This is a listing of Frequently Asked Questions (FAQs) for Agencies participating in the Hiring Fair. This document may be updated, so please check the “Agencies/Find Candidates/Hiring Fair” webpage at https://www.pmf.gov/agencies/find-candidates/hiring-fair/ for any updates.

NOTE: Similar FAQs have been posted for attending Finalists. To view these FAQs, go to the “Become a PMF/Find a Job/Hiring Fair” webpage at https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/. Agencies are encouraged to review the similar Hiring Fair FAQs for Finalists.

Q1. When is the hiring fair?
A1. The PMF Finalist Class of 2022 Virtual Hiring Fair will take place on May 12th, 2022, from 10:00am to 4:00pm (ET). Agency Representatives will be asked to report to their booths at 9:50am (ET) and staff their booths for the duration.

Q2. Why is the event being held virtually?
A2. As a result of COVID-19 and in the interest of inclusion and accessibility, the PMF Program Office has decided to conduct the Hiring Fair virtually on the virtual hiring events platform 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.

Q3. What if my agency has material to share with Finalists (e.g., brochures, videos, etc.)?
A3. Agency PMF Coordinators are strongly encouraged to upload materials to their virtual booths on Brazen, including brochures, videos, images, and links to web-based agency resources. Coordinators should also post information about Appointment Opportunities in the “Opportunities” section of their booth. For more on how to customize your booth, see Brazen’s guidance for booth owners at https://support.brazenconnect.com/hc/en-us/categories/360004925974-Booth-Owners.

Q4. What do we have to do to be included in the hiring fair?
A4. The PMF Program Office solicited agency RSVPs from March 25th, 2022 through April 15th, 2022, via a save-the-date email and an alert on the PMF TMS (Talent Management System) to all Agency PMF Coordinators. If your agency did not RSVP and would like to participate in the Hiring Fair, email the PMF Program Office at pmf@opm.gov.

After you have RSVPed, please read the Hiring Fair Participation Guide for Agency PMF Coordinators, located on the “Become a PMF/Find a Job/Hiring Fair” webpage at https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/. This Guide contains step-by-step instructions and informational resources on how to successfully participate.

In order for agencies to participate, the PMF Program Office is requiring the agency to have at least one PMF appointment opportunity announcement posted on the PMF TMS live (or approved to post live) during the Hiring Fair dates and/or one appointment opportunity with a closing date of May 1st or later.

Q5. How many people can an agency host in their virtual booth?
A5. Agencies are allowed up to seven representatives to register and staff booths for the event, including their Agency PMF Coordinator/Booth Owner. There is no limit to the number of Finalists who visit a booth.
Q6. **What is the cost for participating in the virtual hiring fair?**
A6. There is no cost for agencies to participate.

Q7. **How many other agencies will be participating?**
A7. This depends on the number of agencies who RSVP to participate. Shortly after the deadline for agencies to RSVP, the PMF Program Office will post a List of Participating Federal Agencies to the Hiring Fair webpage and notify all Agency PMF Coordinators and Finalists. The participating agency’s Agency PMF Coordinator (or substitute) will be identified with all participating agencies and serves as the liaison between their agency, PMF Program Office, and program participants.

Q8. **Can agencies draft appointment opportunities in the PMF TMS ahead of the hiring fair?**
A8. Yes. Agency PMF Coordinators and HR Staff users can draft, copy, and post appointment opportunities. You can also submit an opportunity to go live at a future date. Users can also go to the “Manage Appointment Opportunities” on the Portal Site and check a box to “View ALL Agency Appointment Opportunities” to see other agency announcements. This approach is a good way to see how other opportunities are drafted. Agencies may post appointment opportunities throughout the year.

Q9. **Can agencies make tentative PMF appointment offers during the hiring fair?**
A9. Absolutely; however, please check with your HR Office on any policies/procedures to follow. Agencies are strongly encouraged to have an HR Specialist standing by to address any agency questions for qualifications and to potentially make tentative appointment offers.

Q10. **How many interviews can an agency make during the virtual hiring fair?**
A10. This is at the participating agency’s discretion. Some agencies may want to schedule off-line interviews, separate webinars/conference calls, etc. An Interview Schedule Sheet for Agencies template is available under the hiring fair webpage for agencies to use in scheduling their interviews. Agencies can utilize Brazen’s “Scheduled Chat” to initiate an interview between an agency representative and a Finalist for up to 60 minutes. Interviews are one-on-one chats between a single agency representative and a Finalist; group chats are not available.

Q11. **How will Finalists know of appointment opportunities?**
A12. All Finalists have access to the PMF TMS to search for appointment opportunities. In addition, all Finalists who opt-in to receive automated emails from the PMF TMS receive a digest email the day after an appointment opportunity is posted live. Agencies can post appointment opportunities anytime.

Q12. **How does veterans’ preference apply in the selection of Finalists for PMF appointments?**
A12. Finalists with an adjudicated veterans’ preference category (e.g., SSP, TP, XP, CP, or CPS) must follow the “How to Apply” instructions under an agency’s PMF Appointment Opportunity announcement for any position they wish to be considered for and have their preference applied to within the PMF Program. Once a Finalist with an adjudicated veterans’ preference category follows those instructions to apply for a position, an agency’s HR Specialist has to determine whether that Finalist meets the minimum qualifications for the position. If the Finalist with an adjudicated veterans’ preference category does meet minimum qualifications, that Finalist must be considered for the position before any other non-veteran Finalist who applied to the position. This is another example where having an HR Specialist from your agency standing by to assist with any questions about qualifications and applying veterans’ preference is a good idea.

Q13. **I did not receive an email to register with Brazen. How can I access the Hiring Fair?**
A13. If you have not received an email from Brazen (notifications@brazen.com), check your spam filter. Be sure to also “always permit” emails from Brazen. If you are unsure how to do this, reach out to your agency’s Help Desk and tell them you need to whitelist Brazen’s IP address: 168.245.116.172.
**Q14. Where is the link to access the Hiring Fair?**
A14. The link to access the Hiring Fair is contained in the initial email from Brazen inviting you to register. You will also receive a reminder email one day in advance.

**Q15. I am having technical difficulties using Brazen. Where can I get help?**
A15. First, consult the Brazen Help Center, which features walk-through guides for troubleshooting common problems; which can be found at [https://support.brazenconnect.com/hc/en-us/categories/360004812634-Need-help-troubleshooting.](https://support.brazenconnect.com/hc/en-us/categories/360004812634-Need-help-troubleshooting).

The PMF Program Office and staff will also have a virtual booth for any support or questions. If you cannot find a solution to the problem you are facing, use Brazen’s Chat Support to access live the support. To access chat Support, follow the instructions at [https://support.brazenconnect.com/hc/en-us/articles/1500010566381-How-to-Access-Live-Chat-Support.](https://support.brazenconnect.com/hc/en-us/articles/1500010566381-How-to-Access-Live-Chat-Support).

**Q16. How do I invite hiring managers to the Hiring Fair?**

Once agency representatives are added, they will receive an automated email from Brazen, inviting them to register and providing step-by-step instructions on how to attend and participate in the Hiring Fair.

**Q17. What guidance should I provide my agency representatives on using Brazen?**
A17. After you have added your agency representatives, advise them to look for the registration email from Brazen (including to check their spam filter). The email will include all instructions needed to use Brazen. You can also direct them to Brazen’s resource for agency representatives at [https://support.brazenconnect.com/hc/en-us/categories/360005982353-Representatives.](https://support.brazenconnect.com/hc/en-us/categories/360005982353-Representatives).

**Q18. Where can I find more information on building my booth?**

You are highly encouraged to post resources, materials, photos, and videos to the booth. This will make the booth a welcoming destination for Finalists seeking to learn more about your agency.

**Q19. How can I list information about Appointment Opportunities on Brazen?**

Note. that you can only list a maximum of seven opportunities, and that the features related to Questions and Smart Queue will not be enabled for this Hiring Fair. Also, any posted appointment opportunity in the PMF TMS can be searched and viewed by Finalists.

**Q20. How can I schedule interviews in advance with Finalists?**
A20. You can use Brazen’s Scheduled Chat feature to arrange interviews or conversations between Finalists and Agency Representatives ahead of time. To learn how, read Brazen’s resource on enabling scheduled chat for representatives at [https://support.brazenconnect.com/hc/en-us/articles/1500001872561-Enable-Scheduled-Chat-for-Representatives.](https://support.brazenconnect.com/hc/en-us/articles/1500001872561-Enable-Scheduled-Chat-for-Representatives)
To arrange an interview for agency representatives, read Brazen’s resource on Schedule Chat on Behalf of Representatives at https://support.brazenconnect.com/hc/en-us/articles/1500001872561-Enable-Scheduled-Chat-for-Representatives.

Q21. How will Finalists find my booth?
A21. Finalists will enter the Hiring Fair through the Lobby – a webpage with icons that link to each hiring agency’s virtual booth. Booths will be listed in alphabetical order first by agency, then by sub-agency. Each icon will list the name of the hiring agency/sub-agency, its seal or logo, and a brief sentence describing the agency. Booth owners (i.e., Agency PMF Coordinators) can modify the content of their icon in the same place where they can modify their booth settings and content. However, the booth’s position in the Lobby cannot be changed. This is to ensure accessibility, fairness, and transparency among all participants.

Q22. How do I chat with Finalists at my booth?
A22. When a Finalist enters your booth, you will have an opportunity to initiate a text-based chat, an audio-only call, or a video call. Read Brazen’s resource on how to audio/video chat with an attendee at https://support.brazenconnect.com/hc/en-us/articles/360048559433-How-to-Audio-Video-Chat-with-an-Attendee.

Q23. Can I include multiple agency representatives in a chat with a Finalist (for example, to conduct a panel interview)?
A23. Unfortunately, at this time, group chats and panel interviews are not available on Brazen. We suggest agencies schedule panel interviews with Finalists outside of the hiring fair.

Q24. I am chatting with a Finalist but feel another agency representative would be better suited to talk to this person. How can I connect the Finalist to another agency representative?
A24. You can hand off Finalists to other agency representatives at your booth. See Brazen’s resource on hand offs at https://support.brazenconnect.com/hc/en-us/articles/4411008171027-Hand-Off-Attendees-to-Other-Representatives.

Q25. How can I communicate and coordinate with other agency representatives at my booth?
A25. Brazen does not have a feature that allows agency representatives to communicate within their booth. A separate chat, for example on Microsoft Teams, is recommended to allow agency representatives to stay in touch with each other throughout the event. Agencies would have to make such arrangements outside of Brazen.

Q26. Are virtual backgrounds available for video chats?
A26. Brazen does not offer virtual backgrounds for video chats. You can, however, initiate audio-only calls with Finalists.

Q27. How can I reach the PMF Program Office quickly during the Hiring Fair?
A27. The PMF Program Office will have an “Agency Hotline” open via Microsoft Teams for the duration of the Hiring Fair for agencies to ask questions related to the PMF Program. Booth Owners will be invited to the Hotline but are encouraged to only enter when they have a question.

---

For all technical questions related to Brazen, please use the Live Support Chat function located at the bottom left-hand corner of the screen for immediate IT support.