

## RECRUITING FINALISTS FLYSHEET FOR AGENCY PMF COORDINATORS

The PMF Program Office has prepared this flysheet for Agency PMF Coordinators (and other agency support staff) in recruiting Finalists for PMF appointments. All references can be found under the “Agencies/Resources” section on the PMF website at <https://www.pmf.gov/agencies/resources/> or under the “Resources” section on the Portal Site of the PMF TMS (Talent Management System).

**About the PMF Program:** The PMF Program has a website at [www.pmf.gov](http://www.pmf.gov) that is divided into audiences. A general overview for agencies can be found at <https://www.pmf.gov/agencies/value-proposition-and-overview/> and covers the following topics:

- What is the PMF Program?, How does the PMF Program work for Federal Agencies?, and How do I get started?
- A section on “Agency Responsibilities” to include the roles and responsibilities for Agency PMF Coordinators, HR staff, Hiring Officials, PMF Supervisors, and more.
- A link to the current “List of Coordinators”.
- A section on how to “Find Candidates”.
- A section containing a magnitude of “Resources”, of which many will be outlined below.
- “Frequently Asked Questions (FAQs)” specific for agencies.

Agencies and view our “PMF Agency Brochure” at <https://www.pmf.gov/media/er2f2kna/pmf-agency-brochure-06-2022.pdf>.

**Annual PMF Application:** The PMF Program Office conducts an annual application for current and recent graduates to apply in the fall. The application includes an online assessment and collects a resume, transcripts, and supporting documentation for those claiming veterans’ preference and reasonable accommodations (for the assessment process). Those selected as Semi-Finalists must then participate in a structured interview to determine the selection of Finalists.

Finalists have an appointment eligibility period of 12 months from the date OPM announces Finalists. Finalists are then eligible to apply to PMF appointment opportunities (e.g., job opportunity announcements posted in the PMF TMS for agencies to recruit for PMF positions).

**Preparing for Finalists Timeline and Checklist:** Agencies can view a typical timeline at <https://www.pmf.gov/media/4aahzyj4/agencies-prepare-for-finalists-timeline-09-09-2021.pdf> and a Checklist at <https://www.pmf.gov/media/q0lbhnx/coordinator-preparing-for-finalists-checklist-10-14-2021.pdf>.

The “Timeline” illustrates steps for agencies to take in preparing for Finalists. The “Checklist” provides a general list of steps for Coordinators to follow in preparing for Finalists.

**Agency Profile Page:** This feature on the PMF TMS offers a space for agencies to market their participation in the PMF Program and enables Coordinators to provide agency information, upload resources (e.g., FAQs, brochures, flyers, etc.), automatically lists any PMF appointment and training opportunities, post an event hyperlink (e.g., if the agency wants to host and advertise their own meet-and-greet, hiring fair, etc.), and the contact information of all Agency PMF Coordinators. Agency Profile Pages are only viewable by Finalists on the Apply Site of the PMF TMS and is a great way to refer Finalists to for general information about your agency.

A “PMF Agency Profile Page Checklist for Agencies” (for Agency PMF Coordinators) can be found at <https://www.pmf.gov/media/5610502/agency-profile-page-checklist-03-24-2021.pdf>.

**Checklists for HR Staff and Supervisors:** To assist HR Staff in recruiting and onboarding, a “PMF HR Staff Checklist” can be found at <https://www.pmf.gov/media/5730575/pmf-hr-checklist-06-01-2021.pdf> and a similar “PMF Supervisor Checklist” can be found at <https://www.pmf.gov/media/jmabisfe/pmf-supervisor-checklist-04-04-2022.pdf>. Additional onboarding resources can also be found under the “Resources” section on the Portal Site of the PMF TMS.

**Application Criteria:** This document outlines the full list of degrees, skills, and languages in the PMF Program’s databases from which applicants can select. This is a good reference for when agencies search for specific Finalists in the PMF TMS. The current criteria can be found at <https://www.pmf.gov/media/nnedc14t/pmf-application-criteria-12-27-2022.pdf>.

**Workforce Planning Statistics:** Based on the annual PMF Workforce Planning Survey for the upcoming class year, agency users can interact with the Workforce Planning Statistics feature on the PMF TMS once Finalists are announced. The interaction will match Finalists based on degree, skills set, and languages. A more comprehensive search of Finalists can be performed under “Manage Finalists” on the Portal Site of the PMF TMS.

Instructions on “How to Use Workforce Planning Statistics” is posted under the “Resources” section on the Portal Site of the PMF TMS and is available to all agency users.

**PMF Program’s Program Analyst Career Ladder Position Description Templates Guide:** This Guide contains instructions and Position Description (PD) Templates for agencies to use in creating Program Analyst (GS-0343-9/11/12/13) positions for PMF appointments. Agencies can edit the templates to fit their needs. The Guide is posted under the “Resources” section on the Portal Site of the PMF TMS. Hiring Officials should check with their HR Office on use of the templates.

**PMF TMS Appointment Opportunity Template for Agencies:** This template provides step-by-step instructions for posting a job opportunity announcement on the Apply Site of the PMF TMS for Finalists to search, view, and apply. A sample opportunity and best practices are included. The template can be found at <https://www.pmf.gov/media/dhfpe3br/pmf-tms-agy-apt-opp-template-04-22-2022.doc>.

**OPM Form 1306, PMF Appointment Intake Form:** This form is used by Finalists to fill out upon accepting a tentative PMF appointment offer and to submit to the PMF Program Office and the Agency PMF Coordinator to ensure accurate recording of appointments in the PMF TMS. Finalists and Fellows can use the same form for submitting any updates.

**PMF Placement Fee and Financial Guidance:** The PMF Program is a revolving fund program that receives no appropriations. To cover program costs, a one-time placement fee of \$8,000 is due to OPM for each PMF appointment. The placement covers the following program costs: the annual PMF application and assessment process, the PMF website and PMF TMS, tuition for any sponsored training (e.g., the PMF Leadership Development Program for Fellows), and general operating expenses. Financial guidance and forms for agencies to follow can be found at <https://www.pmf.gov/agencies/resources/#Financial>.

**Hiring Fair:** The PMF Program Office typically hosts a hiring fair a few weeks after announcing Finalists. Dates are coordinated with Agency PMF Coordinators in advance. Agencies may host their own hiring fair and publicize on their Agency Profile Page and send a broadcast email to Finalists. The PMF Program Office can also assist with marketing agency-specific hiring fairs.

If you have any questions/comments, please send them via email to [pmf@opm.gov](mailto:pmf@opm.gov).