

This is a listing of Frequently Asked Questions (FAQs) for Finalists participating in the hiring fair. This document may be updated, so please check the “Become a PMF/Find a Job/Hiring Fair” webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/> for updates.

**Q1. How do I update my contact information?**

A1. You can edit your contact information by logging into your applicant user account on the Apply Site of the PMF TMS (Talent Management System) at <https://apply.pmf.gov>. Upon login, click on **Manage Documents and Personal Info** and follow the instructions.

**Q2. Where are PMF appointment opportunities listed during the virtual hiring fair?**

A2. All appointment opportunities must be posted on the PMF TMS. We have requested all participating Federal agencies to have opportunities posted prior and/or during the Virtual Hiring Fair. Finalists may also view any live appointment opportunities when viewing Agency Profile Pages on the *Explore* page when logged into the Apply Site of the PMF TMS.

**Q3. Who do I speak to at a participating Federal agency if I have any questions?**

A3. Each participating Federal agency will have a virtual booth accessible on the virtual platform. A list of participating Federal agencies will be posted to the Hiring Fair webpage. Finalists may also contact Agency PMF Coordinators directly for any questions.

**Q4. How do I know what Federal agencies are participating in the hiring fair?**

A4. A separate list of participating Federal agencies for the Virtual Hiring Fair will be posted to the Hiring Fair webpage. Please note that changes to Agency PMF Coordinators occur throughout the year; check the current list of Agency PMF Coordinators for any changes by going to <https://apply.pmf.gov/coordinators.aspx>.

**Q5. How do I contact the PMF Program Office during the Virtual Hiring Fair?**

A5. The PMF Program Office staff will be available throughout the event and will have its own virtual booth.

**Q6. Who do Finalists contact for appointment opportunities and schedule interviews?**

A6. All appointment opportunity announcements contain an Agency Contact. You should contact that person for any announcement questions and for scheduling any interviews. If you are unable to reach the Agency Contact, then reach out to the Agency PMF Coordinator associated to the agency. Finalists should follow the *How to Apply* instructions within the announcement and utilize the Apply Now feature to apply.

**Q7. Some agencies do not appear to be participating in the virtual hiring fair. Do they to participate in the overall PMF Program?**

A7. It is optional for agencies to participate in the Virtual Hiring Fair, though many do. In order to participate, agencies are required to either have at least one appointment opportunity live on the PMF TMS and/or a recently closed appointment opportunity if the agency wishes to conduct interviews for that announcement during the hiring fair. The *List of Participating Federal Agencies* for the Virtual Hiring Fair will be posted prior to the hiring fair and once Agency RSVPs have been collected. The list is subject to change. Any updates will be posted to the Hiring Fair webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>.

**Q8. What if a Finalist already has a security clearance?**

A8. Each agency has different requirements for background investigations and security clearances. Finalists should reference any previous or current clearance in their resume. The agency will provide instructions and the forms needed for their requirements.

**Q9. As a Finalist who is still completing my advanced degree, I am aware of completing the degree requirements by August 31<sup>st</sup>, but not sure if I will successfully defend (complete) my school's required dissertation (thesis), or finish the degree requirements by the deadline. What happens?**

A9. All advanced degree requirements (including the successful defense/completion of any required thesis/dissertation) must be met by August 31, 2022, in order for a Finalist to maintain their appointment eligibility and be appointed as a Fellow. The Finalists does not necessarily need to have graduated, but the advanced degree should be conferred prior to a Finalist starting their

appointment as a Fellow. If a Finalist will not complete ALL requirements by August 31<sup>st</sup>, then he/she loses their appointment eligibility and would no longer be eligible for consideration. It is the responsibility of the hiring agency to confirm eligibility and it is the Finalist's responsibility to upload an updated advanced degree transcript to reflect degree requirements.

**Q10. I am not receiving responses from Agency PMF Coordinators. Why is that?**

A10. Upon selection of Finalists, agencies are extremely busy assembling appointment opportunities from its organizations and hiring officials, while also managing their agency's PMF Program and current Fellows. Coordinators are ultimately responsible for the collection and posting of appointment opportunities and coordinating participation of their agency at the Virtual Hiring Fair. Agencies are also adjusting from recent appropriations, COVID-19, and high interest from Finalists. In due time, Coordinators will respond back to Finalists. Please be patient.

**Q11. I am in the process of completing my advanced degree requirements by August 31<sup>st</sup>. Does this mean the agency cannot interview me or offer a PMF appointment until I finish?**

A11. No. An agency may interview, make an offer, and start the background investigation, at their discretion. However, a Finalist cannot start their appointment until all advanced degree requirements have been met. It is the appointing agency's responsibility to ensure the Finalist has indeed completed all degree requirements (this is typically accomplished by requesting an updated transcript from the Finalist) and meets the qualifications of the position. Some positions have specific qualifications based on experience and/or education, and the agency may need to validate based on the Finalist completing degree courses or a degree. Agencies have discretion and their own policies and procedures in such regards. Address any questions to the agency directly.

**Q12. Will appointment opportunities only be available in Washington, DC?**

A12. No, although a large number of PMF appointments are usually in the Washington, DC, metropolitan area. See the agency's appointment opportunity listing for the exact location of the position.

**Q13. Do agencies offer hiring incentives (e.g., pay for relocation, student loan repayment, or sign-up bonus)?**

A14. This is agency-specific and at their discretion. Typically agencies do not provide such, but it does not hurt to ask. Agencies know to identify such offerings in their appointment opportunities. You should inquire with the agency before accepting any tentative PMF appointment offer. Some agencies require a Service Level Agreement; for example, if they pay for relocation, a hiring incentive, or student loan repayment, they may require a set number of years you are required to commit to the agency or be forced to reimburse the agency if you cannot abide by the agreement.

**Q14. Are there any other resources available to Finalists for the virtual hiring fair?**

A15. Yes. There are several resources posted to the Hiring Fair webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>. For example, an *Overview for Finalists*, these *FAQs for Finalists*, a *Checklist for Finalists*, a *List of Participating Federal Agencies*, and a link to the *List of Agency PMF Coordinators*. Please check the webpage frequently for any updates.

**Q15. Can an agency use a Finalist to hire as a PMF in place of a currently advertised vacancy on USAJOBS?**

A16. In theory, yes. However, this is up to the advertising agency. Contact the Human Resources Specialist identified in the USAJOBS vacancy announcement or the associated Agency PMF Coordinator to inquire. Please note this is very rare since most agencies have already invested time and resources for recruiting for the position and posting to USAJOBS. If an agency utilizes an announcement on USAJOBS in the "How to Apply" instructions of a PMF appointment opportunity, the Finalist must still apply via the Apply Now function and the agency must process applicants via the Apply Now function to record appointments. Agencies are made aware of this and are also asked to ensure they inform all applicants of their status.

**Q16. What if I cannot obtain an interview or a tentative appointment offer during the virtual hiring fair?**

A17. Finalists have 12 months to obtain an appointment from the time they were named as Finalists. Participating agencies can post appointment opportunities year-round. Agency needs and budgets shift often. Finalists are encouraged to check the PMF TMS throughout the year for any updates. Finalists may opt-in to receive an automated digest email the day after an agency posts an appointment opportunity; you can adjust these settings by logging into the Apply Site and going to "Manage Settings". If you are unable to speak with or obtain an interview during the Virtual Hiring Fair, reach out to the Agency Contact and/or Agency PMF Coordinator associated to the PMF appointment opportunity.

**Q17. Do most positions require a security clearance?**

A18. No. However, all positions require a background investigation (e.g., finger print check, credit check). Those agencies that require a security clearance will inform you of their policies and procedures. Completing an investigation or clearance can take several months. If a Finalist has a previous/current clearance, it may not be accepted, so check with the agency. See additional

information under “Prepare for a Background Investigation” on the “Become a PMF/Find a Job/Preparations” webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/preparations/>.

**Q18. I am a veteran. Do I need to resubmit my supporting documents for veterans’ preference?**

A19. No, but you should tell any agency representative that you speak to what level of veterans’ preference you have. Your supporting documentation is available to registered agency users in the PMF TMS. If your status changes, please contact the PMF Program Office to re-adjudicate your claim. Agencies know to contact us if there are any questions. The agency may still ask you to provide supporting documents.

**Q19. Can the Senate or House (Congress overall) hire PMFs?**

A20. No. The PMF Program is designed for participating Federal agencies within the Executive Branch. The PMF Program allows some agencies in the Legislative Branch to participate under a special agreement, such as the Library of Congress and Congressional Research Service. No agencies under the Judicial Branch participate.

**Q20. Can you explain the program requirements if appointed as a Fellow?**

A21. As an Applicant, and now as a Finalist, you found information under the [Become a PMF](#) webpage. Once a Finalist obtains a PMF appointment, he/she should review the [Current PMFs](#) webpage for information about the fellowship and program requirements. In particular, please review the PMF LDP (Leadership Development Program) section for information and dates for Fellows able to participate. Depending on when you onboard, registration for a PMF LDP session may be, or soon will be, open.

**Q21. If I accept a PMF appointment, am I guaranteed a permanent position at the end of the fellowship?**

A22. Not necessarily. All Fellows must complete the PMF Program requirements and any agency requirements, obtain certification of completing those requirements, and then possibly noncompetitively convert to a term or permanent position. If converted to a term position, the agency may noncompetitively convert to a permanent position. Term positions may last up to 4 years. All Fellows must sign a Participant Agreement with the appointing agency and make sure he/she completes all of the requirements. Non-conversion may be due to budget/staffing constraints, changes in mission, agency reorganizations, etc. The vast majority of PMFs are converted.

**Q22. Are there any other tips or advice you can provide?**

A23. Yes. Finalists are reminded to review the “Become a PMF/Find a Job” webpage, and subsequent webpages, at <https://www.pmf.gov/become-a-pmf/find-a-job/> where they can find information covering the following: Eligibility, Securing an Appointment, Preparations, Hiring Fair, and Upon Appointment.

**Q23. Will the PMF Program Office be sponsoring another hiring event?**

A24. At this time we do not know if another hiring event will be scheduled. Hiring events are typically driven by the number of Federal agencies recruiting and wanting a hiring event. Any such additional hiring events will be communicated to all Finalists.

Please continue to monitor these FAQs for any updates and refer to the AS OF date appearing in the footer. Also, please review the Hiring Fair *Overview* and *Checklist* for Finalists. Thank you!