PMF Class of 2023 Finalists Informational Webinar

Welcome! Congratulations on your selection as a Finalist for the PMF Class of 2023!

This webinar is scheduled for Wednesday, February 15, 2023, from 4:00-5:30pm (ET), and Friday, February 17, 2023, from 12:00-1:30pm (ET), and will **not** be recorded or posted afterwards. **However, a copy of these slides can be found under the "Become a PMF/Resources" section on the PMF website.** The same slides and content will be covered at both scheduled webinars. The PMF Program Office will plan to stay for up to 30 minutes beyond the scheduled time (if needed) to field questions.

NOTE: Meeting settings to accommodate the number of participants anticipated disable individual audio. **Please submit all questions in the Q&A** box, they will be answered during or at the end of the presentation. Please review previous Q&As to see if your question has already been asked and answered. Any sensitive or individual-specific questions will either be responded to directly or you may be asked to send us a separate email. **If you have technical issues during the presentation, please use the Q&A box to let us know** and we will help you get those resolved.

We strongly advise Finalists to listen to the entire presentation and wait until the end to submit questions. We anticipate most of your questions will be answered during the presentation itself.

As a reminder, please review the "Become a PMF/Find a Job" section and the "Become a PMF/FAQs" section on the PMF website at www.pmf.gov. Thank you!



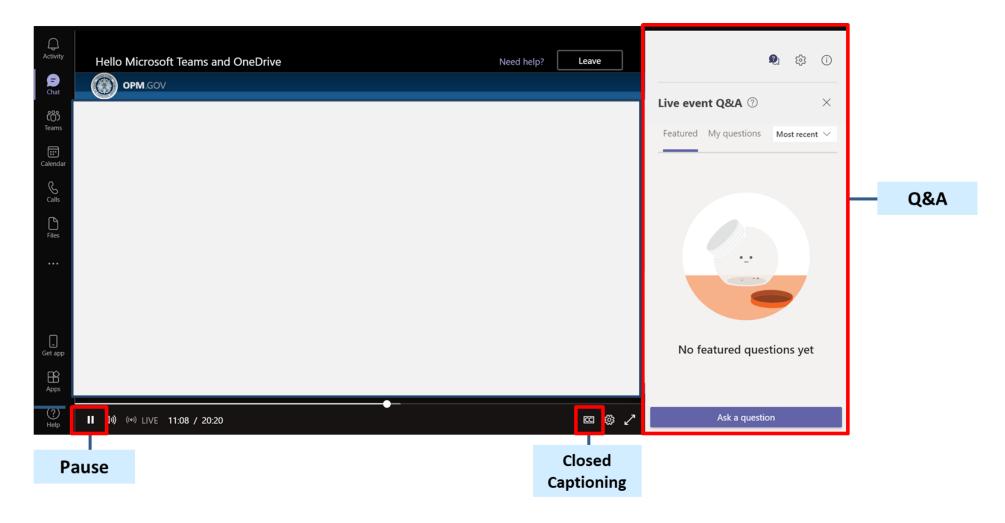


Presidential Management Fellows (PMF) Program

PMF Class of 2023 Finalists
Informational Webinar



Teams Live Events Features



Congratulations!

THE WHITE HOUSE

WASHINGTON

July 11, 1979

TO THE 1979 PRESIDENTIAL MANAGEMENT INTERNS

Congratulations on your selection as a Presidential Management Intern. At no time in history has the public placed greater demands on those of us who are held accountable for managing the Federal government. My Administration has taken great strides to meet these demands through civil service reforms and government reorganization. The Presidential Management Intern Program is a significant part of these efforts to revitalize the government and to improve its management; your service is, therefore, a great personal satisfaction.

During your two-year internship, you will be challenged to recognize and respond to changes of time, circumstance and public need. You will be challenged to serve with competence, sensitivity and dedication. Your successes will contribute not only to your own gratification but also to the betterment of our government and our nation.

As a Presidential Management Intern, I hope you will take full advantage of this unique opportunity; I know that my confidence in you is well placed.



Agenda

- Welcome and Introductions
- Class of 2023 Statistics
- Program Overview
- Program Updates
- Appointment Process
- Negotiating with Agencies
- Explore Screen
- Resources
- Statistics
- Common Questions
- Q&A



Welcome and Introductions

PMF Program Office (PMFPO) Team*:

- Susan Toman-Jones, Acting Director
- Rob Timmins, Deputy Director, Operations & Policy
- Brandon Jacobsen, Application, Outreach, & Communications
- Marilyn Wiley, Agency Liaison
- Joseph Livingston, Training & Development
- Cynthia Gloster, Events Management
- Christina Frye, Agency Liaison & Financials
- Joshua Solomon, Recruitment & Placement
- Westin Wallace, CDC PMF on Rotation

*To see staff photos and bios, visit: https://www.pmf.gov/about-us/meet-the-team/



Class of 2023 Statistics

- 10,070 Applicants
- 850 Finalists
 - Selected on February 13, 2023
 - Appointment Eligibility Deadline of February 13, 2024
- Representing 98 Unique Degrees/Disciplines
- Covering 249 Academic Institutions Worldwide
- 18% of Finalists are Veterans



Program Overview and Requirements

Program Overview:

- Pipeline for Future Leaders in Federal Government
- Two-year fellowship at a Federal agency, full-time 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 2022): \$64,957 \$122,459
- Promotion potential to the GS-13

Program Requirements:

- A minimum of 160 hours (80 hours each year) of formal, interactive training,
- At least one 4 to 6-month developmental assignment in a different office or agency,
- Assignment of a senior-level mentor at their agency,
- o Completion of an Individual Development Plan, and
- An annual performance plan



Program Updates

 As a result of the 2023 application cycle, we have added the following degrees to our database, which may have been associated to some Finalists:

Forensic Science

Human Development

Leadership/Management

Occupational Safety and Health

Organizational Behavior

Paralegal Studies

Science (Other)

Sports

Transportation

The following degrees have been modified:

Psychology/Counseling (previously Psychology)

Homeland Security/Defense

(previously Defense/Terrorism)

 For a full list of degrees, skills, and languages used during the application process, please see the "Application Criteria" document on the PMF website.



Degree Documentation

- Any Finalist whose advanced degree is associated to a non-U.S. academic institution will be required to utilize a credential evaluation service to deem their degree/school equivalent to U.S. standards. Such Finalists will be informed separately and are required to submit documentation within 45 days of the request. Incomplete credentials or failure to submit by the deadline will result in forfeiture of the Finalist's appointment eligibility status.
- Any Finalist who is a current graduate must upload an updated advanced degree transcript to their user account upon completing degree requirements to retain their appointment eligibility.

Appointment Process

- Explore what is out there and "cast a wide net"
- **Apply early** (the Federal hiring process can take some time, especially in completing background investigations)
- Connect with the PMF community
- Becoming a Fellow is less like a marathon and more like a **triathlon** (with three phases):

1st Phase: Applicant (Application and Online Assessment

2nd Phase: Semi-Finalist (Fellows Structured Interview Assessment) 3rd Phase: Finalist (Appointment Process) And finally, **becoming a Fellow** (or "PMF")

- PMF Appointment Opportunities = PMF Jobs
- Contacting Agencies
- Networking between Finalists/Fellows
- Interviews
- Tentative Appointment Offers
- Background Investigation & Security Clearances
- Onboarding
- Status Change
- OPM Form 1306, PMF Appointment Intake Form

- Recruitment Incentives
- PMF Website
 - "Become a PMF" Section
 - "Current PMFs" Section
- Withdrawals
- Appointment Eligibility Extensions
- PMF Participant Handbook
- Participant Agreement

For more information on the appointment process, review the "Become a PMF/Find a Job" section on the PMF website at www.pmf.gov

[Agency Login]

Welcome

Welcome to the PMF Program's Talent Management System (PMF TMS). The PMF TMS consists of two parts: (1) the Apply Site, which is used by Applicants, Semi-Finalists, current Finalists, current Fellows, and Alumni; and (2) the Portal Site, which is used by the PMF Program Office and registered Federal agency users. This Apply Site is initially used by individuals interested in applying to the PMF Program. Upon login, you will be sent a security code for Two-Factor Authentication and you acknowledge and agree to the "Full Terms and Conditions of Use" per the statement appearing at the bottom of this screen.

Applicants:

The PMF application is conducted annually. To learn more about eligibility and how to apply, please review the "Become a PMF" section by clicking the **Become a PMF** link on the top menu bar above.

Individuals interested in applying may register for an applicant user account ONCE the annual PMF application opens. Current applicants can log into their applicant user account below to check their application status.

Existing Applicants, Finalists, Fellows, or Alumni:

If you are a current user please log in below. The Password is case-sensitive.

Email Address:	Email	
Password:	Password	0
	Log In	

If you have forgotten your password, click the following button: Forgot Password

Sign up to stay informed about the PMF Program by clicking the **Subscribe** button. You will be asked to select your preferred audience and to voluntarily provide basic contact information. You may unsubscribe at any time by emailing pmf@opm.gov with the subject of "unsubscribe [audience]"; please include the name of the audience you would like to unsubscribe from as part of the subject line.

Subscribe

CURRENT FINALISTS AND LIST OF AGENCY PMF COORDINATORS

Click the **Finalists** button below to view a list of current Finalists and those appointed as Fellows.

Finalists

Click the Coordinators button below to view the current list of all Agency PMF Coordinators, which also reflects current participating Federal Agencies.

Coordinators

 Screenshot: how to search for appointment opportunities via the Apply Site at https://apply.pmf.gov, part of the PMF Talent Management System (PMF TMS)

Welcome, Finalist!

Welcome to the User Dashboard. Based on your user status, review the choices below and choose an appropriate action. Options will automatically change based on your user status. Available **Resources** can be found towards the bottom.

Shortly after the appointment eligibility deadline, which is 12 months from the date Finalists were announced, any remaining Finalists' applicant user accounts will be disabled. Those remaining Finalists whose appointment eligibility will or has expired and who meet eligibility requirements may reapply during the next annual PMF application.

If you wish to log out, click the **Log Out** button in the upper right-hand corner of this screen. You will automatically be logged out after 30 minutes of inactivity.

To view/update your documents and personal information (e.g., name, mailing address, email address, phone numbers, resume, transcripts, and degrees/institutions), to view the status of your PMF application, or to withdraw from the PMF Program, click the following:	Manage Documents and Personal Info	
To change settings (e.g., password, two-factor, and permissions), click the following (or click the gear icon (❖) in the upper right-hand corner of this screen):	Manage Settings	
To search for Appointment Opportunities (e.g., for Finalists seeking initial PMF appointments), click the following:	Appointment Opportunities	
To search for Training Opportunities (e.g., webinars, information sessions, etc.), when available, click the following:	Training Opportunities	
To view events; submit, update or withdraw a registration; or, view your event history, click the following:	Events	
To view the appointment opportunities to which you have applied or to retract an application, click the following:	Manage Appointment Applications	
To view a list of participating agencies, their agency profile pages, and any current opportunities, click the following.	Explore	

Appointment Opportunities

Search Opportunities

Please review the "Become a PMF/Find a Job" webpage for additional information or click on Become a PMF on the top menu bar above and then click on "Find a Job." In addition, there are a number of resources for Finalists posted under the User Dashboard (e.g., a Finalist Checklist, How to Read a PMF Appointment Opportunity, and Understanding Job Series and General Schedule (GS) Pay Scale).

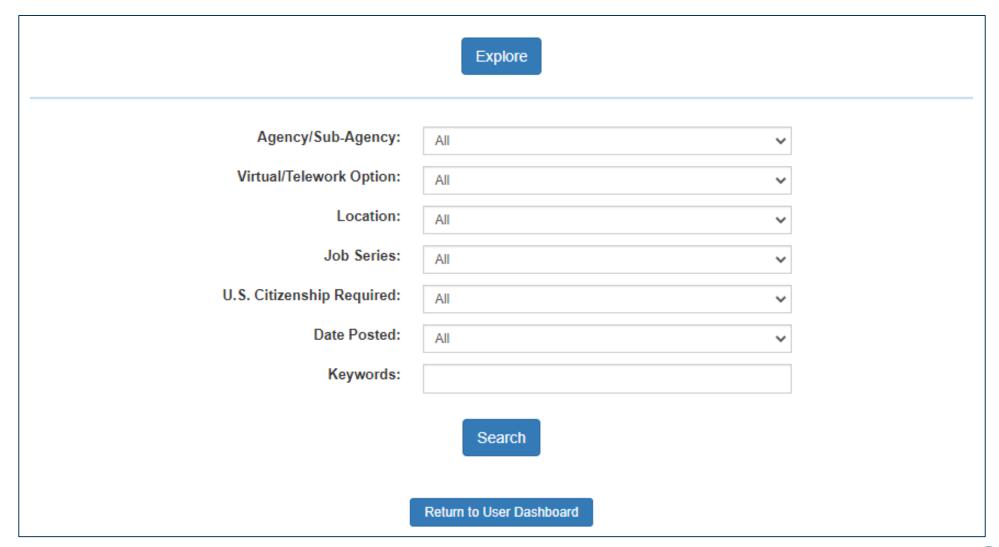
You have two options to search for agencies and available appointment opportunities: (1) click on the *Explore* button below to be redirected to a list of participating agencies and view their profile page (including any current appointment opportunities), or (2) identify your criteria and click **Search** below. The drop-down options will only populate with active options. The search criteria include the following:

- . Agency/Sub-Agency: Select the agency or sub-agency you are interested or leave default of "All"
- Virtual/Telework Option: Select "Yes/No" to identify those opportunities where the position is virtual (e.g., works remotely 100%) or has a
 teleworking option, or leave default to "All"
- . Location: Select the State, then City, where positions are presently available, or leave default to "All"
- . Job Series: Select the Job Series you are interested or leave default to "All"
- U.S. Citizenship Required: Select "No" to identify those opportunities where the position does not require U.S. citizenship, or leave default to "All"
- . Date Posted: Select an opening date associated to available opportunities or leave default to "All"
- Keywords: You may search for keywords that may appear in the "Position Title" and/or in the "Description of the Position" embedded in the
 appointment opportunity

If you have a specific question about an opportunity (including those that have closed), please contact the Agency Contact identified in the announcement or the Agency PMF Coordinator. A current list of Agency PMF Coordinators can be obtained by clicking on Coordinators on the top menu bar above.

To view a list of active Federal agencies and their profile page, click the **Explore** button below. The agency profile pages may include information about the agency (e.g., mission statement, agency highlights, announcements, etc.), agency resources (e.g., brochures, flyers, biographies, announcements, fact sheets, etc.), a list of current opportunities (if any), and the contact information for the Agency PMF Coordinator(s). Agencies update their profile pages frequently and you can sort the *Explore* screen to show those agencies with current appointment opportunities and/or have recently updated their profile page.

To cancel and return to the User Dashboard, click on the **Return to User Dashboard** button below. If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.



Appointment Opportunities

Search Opportunities

Your search returned the following results below. The results appear in chronological order of the Closing Date of the announcement. For example, those opportunities about to close will appear at the top of the list. You may also sort the columns by clicking on the icon within each column heading. To see opportunities that have been most recently updated, click on the icon within the Last Updated column. Agencies may update the announcement for edits, number of positions or locations, deactivate or extend the closing date, etc.

Select the row to view the details of the opportunity you are interested in. You will have the option to (1) view a snapshot of the announcement in a separate browser window, or (2) use the Apply Now feature to apply directly to the announcement. Please direct any questions about the opportunity to the Agency Contact identified in the announcement or the Agency PMF Coordinator.

If you wish to conduct another search, click on the **Back to Search** button below. To be redirected to a list of participating agencies and view their profile page, click on the **Explore** button below. To cancel and return to the User Dashboard, click on the **Return to User Dashboard** button below. If you wish to log out, click on the **Log Out** button in the upper right-hand corner of the screen. You will automatically be logged out after 30 minutes of inactivity.

		Back to Search Explore	Return to User D	ashboard		
	howing 1 to 5 of 5 opportunities isplay 50 v opportunities	First	Previous 1 Nex	Search:		
,	Agency/Sub-Agency	Position Title, Grade, & Salary	Announcement Number	Number of Positions & Locations	Last Updated \$	Closing A Date
	Department of the Interior / Bureau of Reclamation	Program Analyst, GS-09, \$63,271 - \$99,513	PMF-AO-2023-5684	1 in Denver, CO	1/19/2023	1/26/2023
I	Department of State	Program Analyst, GS-09, \$64,957 - \$84,441	PMF-AO-2023-5682	1 in Washington, DC	1/18/2023	1/27/2023
1	Agency for Global Media, U.S.	Strategic Analyst GS-09, \$64,957 - \$84,441	PMF-AO-2023-5685	1 in Washington, DC	1/20/2023	1/27/2023
	Department of Justice / Justice Management Division	Budget Analyst, GS-09, GS-11, \$64,957 - \$102,166	PMF-AO-2023-5686	4 in Washington, DC	1/24/2023	2/3/2023

Announcement Details			Apply Now
Last Updated: 1/19/2023 8:06:12 AM	M D	LE	
Announcement Number	PMF-AO-2023-5684	Type of Opportunity	Appointment Opportunity
Position Title	Program Analyst	Agency/Sub-Agency	Department of the Interior / Bureau of Reclamation
Opening Date	1/19/2023	Hosting Office (if applicable)	Reclamation Law Administration Division
Closing Date	1/26/2023		
Number of Positions and Location(s)	1 in Denver, CO 80225	Job Series for the Initial Position	0343 - Management And Program Analysis
Agency Contact	Name: Phone: Email:	Background Investigation/Security Clearance Required	Other: Low Risk
Recruitment Incentive	No	Travel Required	Occasionally
Pay Plan, Grade Level, and Salary Range	GS-09 \$63,271 - \$99,513	Promotion Potential for the Initial Position	GS-11
Virtual/Telework Option	Yes	Promotion Potential for the Target Position	GS-11
U.S. Citizenship Required	Yes	Job Series for the Target Position	0343 - Management And Program Analysis

Description of Organization:

This is where the agency will describe the organization (e.g., agency/sub-agency/hosting office).

Description of Position:

This is where the agency will describe the duties of the position, any information on recruitment incentives, is or can it be full-time remote worker or telework position, is location negotiable, any travel, and background investigation requirements.

Qualifications for the Position:

This is where the agency will describe the qualifications (and any selective factors) for the position.

Virtual/Telework Option:

This is where the agency will clarify details about telework.

How to Apply Instructions:

This is where the agency informs the Finalist on how to express an interest in the position. The PMF Program Office has already adjudicated any claims for veterans' preference and any such documents can be viewed from the Finalists' documents in the PMF TMS. Please see above instructions about the Apply Now features built into the PMF TMS.

NOTE: Contact the Agency Contact identified above for any questions. If you have specific agency questions, contact the Agency PMF Coordinator. Finalists are not guaranteed a PMF appointment. Fellows must complete program requirements for potential non-competitive conversion to a term or permanent position at the end of their fellowship. This opportunity may be used to fill additional similar appointments. The closing time of this opportunity is 11:59pm (ET) if not otherwise posted or removed earlier.

Appointment Process (cont.) "Apply Now"

Enables Finalists to apply to appointment opportunities directly on the Apply Site

- Update your transcripts
- Review the How to Apply instructions located in the announcement
- Upload a resume (should speak to qualifications of the opportunity)
- Message for Consideration/Cover Letter
- Monitor applications under "Manage Appointment Applications"
- Review the "How to Use Apply Now and FAQs" resources

Appointment Process (cont.) Resumes

- When applying for appointment opportunities, Finalists are required to submit a resume to the opportunity. Finalists are highly encouraged to tailor their resumes to the appointment opportunity, ensuring it speaks to the opportunity's qualifications.
- Follow the agency's "How to Apply" instructions in the PMF appointment opportunity
 - Some agencies prefer 1-2 pages; whereas other agencies will specify what they are looking for (e.g., a longer resume)
- Resumes can be in any format and any style, but limited to a 5MB file size
- Review USAJOBS' resume tips at <u>https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/</u>
- Do not submit a cover letter unless the agency specifically requests it

Appointment Process (cont.) Resumes

- Finalists can also upload a general updated resume via "Manage Documents and Personal Info"
 - What we refer to as the default resume
- Agency users can view this resume when browsing Finalists, along with other documents (except any Document Type for Reasonable Accommodations) found under "Manage Documents and Personal Info"
- Allows agencies to browse Finalists and identify those who may be well-suited for upcoming appointment opportunities
- The original resume submitted as part of your initial application is retained for our records under "Manage Documents and Personal Info"



Appointment Process (cont.) Demystifying Federal Government Terminology

- Excepted Service vs. Competitive Service
- Hiring Authorities (Schedule D vs. Schedule A vs. Noncompetitive Eligibility)
- Probationary Period
- Career Tenure
- General Schedule (GS)
- Position Description
- Promotion Potential, Career Path, and Full Promotion Level (FPL)
- Developmental Assignment vs. Rotation

Negotiating with Agencies

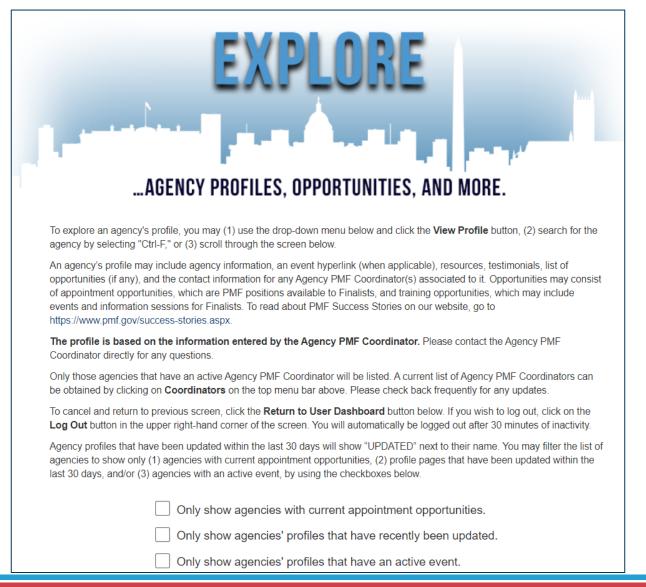
- Refer to "Understanding Job Series and the GS Pay Scale" and "How to Read a Job Announcement" posted under the "Become A PMF/Resources" webpage
- Confirm resume includes all relevant work and volunteer experience and amount of time spent on each experience; this helps an agency HR office potentially qualify you for higher salary grades
- Agencies may be able to match previous salary history. Ask the agency and be prepared to submit documentation
- Agencies may be able to submit a request to raise your initial salary above Step 1 of a GS grade (for example: GS-9, Step 3), this is called a Superior Qualifications request
 - Your resume must be able to support these types of requests; they are rare, and agencies may have policies where accommodating the request isn't possible
 - Any questions of this nature are to be directed to the hiring agency, not the PMF Program Office



Negotiating with Agencies (cont.)

- Available Benefits and Policies: During the interview process ask questions about potential benefits, to understand what is available, and help you decide if you receive a tentative offer
 - Telework/Remote Options
 - Agency-Specific COVID-19 Policies
 - Alternative Work Schedules
 - Federal Transit Subsidy
 - Health and Wellness Programs and Benefits
 - Agency specific policies on different aspects of the fellowship
 - Promotion Potential
 - Policies on Developmental Assignments and Rotations
- Each agency will have different policies and some benefits may not be available at that agency or geographic location
- Fellowship policies can differ between agencies

Explore Screen



Explore Screen (cont.)

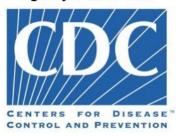
Agency Information



Updated: 02-02-2023

Department of Health and Human Services (HHS) / Centers for Disease Control and Prevention (CDC) https://www.cdc.gov/

Agency Information:



WELCOME to the Centers for Disease Control and Prevention!

The program at the Centers for Disease Control and Prevention (CDC) are excited to hire 2023 PMF Finalists!

The PMF Program Office is thrilled to inform all Finalists of three webinars hosted by the U.S. Department of Health and Human Services' (HHS) Centers for Disease Control and Prevention (CDC). These webinars are to discuss CDC's many appointment opportunities for 2023 Finalists and provide you an opportunity to ask questions.

Resources Hiring Fair

- 2023 Hiring Fair planning is underway
- More information to follow once details become available, including whether the Hiring Fair will be in-person or virtual
- Finalists will be notified via email with updates, and information/resources will also be posted to the PMF website

Resources (cont.) Virtual Agency Meet-and-Greets

- Throughout February and March, and in collaboration with the PMF Program
 Office, we will be co-hosting a series of informational webinars with agencies
 for Finalists to learn more about their agency and their appointment
 opportunities
- Most sessions to be held on Wednesday and Friday afternoons
- Once the schedule is available, it will be posted to the "Resources" section on the Apply Site and sent via email to all Finalists with instructions on how to join
- We encourage you to join for any of these sessions that are of interest, as this is
 one of the best ways to get acquainted with different Federal agencies and PMF
 appointment opportunities early on
- These sessions are typically **NOT recorded or rebroadcasted**; if you are unable to participate, we suggest you reach out to the Agency PMF Coordinator directly

Resources (cont.)

- "Become a PMF/Find a Job" Webpage
- How to Use Apply Now and FAQs for Finalists
- Finalist Checklist *
- PMF Fellowship Timeline *
- PMF Office Hours
- Understanding Job Series and GS Pay Scale, Reading a Job Announcement *
- Agency PMF Coordinators
 - For a full list, go here: https://apply.pmf.gov/coordinators.aspx
- Standard Forms 85/86 *
- OPM Form 1306 *
- Frequently Asked Questions (FAQs)



^{*} Posted on the PMF website: "Become a PMF/Resources"

Resources (cont.) Connecting with the Broader PMF Community

- Brown Bags with Current Fellows/PMF Alumni
 - February 21, 2023, from 3:00-4:00pm ET
 - February 23, 2023, from 1:00-2:00pm ET
- Leveraging Informal Outlets (e.g., Social Media)
- Presidential Management Alumni Association (<u>www.pmaa.us</u>)
- Connecting with PMF Ambassadors (https://www.pmf.gov/current-pmfs/pmf-ambassadors/)

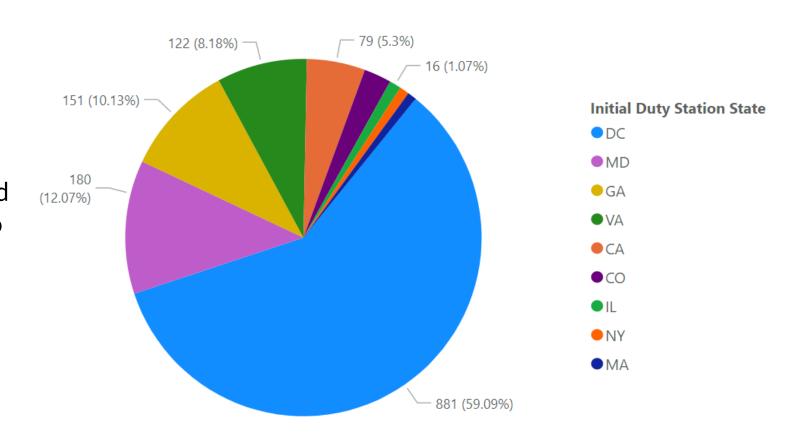
Statistics

- Top Agencies for...
 - Active PMFs: HHS, Agriculture, State, Labor, and Interior
 - **PMF Alumni:** HHS, State, USAID, Agriculture, Commerce
- **Location:** In 2022, around 73% of PMFs were placed in the DMV (District of Columbia, Maryland, and Virginia)
 - NOTE: This was the official "Initial Duty Station," some Fellows onboarded virtually and continue to work remotely
- **Timing:** On average (since 2018), 49% of Finalists have been appointed between June through September
- **Appointment:** Over the past 10 class years (i.e., 2011-2021), the appointment rate has been between 50-70%
- **Conversion:** On average (since 2018), 87% of Fellows converted to a permanent or term position after their two-year fellowship



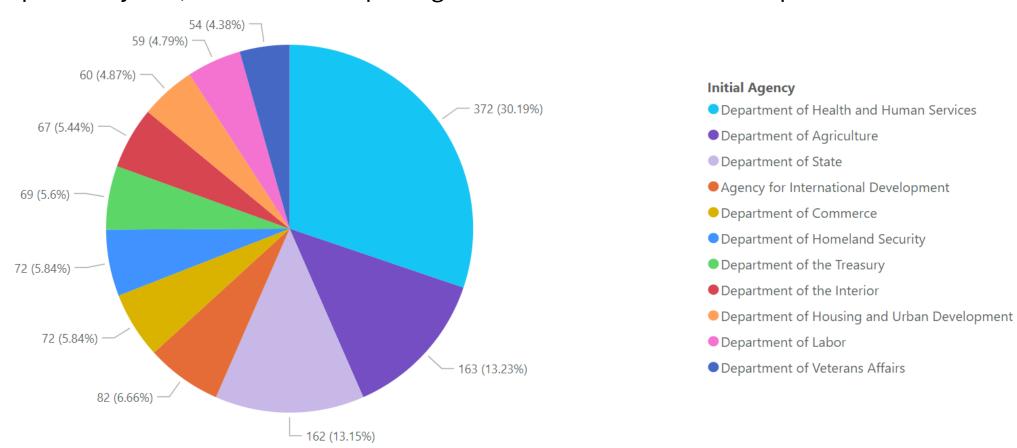
Statistics (cont.) Where PMFs are Hired by State

- Over the past five years, these are the top nine States where PMFs have been placed
- Note that historically, 79% of Initial Duty Stations were in Washington, DC, Maryland, and Virginia (commonly referred to as the "DMV")
 - However, many agencies have transitioned their positions to full-time remote work



Statistics (cont.) Where PMFs are Hired by Agency

Over the past five years, these are the top 11 agencies where PMFs have been placed



Common Questions

- Cover Letters and Resumes
- Previous/Current Background Investigations
- Current Federal Employee Finalists
- Job Opportunities on USAJOBS
- Number of Opportunities and Frequency
- Remote Work
- Finishing Degree Requirements by August 31st
- Program Extensions
- Agencies proactively reaching out to Finalists
- Advanced Degrees from non-U.S. Academic Institutions



Q&A



Please submit questions using the Q&A feature.

Most questions can be answered by reviewing the "Become a PMF" section on the PMF website at www.pmf.gov, including the FAQs section or using the "Search" box.

We will try to answer questions out loud for all to hear and/or respond to questions in the Q&A box. You may need to scroll through the questions to find previous answers.

Please send any sensitive questions via email to pmfapplication@opm.gov.

Thank You and Best of Luck!



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.

