



Academia Checklist

The Presidential Management Fellows (PMF) Program opens its application annually in the fall (typically for two weeks in September/October). Below are tips and best practices on how academia staff can prepare and support the successful application of their current and recent graduates.

SPRING/SUMMER: IN ADVANCE OF THE APPLICATION

1. Educate yourself and colleagues:

- Review the website content on www.pmf.gov, including an application slide deck and additional resources under the “Become a PMF” section;
- Confirm and save upcoming application dates (once posted to the website);
- Inform graduate school career counselors, deans, faculty, and other departments about the program.

2. Educate graduate students about the PMF Program early:

- Hold informational sessions for graduate students and recent alum prior to the annual application;
- Put the PMF Program on students’ radar early: graduate students in their final year of study and graduate students who graduated two years from the application open date will be eligible to apply in the fall;
- To inquire about scheduling a presentation or webinar, or connect with program alumni, visit the [PMF Ambassadors](#) page on the PMF website or send an email to pmf@opm.gov;
- Share resources with students, most importantly the *PMF Applicant Handbook*, and the *PMF Apply Brochure*, and *Application Timeline* found on the “Become a PMF\Resources” section on the PMF website.

FALL: LEADING UP TO THE APPLICATION

3. Familiarize yourself with the PMF application documentation requirements:

- Confirm your institution’s transcripts meet program requirements (including third-party sites for unofficial transcripts) by reviewing the “Become a PMF\Application Process\Application Tips” section on the PMF website.
- If needed, provide an alternative letter to supplement any transcript requirements. Refer to the *PMF Program Required Application Documents and Alternative Letter* a template under the [Academia\Resources](#) section on the PMF website.

4. Attend the Annual Academic Stakeholders Meetings:

- Join the PMF Program Office’s Annual Academic Stakeholders Meetings, where we provide updates regarding the program and the upcoming application specific to academia. The PMF Program Office will send an email via our [PMF Campus Listserv](#) to announce the date and time of the webinar, which is typically held in the months leading up to the annual PMF application;
- Ask questions and share resources with students;
- Invite colleagues who work with graduate students in all academic disciplines to join—*the more representation you have on campus, the more likely students with diverse disciplines are to apply in the future!*

5. Send graduate students reminders leading up to the launch of the application.

POST-APPLICATION

6. Connect with Finalists from your institution:

- Stay in touch to learn where they find placement and how they can help promote the program on your campus in the future.