



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

Presidential Management Fellows (PMF) Program

*Preparing for the PMF Class of 2023 Finalist Virtual Hiring Fair
Webinar Session for Current Finalists*

*Thursday, May 11, 2023, at 4:00pm (ET) and
Friday, May 12, 2023, at 5:00pm (ET)*

Agenda

- PMF Program Office Staff Introductions
- Overview and Hiring Fair Documents
- What is the Hiring Fair
- Participating Federal Agencies
- Using Brazen
- Tips & Perspectives from Current Fellows/PMF Alumni
- Q&A

Staff Introductions

- Susan Toman-Jones, Acting Director
- Rob Timmins, Deputy Director
- Marilyn Wiley, Agency Liaison
- Cynthia Gloster, Events Management
- Christina Frye, Agency Liaison
- Brandon Jacobsen, Application, Communications and Outreach
- Westin Wallace, Application and Assessment Analyst (on detail from CDC)
- Esterline Vielot-Elanus, Program Analyst (on detail from SBA)

Overview and Hiring Fair Documents

Found under: <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>

- Overview for Finalists
- How to Register and Participate
- Checklist for Finalists
- FAQs for Finalists
- List of Participating Federal Agencies
- Link to Agency PMF Coordinators

What is the Hiring Fair?

- Opportunity to talk to participating Federal agencies about specific Appointment Opportunities
- Two types of conversations
 - Informational: Expressing interest in PMF positions
 - Interviews: Formal hiring process interview
- Primary objective – a PMF appointment!

List of Participating Agencies

- Currently, over 35 Federal agencies participating
- Most current list posted to the “Become a PMF/Find a Job/Hiring Fair” webpage
- Next slide shows a sampling of agencies participating
 - The list is subject to change, please check the hiring fair webpage for updates
- Participation is conditional on having a live or recently closed PMF announcement
- Not all agencies participate but may continue recruiting by posting appointment opportunities in the PMF TMS throughout the year
 - Contact Agency PMF Coordinators directly

List of Participating Agencies

- Department of Agriculture
- Department of Commerce
- Department of Energy
- Department of Health and Human Services
- Department of Homeland Security
- Department of Housing and Urban Development
- Department of the Interior
- Department of State
- Department of Transportation
- Department of the Treasury
- General Services Administration
- Environmental Protection Agency
- International Development Finance Corporation
- Library of Congress
- Office of Personnel Management

Navigating Brazen During the Virtual Hiring Fair

- Registration
- Lobby
- Virtual Booths
- Chats
- Troubleshooting

How to Register on Brazen

- See the “How to Register and Participate for Finalists” guide for detailed instructions (posted on the Hiring Fair webpage)
- Click on this link to register an account: <https://app.brazenconnect.com/events/NplM/>
- Reach the landing page, then click **Register**
- Create a Brazen account
- Create your Hiring Fair Profile:
 - Only first name and last name are required
 - Resume and LinkedIn Profile link are optional
 - Agencies will see information you include
- Receive and **save** your confirmation email from Brazen
 - Use the link in the email to access the Hiring Fair on the day of
 - If you do not receive the email, check your spam filter first, then email support@brazen.com

Brazen: The Lobby

Lobby



You can prepare for the upcoming event by browsing each booth's content. Booths may be updated or changed before the event begins, so check back often.



PMF Virtual Hiring Fair Information Booth

Welcome to the PMF Finalist Class of 2023 Virtual Hiring Fair! Have general questions about

ENTER



Department of Commerce / Economic Development Administration

To lead the federal economic development agenda by promoting innovation and

ENTER



Department of Commerce / International Trade Administration

The **International Trade Administration (ITA)** strengthens the

ENTER



Department of Energy

The Department of Energy has one of the richest and most diverse histories in the Federal Government. Although only in

ENTER



Department of Health and Human Services / Health Resources and Services Administration

Enter to learn more and engage in 1-on-1 chats.

ENTER



Department of Health and Human Services / Office of the Secretary of Health and Human Services

Enter to learn more and engage in 1-on-1 chats.

ENTER



Department of Health and Human Services/Office of the Assistant Secretary of Health

Enter to learn more and engage in 1-on-1 chats.

ENTER



Department of Homeland Security / Cybersecurity and Infrastructure Security Agency

CISA Vision - A secure and resilient critical infrastructure for the American people.

ENTER



Having Tech Troubles?

- 1) Make sure your VPN is disconnected and your device is compatible with Brazen's system requirements
- 2) Check Brazen's Troubleshooting Resource for quick solutions.
- 3) Submit a Help Request with Brazen.

Helpful Brazen Resources for Finalists

- 1) How to Register for & Chat in an Event
- 2) Video & Audio Chats
- 3) Accept Scheduled Chats with Representatives
- 4) What can Booth Representatives see about me?
- 5) View Your Chat History
- 6) Booth Analytics
- 7) FAQs

Helpful Brazen Resources for Agency Representatives

- 1) Set Your Chat Availability
- 2) How to Audio/Video Chat with an Attendee

Brazen: Chat with Agencies in Booths

- Enter the booth to chat with an agency
- If there are more Finalists than agency representatives, you'll be placed in a queue
 - You can visit and queue in multiple booths simultaneously
 - Brazen will notify you when the next booth/representative is available
 - While waiting, check out booth content, and see the number of Finalists + average wait time
- Chats start as text-based, but agencies can invite you to audio/video calls
- Chats are limited to 15 minutes
- You can leave a Final Thought with agencies after the chat is over

Brazen: Scheduled Chats

- Agencies can schedule chats with you ahead of time
- Scheduled chats last 30 minutes
- You will receive scheduled chat invites via email, but you must be registered on Brazen for agencies to send the invite
- Intended primarily for interviewing
- Only agencies can send invites

Brazen: Troubleshooting

- Three tips for using Brazen
 1. Use a compatible browser (we recommend Google Chrome), systems requirements are here: <https://support.brazenconnect.com/hc/en-us/articles/202377628-System-requirements>
 2. Turn off your VPN (if applicable)
 3. Whitelist Brazen in your spam filter
- If you're still having trouble, you can find solutions to common pitfalls on Brazen Support's Troubleshooting page: <https://support.brazenconnect.com/hc/en-us/categories/360004812634-Need-help-troubleshooting->
- If you can't find a solution, submit a help request to Brazen here: <https://support.brazenconnect.com/hc/en-us/requests/new>
- NOTE: Brazen provides all technical support, please follow the links and instructions above

General Tips

- Ensure your contact information is current; update on the Apply Site
- Upload an updated resume and/or transcripts on the Apply Site
- Have resume on hand in case you need to send it to an agency representative via email
- Monitor the PMF TMS for appointment opportunities
- Explore agency profile pages on the Apply Site
- Dress for success! (when using your device camera)
- Check into the PMF Program Office booth for any program questions
- Over 500 Finalists are set to participate in the hiring fair, so be patient with agencies as they manage the inflow of Finalists visiting their booths
- Check the Hiring Fair webpage for any updated documents

Advice from Current Fellows/PMF Alumni: *What to Expect*

- Each agency operates differently; some will feel more organized than others. Be flexible and come prepared to jump into an interview.
- Due to the virtual nature of the hiring fair this year, it may feel a little chaotic as agencies and Finalists get acclimated. Be patient and remember you can queue at multiple booths at once and keep an eye on the number of other Finalists in queue.
- Some agencies may not have all of their positions posted. Feel free to also engage representatives more broadly about organizational culture, PMF requirements at their agency, and success and challenges of current Fellows.
- Pace yourself! Take time to visit booths and take breaks.
- Reach out to Agency PMF Coordinators for any questions.

Advice from Current Fellows/PMF Alumni:

How to Prepare

- Do your research on each agency and study the appointment opportunity announcements to think of potential questions.
- Apply to opportunities before the hiring fair. Agencies are on various time schedules and may interview and hire at all times during the year.
- Accept as many interviews as you can and practice potential interview questions ahead of time.
- Have a clear idea of what questions you have and make sure the position is a good fit for your needs.
- Be prepared to email your resume to the agency if requested.
- Follow the agency's "How to Apply" instructions exactly.

Advice from Current Fellows/PMF Alumni: *How to Prepare (cont.)*

- Consider talking with alumni from your graduate school or Fellows on-line [via social media platforms] at various agencies to get their take on experiences to highlight or resources to read before the interview.
- Take advantage of your school's career center to help prepare. Many have career coaches who can help you prepare with mock interviews or able to review your resume.
- Although there is a fair amount of prep you can do to feel prepared for the interview, ultimately, you've already done the work you want to highlight in your interview.
- ***Relax, you've made it this far and you'll do great!***

Perspective from a PMF Alum: *Come with an open mind*

The hiring fair was critical to my PMF job search. I originally wasn't going to attend, and I'm so glad that I did. There was nothing special about the format or about my preparation that helped, but rather the ability to meet random people from random agencies that I never would have considered.

It's like dating—you never want to write somebody off until you've met them in person. It's really hard to tell on paper or via generic HR descriptions whether there's a fit between your skills and an office's needs.

- Andrew, PMF Class of 2019, Department of Commerce

PMF Virtual Hiring Fair Q&A



Still have questions?

Visit the “Become a PMF/Find a Job/Hiring Fair” webpage at
<https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>

Thank you!



PMF website: www.pmf.gov

Email: pmfapplication@opm.gov

PMF Program Mission:

To recruit and develop the next generation of Federal Government leaders drawn from all segments of society.