

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 any 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. Any updates will instantly update our records.

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. Agencies may also add opportunities to their virtual booths on the Brazen virtual hiring fair platform.

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 participate in the Virtual Hiring Fair?

A5. We sent all Finalists a save-the-date email along with registration information. If you have not already RSVP'd, send an email to pmfapplication@opm.gov with a request to join the Hiring Fair.

After you RSVP, you will receive a link from the PMF Program Office with instructions on how to register. These instructions can also be found in the document *How to Register and Participate*, on the “Become a PMF/Find a Job/Hiring Fair” webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>. **Upon registration, you will receive a confirmation email with the link to enter the Hiring Fair.** Use the link on May 12th between 10:00am – 4:00pm (ET) to enter the Hiring Fair lobby and click on agency booths to begin chatting with hiring agencies! **Please retain the confirmation email containing the link as a reference.**

Q6. I have already registered for the Hiring Fair, what can I do to prepare?

Q6. Make sure your contact information, resume, and transcripts on the PMF TMS are updated and current. You can update them by logging into the Apply Site and going to “Manage Documents and Personal Info.” Agencies will be browsing Finalists’ resumes and some may email you to schedule a chat during the Hiring Fair. You should also monitor appointment opportunities on the PMF TMS to look for job announcements and agencies that interest you. You can crosscheck announcements with the *List of Participating Agencies* on the “Become a PMF/Find a Job/Hiring Fair” webpage at <https://www.pmf.gov/become-a-pmf/find-a-job/hiring-fair/>. If that agency is participating in the Hiring Fair, make sure to prepare questions and visit their booth on May 12th.

Q7. I cannot find the link to the Hiring Fair. How do I access it?

A7. A confirmation will be sent to the email address you provided immediately after you register. It will appear to come from the Presidential Management Fellows Program but with a notifications@brazen.com email address. Check your spam filter and your junk mail filter if you do not see it in your inbox. If the email did not arrive at all, send a Help Request to Brazen at <https://support.brazenconnect.com/hc/en-us/requests/new>.

Q8. How can I send an agency my resume during the Hiring Fair?

A8. Agencies can see a general resume that you have uploaded on the PMF TMS. You can also send a resume directly to an agency contact via email. You will meet hiring officials and agency representatives at the Hiring Fair booths and can request their email addresses to send additional information such as a resume. You can also reach out to Agency PMF Coordinators who will be present at each booth. A current list of Agency PMF Coordinators can be found at <https://portal.pmf.gov/coordinators.aspx>.

Q9. I am having technical difficulties on Brazen. What do I do?

A9. First, go to Brazen's Help Center to find a pre-existing solution at <https://support.brazenconnect.com/hc/en-us>. The resource for troubleshooting contains useful information on overcoming common technical problems, such as using the chat and video call features, as well as a helpful FAQ section, at <https://support.brazenconnect.com/hc/en-us/categories/360004812634-Need-help-troubleshooting->.

If you are unable to find a solution at the Help Center, submit a Help Request to Brazen at <https://support.brazenconnect.com/hc/en-us/requests/new>.

We also recommend that you use an updated version of Google Chrome if accessing the Hiring Fair from a PC and disabling any VPN connection. Make sure your device is compatible with Brazen's system requirements, which can be found at <https://support.brazenconnect.com/hc/en-us/articles/202377628-System-requirements>.

Q10. I was not able to complete my conversation with an agency representative. How can I follow up?

A10. Standard chats have a maximum duration of 15 minutes, and a timer is present to show both you and the agency representative how much time is remaining in the chat. This ensures that more Finalists can talk to as many agencies as possible. You may want to exchange contact information with the agency representative in case there is interest in continuing the conversation after the Virtual Hiring Fair. Any pre-scheduled interviews will have a duration of 60 minutes.

At the end of the chat, you will also have an opportunity to send a Final Thought to the agency representative, though that person will not be able to respond back to it. If you didn't have a chance earlier, you can provide your contact information as a Final Thought.

Q11. How do I contact the PMF Program Office during the Virtual Hiring Fair?

A11. The PMF Program Office staff will be available throughout the event and will have its own virtual booth, visible at the top of the Lobby.

Q12. Who do Finalists contact for appointment opportunities and schedule interviews?

A12. 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 in the PMF TMS.

Q13. Some agencies do not appear to be participating in the Virtual Hiring Fair. Do they to participate in the overall PMF Program?

A13. 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/>.

If an agency has an identified Agency PMF Coordinator listed at <https://apply.pmf.gov/coordinators.aspx>, then it participates.

Q14. I had previously registered with Brazen for a different event. Do I have to register again?

A14. Yes, you still need to follow the registration instructions. Brazen will recognize your previously created user account then direct you to register for the PMF Virtual Hiring Fair and create a unique profile visible to hiring agencies for this event.

Q15. Can I access transcripts from chats with hiring agencies?

A15. Yes, you can find chat transcripts by click on “History” on the left-hand margin, selecting a chat, and clicking on the “transcript tab.” For more detailed instructions including screenshots, see Brazen’s guidance on Chat History at <https://support.brazenconnect.com/hc/en-us/articles/1500002339321-View-Your-Chat-History>.

Q16. Who will be representing agencies at the Hiring Fair?

A16. Agency representatives may include a combination of HR representatives, hiring officials, current PMFs, and PMF alumni. Participants from the agency side will vary from agency to agency.

Q17. I want to speak to a specific individual at an agency’s booth. How do I reach that person?

A17. If that individual has already scheduled a chat with you in advance, then you will be automatically redirected to that person via Brazen at the designated time. If you do not have a scheduled chat, you’ll be connected to the first available agency representative at that booth. That representative can hand you over to another representative (if available). For example, if you enter a booth with the aim of talking to the hiring official about a live announcement and are connected to the Agency PMF Coordinator, that person can hand you over to the hiring official when he/she is available.

Q18. I have not been able to speak with a particular agency because the queue at the booth is so long. What do I do?

A18. You can queue in multiple booths simultaneously. In each booth, you can also see the number of participations waiting to chat and the average chat duration. If you are in the queue, you can see your spot in the line.

Q19. What is the difference between a regular chat and scheduled chat? How do I schedule a chat?

A19. A regular chat occurs when you enter a booth, wait in the queue (if there is one), and connect with an agency representative. These chats are a maximum 15 minutes in length, and are intended for you to discuss a live appointment opportunity or gather more information about an agency.

Agencies can schedule chats with Finalists ahead of the Virtual Hiring Fair. These chats can last for as long as 60 minutes. They are designed to allow agencies an opportunity to conduct formal job interviews for closed appointment opportunities (i.e., ones that are no longer accepting applications), although agencies can use them for other purposes as well. Agencies are using the PMF TMS to search for Finalists with relevant qualifications. They can then send you an invitation to a scheduled chat via Brazen (though only if you are both registered with Brazen to attend the Virtual Hiring Fair). You will receive the invitation as an email from Brazen to the email address which you used to register. At the time of the chat, if you are logged in to the Virtual Hiring Fair, you will receive a notification and connected with the agency.

Q20. Will agencies conduct hiring interviews during the Virtual Hiring Fair?

A20. Agencies have the discretion to conduct hiring interviews during the Virtual Hiring Fair. Interviews are likely to take place as scheduled chats, but can occur spontaneously as regular chats as well.

Q21. Will more jobs be posted on the PMF TMS ahead of the Virtual Hiring Fair?

A21. The Virtual Hiring Fair usually boosts the number of job announcements posted on the PMF TMS. Agencies are required to have a least one live or recently closed announcement to participate in the Virtual Hiring Fair, and often use the event to connect hiring managers directly with Finalists.

Also note that agencies post appointment opportunities throughout the year. Agencies may post at different times of the year in accordance with internal hiring schedules, changes in funding and staffing levels.

Q22. What if a Finalist already has a security clearance?

A22. 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.

Q23. As a Finalist who is still completing my advanced degree, I am aware of completing the degree requirements by August 31, 2022, 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?

A23. 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 Finalist 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 31st, 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. Such Finalists are able to self-withdraw from the Apply Site of the PMF TMS.

Q24. I am not receiving responses from Agency PMF Coordinators. Why is that?

A24. Upon selection of Finalists, agencies are extremely busy assembling appointment opportunities from their 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.

Q25. I am in the process of completing my advanced degree requirements by August 31st. Does this mean the agency cannot interview me or offer a PMF appointment until I finish?

A25. 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 cases. Address any questions to the agency directly.

Q26. Will appointment opportunities only be available in Washington, DC?

A26. 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. Some announcements cover multiple locations.

Q27. Do agencies offer hiring incentives (e.g., pay for relocation, student loan repayment, and/or a sign-up bonus)?

A27. 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 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.

Q28. Are there any other resources available to Finalists for the Virtual Hiring Fair?

A28. 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, How to Register and Participate*, 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. Participating agencies may also change.

Q29. Can an agency use a Finalist to hire as a PMF in place of a currently advertised vacancy on USAJOBS?

A29. 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. And on a related note, 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.

Q30. What if I cannot obtain an interview or a tentative appointment offer during the Virtual Hiring Fair?

A30. Finalists have 12 months to obtain an appointment, or apply to an appointment opportunity to be considered, 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.

Q31. Do most positions require a security clearance?

A31. No. However, all positions require a background investigation (e.g., fingerprint check, credit check). Those agencies that require a security clearance will inform you of their policies and procedures and prompted to identify such when posting appointment opportunities. 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/>.

Q32. I am a veteran. Do I need to resubmit my supporting documents for veterans’ preference?

A32. No, unless the agency specifically requests such, but you should tell any agency representative that you speak to what level of veterans’ preference you have. Your supporting documentation is available to certain 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 for their records.

Q33. Can the Senate or House (Congress overall) hire PMFs?

A33. No. The PMF Program is designed for participating Federal agencies within the Executive Branch. However, the PMF Program does allow 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.

Q34. Can you explain the program requirements if appointed as a Fellow?

A34. As an Applicant, and now as a Finalist, you can find general information under the “Become a PMF” section on the PMF website at <https://www.pmf.gov/become-a-pmf/overview/>. Once a Finalist obtains a PMF appointment, he/she should review the “Current PMFs” section on the PMF website at <https://www.pmf.gov/current-pmfs/owning-your-experience/> 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.

Q35. If I accept a PMF appointment, am I guaranteed a permanent position at the end of the fellowship?

A35. 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.

Q36. Are there any other tips or advice you can provide?

A36. 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.

Q37. Will the PMF Program Office be sponsoring another hiring event?

A37. 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.

Q37. Where can I find more information about other program questions?

A37. The PMF website (www.pmf.gov) is divided into audiences and each audience section has a Frequently Asked Questions (FAQs) section. The website also has a “Search” option that will show any results site-wide.

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!