user account for multi-factor authentication

Most Common Mistakes

- **Transcript issues** (this is the #1 most common mistake)
 - Specifically, **missing the degree completion date** or anticipated degree completion date
 - Submit an alternate letter if transcript is missing any required elements
- **Insufficient documentation**
- **Waiting until the last minute to apply**

Informational Webinars for Potential Applicants

- There are two **informational webinars scheduled for potential applicants:**
 - **Monday, August 5, 2024, 3:00-4:30pm (ET)**
 - **Thursday, August 29, 2024, 3:00-4:30pm (ET)**
- These are advertised on the “Become a PMF/2025 Application” section on the PMF website at www.pmf.gov.
- Webinar slides can be found in the “Become a PMF/Resources” section on the PMF website.
- The webinars will not be recorded.
- The webinars provide a general overview of the PMF Program, the application and assessment process, and available resources.

What's New for the Class of 2025 Application?

Below is a summary of the changes effective with the PMF Class of 2025 Application:

- **Application Criteria:**

- New Degrees Added: Area Studies (Americas), Artificial Intelligence, Kinesiology/Exercise Science, and Literature
- Revised Degrees (revision appears in *italics*): Public/*Global* Health/*Policy*, Religion/*Theology*, and *Aviation*/Transportation
- Please refer to the “Application Criteria” posted under the “Become a PMF/Resources” and “Academia/Resources” on the PMF website

- **Login.gov:** The PMF program has implemented the use of Login.gov for multi-factor authentication when users create their applicant user accounts and access the Apply Site of the PMF Talent Management System (TMS). A link to instructions can be found on the Apply Site’s login screen.
 - Potential applicants can proactively create a user account at Login.gov in preparation for the PMF application.
- **Preferred Name:** In addition to legal first name, the application now optionally collects applicant preferred first name, allowing the name individuals use to be reflected in the electronic places where names are displayed.

If an Applicant Becomes a Finalist

- Finalists search for PMF appointment opportunities through the PMF TMS (Talent Management System)
 - Finalists may opt-in to be electronically notified of posted appointment opportunities
- Available positions change throughout the year
- PMF Program Office sponsors an annual hiring event
- Appointment eligibility of 12 months from the date selected as Finalists to secure a PMF appointment
- Employment policies and incentives determined by individual agencies
- Finalist must meet the qualifications of the PMF position
- Appointment Eligibility Extensions
 - If a Finalist has accepted a PMF appointment or applied to a position but cannot onboard by the deadline, an agency may request an extension

If a Finalist Gets Appointed as a PMF

- Two-year, full-time position at a Federal agency with full salary and benefits
- Initial appointment at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- May noncompetitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
 - Appointment: GS-9, \$68,405 - \$88,926
 - 1-year Anniversary: GS-11, \$82,764 - \$107,590
 - Program Completion: GS-12, \$99,200 - \$128,956
- New regulations allow Fellows to have a part-time schedule if necessary for up to 6 months

NOTE: Salaries shown are based on a range covering the Washington, DC, metro area for 2024. Salary tables are typically adjusted annually in January and based on geographic location.

Resources for Academia

- **Find resources for academia in the “Academia” section of the PMF website:**
 - General guidance on advising students
 - Academia Checklist
 - PMF Applicant Handbook
 - PMF Brochure for Applicants
 - Publicizing PMF on Campus via flyers, information sessions (with suggested slides), and info on PMF Ambassadors (next slide)
 - Required Application Documents and Alternative Letter
 - ...and more!
- Please join the **PMF Subscriber List for Academic Stakeholders:** PMF Apply Site at <https://apply.pmf.gov>, select “Subscribe”, and then “Academic Stakeholder.”
- **The PMF Program is on Handshake;** visit our employer page to learn more at <https://app.joinhandshake.com/emp/employers/106491>

PMF Ambassadors

- **The PMF Ambassadors Program** is an active volunteer network of current PMFs and PMF Alumni who support PMF recruitment and outreach activities. The PMF Program Office works closely with ambassadors and draws on this roster to support PMF recruitment/outreach.
 - Opportunities may include participating in career fairs/information sessions, speaking on career panels, supporting Handshake efforts, or serving as mentors/guides for prospective applicants. Ambassadors are also provided with resources and training from the PMF Program Office in case they would like to conduct their own outreach activities.
- **Interested in engaging a PMF Ambassador?** Visit the “PMF Ambassadors” webpage at <https://www.pmf.gov/current-pmfs/pmf-ambassadors/> to view the PMF Ambassadors Directory:
 - This directory includes the following information for PMF Ambassadors who provided us their consent to be listed: Name, Advanced Degree Background, Email, PMF Class Year, Advanced Degree Alma Mater, Undergraduate Degree Alma Mater, Agency/Sub-Agency, and Current Location/Duty Station.
 - Please note that the individuals listed are volunteers and are sharing in their personal capacity as Fellows/PMF Alumni, and not on behalf of their respective agencies. The directory is subject to change and Ambassadors may opt-out at any time.

Learn More

Presidential Management Fellows Program

U.S. Office of Personnel Management
1900 E Street NW, Room 2469
Washington, DC 20415



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

PMF website at www.pmf.gov

The “Academia” and “Become a PMF” sections have additional details on the application and assessment process, selection of Finalists, advising students, publicizing PMF on campus, FAQs, and other resources

Application and Assessment Inquiries: pmfapplication@opm.gov

Questions?



Still have questions?

Visit the “Academia/FAQs” and “Become a PMF/FAQs” sections
on the PMF website at www.pmf.gov