



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

“A call to lead, a call to serve.”

PMF Applicant Handbook



PMF CLASS OF 2022 APPLICATION: SEPTEMBER 28 - OCTOBER 12, 2021

The PMF Class of 2022 Application opens at Noon (Eastern Time), Tuesday, September 28, 2021, and closes at Noon (Eastern Time), Tuesday, October 12, 2021.

You are eligible to apply if:

1. You obtained your advanced degree (i.e., it was conferred) any time from September 28, 2019 through September 28, 2021; or
2. You expect to complete all advanced degree requirements, including the completion or successful defense of any required thesis or dissertation, by August 31, 2022 (next year).

NOTE: This Handbook was last updated on 09-30-2021.

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What is PMF?

THE FEDERAL GOVERNMENT'S PREMIER LEADERSHIP DEVELOPMENT PROGRAM

The Presidential Management Fellows (PMF) Program is a prestigious two-year fellowship at a Federal agency.

Bearing the Presidential Seal, the PMF Program is the Federal Government's flagship leadership development program at the entry level for advanced degree holders.

Over its more than 40-year history, the mission of the PMF Program has been to recruit and develop a cadre of future government leaders from all segments of society.

Eligible individuals apply to be selected as Finalists. Finalists then have 12 months to secure a PMF appointment, which is a two-year, full-time, paid fellowship at a Federal agency. The PMF Program creates a lasting bond among Fellows and Alumni, and instills a spirit of public service, which, for Fellows who complete the program successfully, can ultimately encourage and lead to a career in government. The PMF Program is one of three Pathways Programs governed by Executive Order 13562 of December 27, 2010, and through regulation at part 362 Subparts A and D of title 5, Code of Federal Regulations (5 C.F.R. 362).

THE APPLICANT HANDBOOK

The PMF Applicant Handbook is designed to provide a general overview of the annual application process. Prospective applicants should review this information in conjunction with:

- The official announcement posted on <https://www.USAJOBS.gov> *when the application opens*; and
- Additional resources and information found under the "Become a PMF" webpage on the PMF website at <https://www.pmf.gov>.

The Opportunity

AN OPPORTUNITY FOR ALL ACADEMIC DISCIPLINES

As a pipeline for future leaders, the PMF Program allows Fellows to apply their experience, skills, and new ideas to complex challenges in agencies across the Federal Government in a way that will have a broad impact on our nation and the American people.



KEY FELLOWSHIP BENEFITS

- A full-time job with salary and benefits
- Promotion potential to the GS-13
- Access to a two-year PMF Leadership Development Program that provides over 100 hours of training
- An array of substantial employment benefits (e.g., health, life, dental and vision, and long-term care insurance; Thrift Savings Plan; paid holidays and leave; and, flexible work schedules)
- Additional potential benefits, depending on the agency, may include public transportation subsidies, telework, student loan repayment, and Public Service Loan Forgiveness
- Access to a robust network of current Fellows and PMF Alumni
- Networking events with current Fellows and PMF Alumni

PROGRAM REQUIREMENTS

- Initial appointment at the GS-9, 11, or 12 (or equivalent)
- 160 hours (80 hours each year) of formal, interactive training including leadership development
- At least one 4 to 6-month developmental assignment in a different office or agency
- Optional rotational opportunities
- Assignment of a senior-level mentor
- Individual Development Plan (IDP)
- Potential opportunity to non-competitively convert to a term or permanent Federal position upon successful completion of fellowship

Eligibility

CURRENT OR RECENT GRADUATES WITH ADVANCED DEGREES

Recent Graduates: Eligible individuals are those who have completed an advanced degree (e.g., Master's, Professional, or Doctorate) from a qualifying college or university during the two years preceding the opening date of the PMF Program's annual application.

Current Graduates: Eligible individuals are students currently attending a qualifying college or university and expecting to complete advanced degree requirements by August 31st of the year following the annual application. Completing advanced degree requirements includes the successful completion/defense of any thesis/dissertation.

For specific dates on eligibility for the upcoming application cycle, see the Handbook's cover page.

EDUCATION

Advanced Degree is defined by a professional or graduate degree (e.g., master's, Ph.D., J.D.) earned from a qualifying college or university. Certificate programs that do not confer an advanced degree do not qualify.

A qualifying college or university is an academic institution that must be accredited or must have acquired "pre-accreditation" or "candidate for accreditation" status by an accrediting body recognized by the Secretary of the U.S. Department of Education. If degree requirements are not met by the August 31st deadline, Finalists will be ineligible for placement and withdrawn from the program.

There are no GPA (grade point average) requirements or age restrictions to apply.

RETURN APPLICANTS

Individuals who previously applied to the program, but were not selected as a Finalist, may reapply if they meet eligibility requirements. Current Finalists who have not obtained a PMF appointment and remain eligible may apply again; however, they will forfeit their status as a current Finalist upon initiating an application and the online assessment.

CITIZENSHIP CONSIDERATIONS

Individuals who are not U.S. citizens can apply to the PMF Program. Non-U.S. citizens may be eligible for Federal employment if the individual is (1) eligible to work under U.S. immigration laws, and (2) is eligible for AND pursuing U.S. citizenship, OR appointed by a Federal agency that has the authority to hire non-U.S. citizens. Additional information can be found under the "Become a PMF\Eligibility\Citizenship" webpage at <https://www.pmf.gov>.

The Application

OPENS ANNUALLY FOR APPROXIMATELY TWO WEEKS

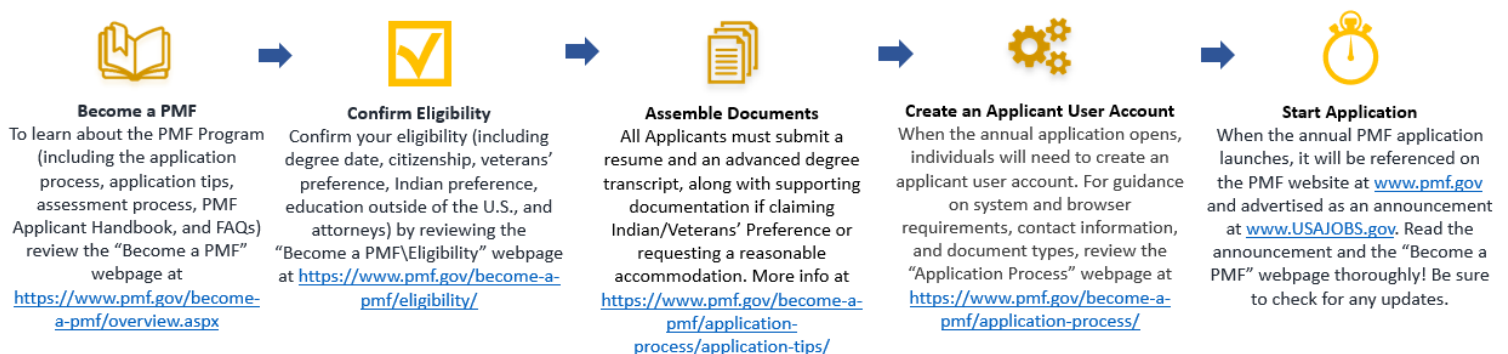
To become a Finalist, you must participate in a rigorous application process. It takes patience and endurance, but also gives you a chance to demonstrate your leadership ability and potential. Successful applicants are those who, among other things, closely follow the guidelines and requirements for all components of the application.

All applicants are judged on the same criteria. Finalists are chosen based on: (1) your ability to meet eligibility requirements, (2) your online assessment score, and (3) the total number of Finalists authorized for each year. For example, if 400 Finalists are authorized then the eligible applicants ranked in the top 400 after the assessment process are then selected as Finalists.

How to Apply

When the application is live, you can find the details for submitting an application in the announcement on <https://www.USAJOBS.gov> by going to the “How to Apply” section. The announcement will lead you to the Apply Site of the PMF Talent Management System (TMS). You do **not** need a USAJOBS account to access the application; however, establishing one can help you prepare for the annual PMF application and other Federal opportunities.

During the application process, after you demonstrate that you are eligible, you must take an online assessment and submit documents, such as a resume and advanced degree transcript. All components of the application must be completed in full before the application deadline. The application takes 2-3 hours to complete; however, you do not have to complete the entire application and assessment all at once. It is very important that you closely follow the directions to confirm your eligibility and ensure you submit a complete application. Applicants are highly encouraged to complete and submit their application early.



Once the application closes, all applicants will be reviewed for eligibility, school accreditation, complete applications, and assessment scores. All applicants will be notified of their status approximately 4-6 weeks after the application closes. Top qualifying applicants will be selected as Finalists. Finalists have 12 months of appointment eligibility to apply for an appointment as a Fellow with a participating Federal agency. Your two-year fellowship begins once you secure a PMF position with a participating Federal agency and onboard.

Required Documentation

In addition to the online assessment detailed below, applicants are required to submit the following as part of their application:

1. A **Resume**
2. An **Advanced Degree Transcript** (and/or alternative)
3. **Supporting documentation** for any claims for Veterans' Preference, Native American (Indian) Preference, and/or a Reasonable Accommodation for completing the online assessment

NOTE: Letters of recommendation, cover letters, and writing samples, are not required to apply and are not accepted.

Applicants are encouraged to assemble and prepare all documentation in advance of the launch of the application to save time and ensure all documentation meets the requirements outlined below.

1. Resume Requirements

The resume can be in any format but is limited to a file size of 3MB. Federal resumes are not required. The resume must be accessible, legible, in English, not password-protected, with no embedded scripts/macros, or photos.

At a minimum, the resume must contain the following:

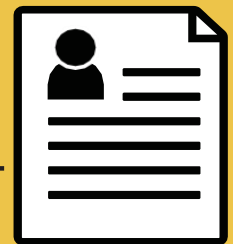
- **Applicant Name**
- **Contact Information** (address, email, and phone number)
- **Academic Institution Name**
- **Qualifying Advanced Degree Program** (completed or pursuing)

Should I submit a “Federal” resume?

Often, we are asked about a “Federal Resume,” which is a specific resume format that many Federal agencies utilize when hiring talent. **A resume in the format of a Federal Resume is not required to apply to the PMF Program.**

Additional information about Federal Resumes can be found on USAJOBS at <https://www.usajobs.gov/Help/faq/application/documents/resume/what-to-include/>. Applicants can only submit one resume with their application.

Those applicants selected as Finalists will have the ability to upload an updated resume when applying to PMF appointment opportunities.



2. Transcripts and/or Alternative

Applicants must submit an advanced degree transcript and have the option to submit other transcripts under the “Other” document category (e.g., undergraduate degree). The required transcript must reflect the advanced degree used to establish eligibility for the PMF Program.

Unofficial transcripts are accepted. However, please note any submission of a transcript or alternative must include:

1. **Applicant name**
2. **Academic Institution name**
3. **Qualifying advanced degree program (completed or pursuing)**
4. **Date of degree conferred for recent graduates or anticipated for current graduate students**

Applicants are not required to ensure that a Student ID# or Social Security Number appears on these documents. NOTE: Many academic institutions utilize third-party systems and many electronic transcript downloads do not clearly identify the above required elements. For an applicant to ensure their eligibility is properly evaluated, an applicant must submit alternative documentation (such as the “Alternative Letter” explained below) that includes all the required elements above.

Do I need to submit my undergraduate transcript?

Submitting an undergraduate transcript is **optional** and will have no impact on your application, your online assessment, or in the selection of Finalists. You may submit your undergraduate transcript as an “Other” document when submitting your application documents. You will also be asked to identify your undergraduate degree’s discipline and the issuing academic institution. If selected as a Finalist, registered agency users will be able to search by all degrees and view most application documents. Finalists are able to upload some updated documents.

ALTERNATIVE LETTER

If the advanced degree transcript is unavailable or missing any of the above required elements, the applicant may submit an “alternative letter” (or equivalent) from a school official/department (e.g., Admissions, Department Head, Counselor, Career Services, Dean, etc.) associated to the applicant’s academic institution.

- The letter must be on official school letterhead, providing the information above.
- The letter can complement or supplement the need for an advanced degree transcript; however, applicants are strongly encouraged to submit their advanced degree transcript AND an alternative letter identifying the missing required elements.
- Applicants can merge the two documents or submit separately during the application process.
- Review the “PMF Program Required Application Documents and Alternative Letter” guidelines posted under the “Become a PMF\Resources” webpage at <https://www.pmf.gov>; which also includes a sample letter. Applicants must submit all documentation by following the instructions on the online application. Applicants who complete, certify, and submit their application before the end of the application period will be able to revise any of their application documents up until the end of the application period. Documents cannot be revised or uploaded after the application period closes.

SAMPLE ALTERNATIVE LETTER

[Academic Institution Letterhead]

[Name of Academic
Institution Mailing Address
City, State, ZIP Code
Country]

[Date (mm/dd/yyyy)]

RE: PMF Program Transcript Requirements

This letter has been prepared as supplemental documentation for the below referenced graduate student in applying to the Presidential Management Fellows (PMF).

Graduate Student's Name: [First and Last Name]

Advanced Degree Type/Program: [Insert Degree Program Type (e.g., Master's, Ph.D., etc.) and Name]

Anticipated Degree Completion Date: [Date (mm/dd/yyyy); the graduate student anticipates completing all degree requirements (including the successful defense/completion of any required thesis/dissertation), not necessarily the date of the commencement ceremony for that graduate student.

Please direct any questions to [Academic Institution's Contact (name and phone number)].

Sincerely,

[Signature]

[Academic Institution Official's Name]

[Academic Institution Official's Title; such as Career Services Director, Counselor, Dean, Department Head, Admissions]

3. Supporting Documentation

VETERANS' PREFERENCE

During the PMF application process, applicants will be asked if they are claiming veterans' preference. If claiming veterans' preference during the application process, applicants should follow the instructions provided for submitting supporting documentation. Veterans' preference is considered in the selection of Finalists and during the selections for actual appointment.



For more information on veterans' preference, supporting documentation, some frequently asked questions, and how adjudicated preference is applied for Finalists obtaining PMF appointments, please review the "Become a PMF\Eligibility\Veterans' Preference" webpage at <https://www.pmf.gov>.

NATIVE AMERICAN (INDIAN) PREFERENCE

Indian Preference may apply to PMF positions within the U.S. Department of the Interior's Indian Affairs and the U.S. Department of Health and Human Services' Indian Health Service.

Eligible applicants who are members of a Federally recognized tribe, and who are interested in pursuing employment with these organizations if selected as Finalists, should review the "Become a PMF\Eligibility\Indian Preference" webpage at <https://www.pmf.gov>.

REASONABLE ACCOMMODATIONS

Applicants with disabilities may request a reasonable accommodation for the online assessment when applying to the PMF Program. Reasonable accommodations are provided to applicants with disabilities as appropriate, as defined in the Rehabilitation Act of 1973, as amended. Requests for a reasonable accommodation for the online assessment must be received before the application announcement closes and before starting the online assessment. Keep in mind that the online assessment is un-proctored, and you can use your own assistive technology if applicable. The supporting documentation must be from a qualified professional that includes information about the disability as well as the testing accommodation being requested. Please note that a "Schedule A" letter in and of itself is not sufficient documentation.

Instructions on how to submit a request for a reasonable accommodation can be found in the next section.

The Online Assessment

INTRODUCTION

The following will help you prepare for the rigorous assessment process used by the U.S. Office of Personnel Management (OPM) as part of our procedures for selecting Finalists. An online assessment is part of the annual application to the PMF Program. This section of the Handbook covers the online assessment process and will familiarize you with its key features so that you know what to expect and are prepared to do your best. In addition, the instructions here together with the instructions provided during the application are the official PMF Program Office instructions regarding the online assessment process; you should ignore any third-party guidance or what you may have been told by former applicants, Fellows, etc., as the current instructions and procedures may have changed.

This year the PMF Program has improved the application and assessment process by reexamining how Finalists are assessed and selected. For the 2022 PMF application cycle, we have revised our assessment process to address those areas that may be causing some of the reductions in the overall diversity of Finalists.

You are highly encouraged to thoroughly review this section and refer to it as you complete the online assessment process. **This information is subject to change and any updates will be applied to this Handbook and will be posted to the “Become a PMF\Resources” section on the PMF website at <https://www.pmf.gov/become-a-pmf/resources/>.**

NOTE FOR CURRENT PMF CLASS OF 2021 FINALISTS: If you choose to reapply, or attempt to reapply, to the PMF Program for the Class of 2022, by initiating an application and starting the online assessment, you will forfeit your standing as a current Finalist (5 C.F.R. 362.403).

ONLINE ASSESSMENT

The online assessment is administered in an un-proctored environment and includes three parts: Situational Judgment, Life Experience, and Writing. Each part is timed. The table below provides the number of items and the time allowed for each:

Assessment Part	Number of Items	Time Allowed
Part 1. Situational Judgment	54	60 minutes
Part 2. Life Experience	40	30 minutes
Part 3. Writing	1	25 minutes

*Once you begin any of the three parts, you must complete that part unless there is an emergency (i.e., natural disaster, fire, explosion, major structural failure), a loss of electrical power, or a loss of internet connectivity. In the event of an emergency, you will be allowed to resume your assessment with the time remaining in that part, and prior to the application announcement closing. Upon resuming you will be presented with an *Interruption Alert* where you will be asked to enter an explanation. Upon submission, you will be able to resume where you left off if time remains. If the emergency requires you to leave your connection, we suggest you log out or close the browser to ensure the timer stops. Applicants will be presented a pop-up warning when 5-minutes remain for each timed part.*

The online application tracks all applicant activity, timers, interruption alerts, and error messages. Applicants are reminded to thoroughly read the instructions when completing the online assessment, especially the instructions for the Part 3: Writing.

NOTE: An applicant 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, including the assessment, by the closing of the announcement (unless otherwise instructed). For example, an applicant can start and complete Part 1 and then start and complete Part 2 at a later time. However, once an applicant starts a part, he/she **must** complete *that* part. Applicants must complete each part in the order shown; you are not able to skip a part to complete it later.

The online assessment is designed to elicit evidence of the following competencies that are critical to success on the job across all PMF occupations:

- **Flexibility:** Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with ambiguity.

A PMF must have the ability to think on one's feet, to respond quickly to questions posed by others (e.g., responding at the negotiating table, providing short notice briefings). The capacity to adjust and respond quickly and efficiently to changing situations or unexpected events is essential.

- **Integrity:** Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

As employees of the U.S. Government, PMFs must understand and be willing and able to demonstrate the highest level of ethical, personal and professional standards. PMFs must not engage in favoritism or discrimination in any form and should pursue appropriate steps when others may be acting in a less than appropriate manner.

- **Interpersonal Skills:** Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

PMFs have the opportunity to interact with people of different backgrounds, cultures, and perspectives on particular issues. These people may be representatives of other U.S. Government agencies, government representatives from other countries, or other public or private organizations. In work related interactions, PMFs must gain the cooperation of these individuals from different backgrounds and promote an environment for all perspectives to be heard. In social situations, they may need to smooth the way for effective interaction between people from different backgrounds and/or perspectives. Finally, they must show good judgment in deciding when and how to act in various situations.

- **Public Service Motivation:** Shows a commitment to serve the public. Acts in a manner that meets public needs; aligns organizational objectives and practices with public interests.

A PMF is motivated to serve the public and works to influence others toward a spirit of service and meaningful contributions. PMFs demonstrate initiative and effort in working toward goals that are important to the needs of the public and the missions of the PMFs' agencies. In serving the public, they follow the rules, policies, and laws that govern their work and they demonstrate responsibility for outcomes.

- **Problem Solving:** Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

PMFs are sometimes faced with difficult conflicts and problems on the job. They must use their creativity and analytical skills to understand the issues involved and draw appropriate conclusions about the best approach for resolution. This ability is particularly important during crisis and emergency situations.

- **Written Communication:** Writes in a clear, concise, organized, and convincing manner for the intended audience.

PMFs must be able to communicate effectively both orally and in writing. They meet in one-on-one and group situations with various individuals of different backgrounds, cultures and perspectives on particular issues.

The use of a calculator and scratch paper are allowed where needed for the sample questions and during the online assessment.

SITUATIONAL JUDGMENT

Part 1: Situational Judgment requires you to read through a series of scenarios relevant to PMF work. The questions place you in realistic situations that you are likely to encounter as a PMF. Through a series of multiple-choice questions, you will be asked to select an option based on how you would *most likely* respond or *least likely* respond in each situation. Questions in Part 1 draw primarily on your experiences in working with and relating to others in a work setting. In each of the questions in this part, you are asked to indicate how you would respond in a given situation. If you are not currently in a work group, you can answer the questions based on experiences you may have had in previous jobs or in school, social, athletic, or volunteer organizations. There are 54 total items for this part.

Situational Judgment Sample Questions

Four sample questions are provided below to give you an idea of the *type of questions* you will encounter when completing this part. Since these are sample questions based on your experience, no answers are listed below.

Directions: In each of the following situations, you are asked to indicate how you would respond. No special training or experience is required to answer these questions. Identify from the response options the one that best represents how you would handle the situation. Select the response that is closest to how you would actually handle the situation, not the response that you think others might select or the response that you think is expected.

Sample Question 1: You are a member of a project team in your office. During a project meeting a colleague gives you a task that you do not feel qualified or trained to handle. Which of the following actions are you *most likely* to take?

- ☐ Complete the task as best you can.
- ☐ Complain to your supervisor.
- ☐ Ask someone in the office who knows how to do the task to help you.
- ☐ Explain to the colleague that you do not feel qualified to work on the task and you would prefer that the task be given to someone else.

Sample Question 2: You are a member of a project team in your office. During a project meeting a colleague gives you a task that you do not feel qualified or trained to handle. Which of the following actions are you *least likely* to take?

- ☐ Complete the task as best you can.
- ☐ Complain to your supervisor.
- ☐ Ask someone in the office who knows how to do the task to help you.
- ☐ Explain to the colleague that you do not feel qualified to work on the task and you would prefer that the task be given to someone else.

Sample Question 3: One of your customers has arrived at your office and wishes to speak with your supervisor, who is not at her desk right now. The customer is frustrated because she has left several messages on your supervisor's voice mail in the past week and has not received a call in return. You know that your supervisor is attending a meeting that will last for at least another hour. Which of the following actions are you *most likely* to take?

- ☐ Find out what the customer needs and interrupt the meeting.
- ☐ Find out what the customer needs and assure the caller that your supervisor will get the message.
- ☐ Tell the customer that your supervisor is not available.
- ☐ Ask the customer if someone else in the office can help her.

Sample Question 4: One of your customers has arrived at your office and wishes to speak with your supervisor, who is not at her desk right now. The customer is frustrated because she has left several messages on your supervisor's voice mail in the past week and has not received a call in return. You know that your supervisor is attending a meeting that will last for at least another hour. Which of the following actions are you *least likely* to take?

- ☐ Find out what the customer needs and interrupt the meeting.
- ☐ Find out what the customer needs and assure the caller that your supervisor will get the message.
- ☐ Tell the customer that the manager is not available.
- ☐ Ask the customer if someone else in the office can help her.

LIFE EXPERIENCE

Part 2: Life Experience contains questions involving work- and education-related experiences. In this part you will be instructed to select one answer from among the alternatives presented. Some questions will ask you to consider your experience in working with and relating to others in a work setting. If you are not currently employed then you will be instructed to answer questions based on experiences you may have had in previous jobs, or in your academic pursuits. No special training or experience is required to answer these questions. There are 40 total items for this part.

When completing this part, remember:

- It is to your advantage to answer every question you can during the time allotted.
- A response of “I don’t know” means that you would expect the other person not to know or to have no basis for making a judgment if asked to describe you.
- The term “peer” refers to co-workers, classmates, or other close associates.

Please note that your responses are subject to verification and deliberate attempts to falsify information may be grounds for not being selected or for being dismissed after beginning work.

Life Experience Sample Questions

Two sample questions are provided below to give you an idea of the *type of questions* you will encounter when completing this part. Since these sample questions are based on life experience, no answers are listed below.

Sample Question 1: In the past when I have given a speech or presentation, I was likely to have prepared ahead of time:

- ☐ much less than others did
- ☐ less than others did
- ☐ about the same as others did
- ☐ more than others did
- ☐ much more than others did

Sample Question 2: When working as a member of a team, I prefer to:

- ☐ do less complex tasks
- ☐ keep a low profile
- ☐ always take the lead
- ☐ take on challenging tasks but not take the lead
- ☐ take the lead at times

WRITING

Part 3: Writing requires you to provide a written response based on a question or topic provided to you in the assessment. This part is a very straightforward assessment that will require you to simply type a written response to a single, open-ended question or prompt; one essay. Superior written communication skills are critical for being an effective leader or manager. Accordingly, this part measures your ability to communicate in writing. This part is used to measure your ability to communicate an appropriate message in writing, organize content in a clear and appropriate manner, and use proper grammar.

Completing this essay is required. The essay is timed at 25 minutes and must consist of a minimum of 150 words. There is no maximum number of words; however, only a **minimum of 150 words** are needed.

A word counter is provided on the screen during this assessment part, as well as a timer to show how much time is remaining. The essay must be organized into simple paragraphs only. Use of bullets or any other non-standard formatting is not permitted. It is highly recommended that you take this assessment without interruptions or distractions and use simple, concise language for best results.

NOTE: You are **NOT** permitted to cut and paste text (e.g., from a word processor or use CONTROL-C or V) or undo text (e.g., CONTROL-Z), or the equivalents; such attempts will erase any pasted content, prompt an error message, and the system will record your action. Multiple attempts or other suspicious activity may result in disqualification.

Writing Assessment Sample Question

An example of the kind of question or prompt you will encounter when completing this part is provided below.

Sample Question: The PMF Program provides many potential opportunities and challenges for individuals interested in working for the Federal Government. Discuss the advantages and disadvantages of a career in public service.

CERTIFICATION AND ACKNOWLEDGEMENT

During the online assessment, applicants will be prompted to certify that they completed *each part* of the assessment independently and without any assistance. DO NOT close your browser or exit out of the online assessment until you have certified and submitted your responses. If you do not certify your responses, even if time expired, your application will be deemed incomplete and you will not be considered during this year's application cycle.

Applicants who make an intentional false statement, or commit deception or fraud in their application and its supporting materials, risk being fined or imprisoned, disqualified from further consideration, fired from Federal employment, and/or debarred from Federal employment (5 C.F.R. part 731).

REASONABLE ACCOMMODATIONS

Applicants with disabilities may request a reasonable accommodation for the online assessment when applying to the PMF Program. Reasonable accommodations are provided to applicants with disabilities as appropriate, as defined in the Rehabilitation Act of 1973, as amended. The decision to provide or not provide a reasonable accommodation for the online assessment is made on a case-by-case basis.

Applicants with disabilities may only request a reasonable accommodation for the online assessment when applying to the PMF Program and during the application period. This process is specific to the online assessment and is separate from a hiring agency's accommodation process for obtaining employment as a PMF if selected as a Finalist. Further, the documentation provided for an assessment accommodation may not be sufficient to be evaluated for a PMF appointment. If you believe you may need an accommodation for a PMF appointment, if selected as a Finalist, you should request this from the hiring agency. Requests for a reasonable accommodation for the online assessment must be received before the application announcement closes and before starting the online assessment. The PMF Program Office will review each request during the application process and contact you directly via email to adjudicate your request.

If you are unsure whether you need an accommodation for the online assessment, please review the sample questions for each assessment and review the “System Requirements for the Online Assessment” section before starting the online assessment. Keep in mind that the online assessment is un-proctored, meaning you do not need to take it at a certain location. *You can complete all parts of the online assessment using your personal computer, taking advantage of your own assistive technology, if applicable.* There are no videos. Both the application and online assessment are 508 conformant (meaning they provide access and use to people with disabilities substantially equivalent to persons without a disability).

Similar information about reasonable accommodations can be found within the USAJOBS announcement, during the application process, and under the “Become a PMF\Assessment Process” section on the PMF website at <https://www.pmf.gov>.

How to Request a Reasonable Accommodation for the Online Assessment

If after reviewing this information you would like to request a reasonable accommodation for the online assessment, please follow the steps below:

STEP 1: Once you have created your applicant user account, logged into the application system, and started completing the required steps under the “User Dashboard”, you will see a question about reasonable accommodations under the “Eligibility Information” section. Where prompted, indicate that you wish to request an accommodation for the online assessment and describe the specific assessment accommodation that you are requesting.

- If you indicate a need for a reasonable accommodation for the online assessment, the application system will **not** allow you to access the actual online assessment until we adjudicate your request. You may continue with other parts of your application (e.g., submitting documents and reviewing previously completed parts).
- If you wish to void your request *before* we provide a decision, go back to the “Eligibility Information” section and indicate that you do **not** need a reasonable accommodation and submit your updated response. The application system will then allow you to take the online assessment without an accommodation.
- **You will not be allowed to request an accommodation once you have begun the online assessment.**

STEP 2: Submit any supporting documentation for the accommodation that you are requesting under the “Upload Documents” section from the “User Dashboard” screen in the application system.

Supporting documentation must be from a qualified professional (e.g., medical doctor, rehabilitation counselor, or vocational counselor) that includes the following information:

- (1) What is the disability to include how it affects your ability to complete the assessments?
- (2) What accommodation is requested to assist with the assessments?
- (3) How will the accommodation help you take the assessments?

Your failure to provide supporting documentation may result in a delay or the inability to grant your request. Please note that a “Schedule A” letter in and of itself is not sufficient documentation.

STEP 3: Submit your reasonable accommodation request and the supporting documentation **before** the application announcement closes (or as directed by the PMF Program Office).

STEP 4: The PMF Program Office determines assessment accommodations on a case-by-case basis based on claimed disability and documentation provided. During the adjudication process for your request, either (1) we will contact you directly via email or (2) you will receive automated emails, to communicate our decision, inform you of next steps, or request additional information or documentation. Please ensure your email account settings will allow an email from a ".gov" email address (e.g., pmfapplication@opm.gov, no-reply@apply.pmf.gov, or no-reply@portal.pmf.gov). If not, the email may appear in a "Spam" or "Junk" folder.

If we contact you requesting clarification or additional supporting documentation and there is no response within approximately 24 hours, we will adjudicate your request as is and notify you of the outcome. Therefore, it is important to be prepared and to promptly submit your supporting documentation.

- In general, if the application announcement has not closed when notification of the accommodation decision is given, you must complete the online assessment before the application announcement closes. This general rule is subject to two exceptions:
 - If the applicant is approved for an accommodation, he/she will have either 48 hours from the date and time of the approval email or up until the application's closing date and time, whichever is longer, to complete the online assessment and submit the application.
 - If the application announcement will close in less than 48 hours from the time notification of the announcement decision is made, you must complete the online assessment within 48 hours of the decision email.
- If the application has closed when notification of the accommodation decision is given, you must complete the online assessment within 48 hours of the decision email.
- We will adjudicate your request as soon as possible. We will be monitoring any requests throughout the application period.

If the request is approved, you will be provided additional instructions within the approval email. The online assessment will automatically adjust accordingly. However, if you receive approval while logged into the application system, you may need to refresh the page or log out and log back in for any adjustments to take effect. If the request is not approved, follow the instructions in the denial email.

NOTIFICATION OF THE ASSESSMENT RESULTS

Please note that the PMF Program Office does not provide assessment scores and there is no appeal process. Applicants selected as Finalists are not guaranteed a PMF position.

Applicants will be informed on whether or not they are selected as Finalists via email and can monitor their application status under their applicant user account on the Apply Site of the PMF TMS. Please refer to the timeline posted for any updates on the PMF website at <https://www.pmf.gov>.

CONTACT INFORMATION

All *general inquiries* regarding the application and assessment process must be sent via email to pmfapplication@opm.gov; this serves to document your request. The mailbox will be monitored during the application period. Contact the application Help Desk for any *technical difficulties* during the application and assessment process by clicking on the **Help** link on the top menu bar during the application process. To prevent confusion or duplicate inquiries, please do NOT submit a Help Desk ticket and an email to the PMF Application mailbox on the same issue(s). Submitting a Help Desk ticket is preferred in order to document and track. The PMF Program Office monitors both systems and you will receive a timely response.

We are delighted that you are interested in the Presidential Management Fellows (PMF) Program. The opportunities available to PMFs are as extraordinary as are the challenges facing our Nation today. The online assessment process you are about to go through is rigorous, demanding, and highly competitive, helping us find top talent with strong leadership potential for this elite program.

Applicants are reminded to check for updates throughout the application and assessment process.

TIP: Allow yourself plenty of time. Do not wait until the last couple of days or last few hours of the application period to complete the online assessment and submit your application, as it may take anywhere from 2-3 hours total to complete. You are highly encouraged to complete your application, including the online assessment, as early as possible. The application opens and closes at Noon (Eastern Time) on the dates advertised.

Avoid Common Mistakes

- 1. TRANSCRIPT ISSUES:** Many applicants submit transcripts that are missing required elements such as name, school name, degree program and type, and most importantly, the date the advanced degree was conferred or is expected to be completed. Make sure your advanced degree transcript has everything required. Refer to the Handbook's section on "Required Documentation".
- 2. INSUFFICIENT DOCUMENTATION:** Some applicants are missing alternative documents associated to a transcript when a required element is missing (e.g., degree date completion), documents related to Veterans' Preference and/or Indian Preference, or documents related to a request for a reasonable accommodation for the online assessment. Prepare your documents before the application even opens.
- 3. WAITING UNTIL THE LAST MINUTE:** Many applicants do not start the application process until the night before or even hours before it closes. The entire application and online assessment can take 2-3 hours to complete. Do yourself a favor and don't wait until the last minute.

Frequently Asked Questions

We recommend all applicants review the comprehensive list of Frequently Asked Questions under the “Become a PMF\FAQs” section at <https://www.pmf.gov>. Some common questions or myths to keep in mind:

WHERE ARE FELLOWS HIRED?

The PMF Program Office partners with numerous Federal agencies each year. To see what agencies participate and have Agency PMF Coordinators, go to <https://apply.pmf.gov/coordinators.aspx>.

In addition, a common myth of the PMF Program is that opportunities are available only in the Washington, DC metro area, when in fact we work with several Federal agencies to place PMFs across the country.

DOES MY ACADEMIC DISCIPLINE INFLUENCE MY APPLICATION? IS HAVING A PH.D. MORE COMPETITIVE?

The PMF Program is open to otherwise eligible individuals with ALL types of advanced degrees and disciplines. PMFs have backgrounds in a wide variety of academic disciplines, from toxicology, to forestry, to human rights, to cybersecurity (and everything in between).

Applications from master’s students and Ph.D. students are reviewed and receive the same treatment. There is no advantage to any specific degree type when applying. Once you become a Finalist, your academic experience may be factored into your salary negotiations and meeting the qualifications of positions for which you are being considered.

DOES MY ACADEMIC INSTITUTION INFLUENCE MY APPLICATION?

The specific school you go to does not get factored into the selection of Finalists whatsoever. Applicants from any and all accredited institutions are eligible to apply.

ARE CURRENT FEDERAL EMPLOYEES ELIGIBLE TO APPLY?

Yes, current Federal employees who meet the eligibility requirements for the PMF Program may apply; however, this information is not factored into the selection of Finalists.

WILL HAVING AN ACTIVE SECURITY CLEARANCE HELP MY APPLICATION?

No, this information is not factored into the selection of Finalists. If you are selected as a Finalist, having an existing or recent security clearance may expediate the hiring process, but each agency has unique requirements.

WHAT TYPE OF PREVIOUS WORK EXPERIENCE ARE YOU LOOKING FOR?

Applicants are not required to have previous work experience to be eligible to apply. If you are selected as a Finalist, your academic and professional experience will be important factors of considerations for agencies looking to hire.

WHICH ADVANCED DEGREE SHOULD I APPLY WITH?

If you have multiple advanced degrees, please apply with the one that meets the eligibility criteria. If two or more do, please select one as the primary.

Applicants may identify other degrees (e.g., double majors, undergraduate, certificates, etc.). No preference is given to degree types during the application phase; and this will not limit your opportunities down the line.

Next Steps



Certify and Submit Application

Applicants may only certify and submit one application. Applicants will be asked to certify they completed the application, including the online assessment, independently and without assistance. Applicants can monitor their application status via their applicant user account.

Adjudication

Shortly after the application closes, all Applicants will be adjudicated on eligibility, complete application, assessment scores, and other factors leading to the selection of Finalists. The time from the application closing to the announcement of Finalists can take approximately 4-6 weeks.

Announcement of Finalists

When Finalists are selected, all Applicants will be informed of their status and a list of Finalists posted to the PMF website (<https://apply.pmf.gov/finalists.aspx>) and Finalists should then visit <https://www.pmf.gov/become-a-pmf/find-a-job/> for next steps.

Find an Appointment

From the date of selection, Finalists have 12 months to secure a PMF appointment. Finalists can search for appointment opportunities online. Once a Finalist accepts a PMF appointment offer and is recorded, their status changes to Fellow!

SELECTION

Shortly after the application closes, the PMF Program Office will start reviewing applications for eligibility, completeness, academic institution accreditation, claims for preferences, and assessment scores; this is referred to as the adjudication process. Based on the adjudication process and assessment score results, the PMF Program Office will select and announce Finalists. Finalists are chosen based on: (1) ability to meet eligibility requirements, (2) online assessment score, and (3) the total number of Finalists authorized for each year. For example, if 400 Finalists are authorized then the eligible applicants ranked in the top 400 after the assessment process are then selected as Finalists. Finalists are announced approximately 4-6 weeks after the application closes.

Applicants can monitor their results from their applicant user account on the Apply Site of the PMF TMS. All applicants will be sent an email when Finalists are announced. We recommend that you add the following email addresses to your “safe” or “allowed email list” and email address book: pmf@opm.gov, pmfapplication@opm.gov, no-reply@portal.pmf.gov, and no-reply@apply.pmf.gov.

FINALISTS

If you are selected as a Finalist and have provided consent to have your name and college/university listed publicly, that information will be included in the public list of Finalists (as well as any subsequent appointment status) at <https://apply.pmf.gov/finalists.aspx>. Providing consent to share this information publicly is optional and does not affect whether an applicant is selected as a Finalist

From the date of selection, Finalists have 12 months to secure a PMF appointment. Finalists can search for appointment opportunities from their user account under the Apply Site at <https://apply.pmf.gov> where they will find an updated User Dashboard reflecting their status as a Finalist. Finalists are not guaranteed a PMF appointment and positions/grade levels are dependent on agency needs.

If you are not selected as a Finalist, you may be eligible to reapply. Please note there is no appeal process and we are not able to provide assessment scores. You may be interested in other Federal opportunities by searching USAJOBS at <https://www.usajobs.gov>.

Technical Considerations

CREATING AN ACCOUNT

Applicants are able to create an applicant user account once the annual PMF application opens on the Apply Site of the PMF TMS at <https://apply.pmf.gov>. It is recommended that applicants create a user account using a personal email address, rather than an .edu email address. This login information will be used if you are selected as a Finalist. Many .edu email accounts expire after graduation, and many school servers block our emails. All communications are conducted via email and/or posted to the PMF website. Check your spam box for automated emails generated from our system. Applicants can monitor their application status after submission.

UPLOADING SUPPORTING DOCUMENTS

When uploading documents as part of your application, please ensure your document is accessible (e.g., not password protected, does not require digital certificates), contains no scripts/macros or photos, legible, and in English.

- Submitted documents are saved to a secure server. Please do not redact data. Uploading Adobe (.pdf) files is preferred.

SYSTEM AND BROWSER REQUIREMENTS

The browser requirements and settings for the systems used during the application and online assessment process appear below. To prevent inconsistencies and any technical problems, applicants should refrain from using other unsupported browsers. It is recommended that you clear your cache by deleting your browser history under your Tools/Internet Options menu before creating a user account and applying to the program.

In order for the application and online assessment to display and function properly on your computer, we recommend the following:

- Use a broadband internet connection. Dial-up connections affect the performance of the system and are not recommended.
- Use one of the following recommended browsers: Google Chrome (version 77 or higher); Microsoft Edge (version 44 or higher); Mozilla Firefox (version 69 or higher), or Safari (version 12 or higher).
- Enable JavaScript and Cookies
- Disable Pop-up blockers.

Please check your computer in meeting these system and browser requirements prior to starting a PMF application. Additional information can be found under the “Become a PMF Application Process” section on the PMF website at <https://www.pmf.gov>.

Equal Opportunity Employment

During the application, applicants are asked to voluntarily answer source tracking and demographic information. These optional questions ask applicants about: (1) how they heard about the PMF Program, (2) gender, (3) ethnicity, (4) race, and (5) disability or serious health condition. Responses to these questions have no impact on your application, are optional, and are maintained in accordance with the Privacy Act, 5 U.S.C. 552a. Such responses help us in our marketing and outreach efforts, and the aggregate data helps us determine if our equal opportunity efforts are reaching all segments of the population.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability and genetic information, age, membership in an employee or political organization, or other non-merit factor.

Stay Informed

SUBSCRIBE TO THE PMF LISTSERV

For news and program updates throughout the year, including announcements on the next application cycle, subscribe to the PMF Listserv.

To subscribe, visit https://www.opm.gov/listserv_apps and select “PMF” from the drop-down. To unsubscribe from the PMF Listserv, email listserv@listserv.opm.gov with “UNSUBSCRIBE PMF” in the body of the email.

Need Help?

For technical support during the application process, please select the “Help” link in the upper right-hand corner (on the blue menu bar) on the Apply Site; you will be redirected to the Application Help webpage. There are separate methods for contacting us regarding general information and technical support during the application and assessment process.

If you need technical assistance during the application, we recommend you follow the help options offered and submit a help desk ticket; this documents your issue and enables us to better assist you. If you submit a help desk ticket, please do not send separate emails on the same topic(s) as both the ticket system and mailboxes are monitored separately and may cause confusion or delays.

For questions regarding the application, please visit <https://www.pmf.gov>.

PMF Program Mission

To recruit and develop tomorrow's Federal Government leaders.



Want to learn more?

Visit: <https://www.pmf.gov>

Email: pmfapplication@opm.gov

Meet the Team: <https://www.pmf.gov/about-us/meet-the-team>



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