



# Presidential Management Fellows (PMF) Program

## The Opportunity for Applicants

Class of 2023 Application Dates: September 13-30, 2022  
(Opening and Closing at Noon Eastern Time)



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



# What is the PMF Program?



*“A call to lead, a call to serve”*

**The Presidential Management Fellows (PMF) Program is the Federal Government’s premier leadership development program for advanced degree holders across all academic disciplines. It is a two-year fellowship, full-time, with salary and benefits leading to a career in Federal service.**

- Visit us <https://www.pmf.gov>
- Sign up for the PMF Subscriber Lists at <https://apply.pmf.gov>
- Application Inquiries: [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov)
- PMF Applicant Handbook (the go-to resource for Applicants): <https://www.pmf.gov/become-a-pmf/resources/>

***PMF Program Mission: To recruit and develop the next generation of Federal Government leaders from all segments of society.***



# A Rich History of Presidential Leadership and Commitment

Celebrating a 45-year legacy of developing high potential advanced degree holders into visionary leaders who transform government



### EO 12008 (1977)

- Presidential Management Intern (PMI) Program
- Attract individuals with exceptional management potential
- Public administration/policy backgrounds



### EO 12364 (1982)

- Maximum of 200 PMIs selected yearly
- Colleges and universities nominate
- Opened to non-public policy students



### EO 12645 (1988)

- Maximum of 400 PMIs selected yearly



### EO 13318 (2003)

- Changed name to Presidential Management Fellows (PMF) Program
- Expanded training and development requirements



### EO 13562 (2010)

- Placed PMF within Pathways Programs
- Schedule D Appointing Authority
- Extended eligibility to include recent graduates
- Eliminated nomination process



# PMFs Make a Positive Impact on Our Nation

Over 10,000 individuals have gone through the PMF Program over its 45-year history. Here are some of our notable alumni.



**Sean O'Keefe**

- PMF at Office of Management and Budget
- Secretary of the Navy
- Administrator of NASA
- CEO of Airbus
- Current Professor Syracuse University



**Ambassador Bonnie Jenkins**

- PMF at Department of Defense and State Department
- Former Ambassador
- Founder of Women of Color Advancing Peace and Security and Conflict Transformation (WCAPS)
- Current Under Secretary of State for Arms Control and International Security Affairs



**Dr. Kathleen Hicks**

- PMF at the Department of Defense
- Former Principal Deputy Under Secretary of Defense for Policy
- Current Deputy Secretary of Defense



**Heather Dawn Thompson**

- PMF at Department of Justice
- Former Director of Government Affairs for the National Congress of American Indians
- Current Director of the Office of Tribal Relations at USDA



# PMF Program Overview

- Pipeline for Future Leaders in Federal Government
- Involves a very competitive and rigorous application and assessment process
- Applicants → Semi-Finalists → Finalists → Fellows
  - Solicits eligible individuals annually (applicants)
  - Selection of Semi-Finalists
  - Selection of Finalists
  - Finalists seek appointments as Fellows
- Two-year fellowship, full-time with full salary and benefits, training and development, with potential to be converted to a permanent position at the conclusion of the fellowship
- Initial appointment at the GS-9/11/12 (or equivalent)
  - Potential initial salary range (DC Metro Area for 2022): \$61,947 - \$116,788
- Promotion potential to the GS-13



# Fellowship Components

- Rigorous Leadership Development & **Individual Development Plan**
- **160 hours** of formal interactive **training**
- At least one 4-6 month **Developmental Assignment**
- Optional **Rotational Opportunities**
- Assignment of senior-level **Mentor**
- **Benefits** of a Federal employee, such as insurance plans (health, dental and vision, life, long-term care, flexible spending accounts, etc.), paid holidays, leave, flexible work hours, Thrift Savings Plan
- Potential other **benefits** such as Public Transportation Subsidies, Telework, Student Loan Repayment
- Opportunity to **noncompetitively convert** to a term or permanent Federal position upon successful completion of program requirements



# Where do Fellows Work?

**Over the past ten years, here is a sampling of where Fellows have been placed:**

- Over **580** at the Department of Health and Human Services (including CDC, NIH, CMS, and others)
- Over **350** at the Department of State
- Over **240** at the Department of Agriculture
- Over **150** at the U.S. Agency for International Development
- Over **150** at the Department of the Treasury
- And many others at the Department of Education, Department of Justice, Environmental Protection Agency, and more

<p><b>Where do Fellows Work?</b></p>	<p>Since 2014</p>  <p><b>over 100 Federal agencies</b> 42 agencies and 122 sub-agencies</p>	<p>Since 2017</p>  <p><b>31 States</b></p>
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# Tentative Application Timeline for Class of 2023

<b>Date/Timeframe</b>	<b>Description</b>
<b>August/September 2022:</b>	Informational webinars for potential applicants will be held in August/September. See below for more details, including how to register.
<b>September 13-30, 2022:</b>	The PMF Class of 2023 Application opens at Noon (ET), Tuesday, September 13, 2022, and closes at Noon (ET), Friday, September 30, 2022
<b>Approximately 3-4 weeks after application closes:</b>	Semi-Finalists selected and notified
<b>Anticipated to be conducted over 6-8 weeks after Semi-Finalists selected:</b>	Fellows Structured Interviews (FSI) conducted for Semi-Finalists
<b>Anticipated by mid-February 2023:</b>	PMF Class of 2023 Finalists announced





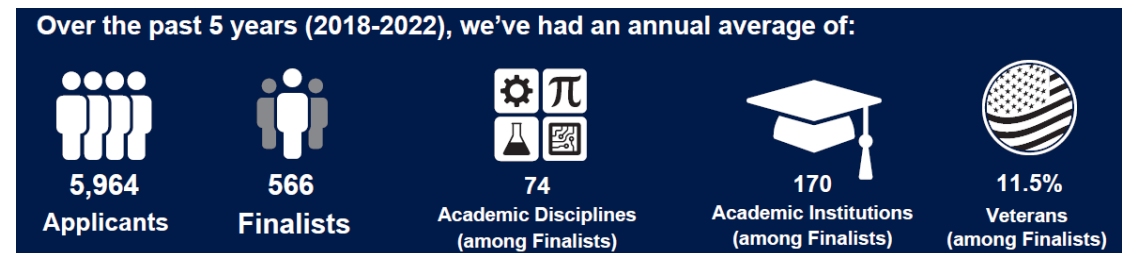
# Who is Eligible to Apply?

- **Current and Recent graduates with Advanced Degrees** (e.g., Master's, Professional, or Doctorate) from accredited institutions worldwide
  - Graduates from foreign schools who are selected as Finalists will be required to use a credential evaluation service to deem U.S. equivalency
- May apply within the last year of study OR up to 2 years after completing advanced degree
- **Class of 2023 Application will be open from September 13-30, 2022**
  - Current Graduates: All advanced degree requirements completed by August 31, 2023, or
  - Recent Graduates: Advanced degree completed between September 13, 2020 - September 13, 2022
  - *Full range of eligibility dates: Completed or expect to complete an advanced degree between 09/13/2020 - 08/31/2023*
- No waivers or deferrals
- Either a U.S. Citizen –OR- have the ability to legally be able to work in the U.S.
- Current Federal employees may apply provided they meet the eligibility criteria outlined above
- There is no age requirement in applying to the PMF Program



# Application Process and What to Expect

- Application takes place annually in the fall for a two-week period:
  - **The PMF Class of 2023 Application will be held Tuesday, September 13 through Friday, September 30, 2022**
- Announcement is posted on [www.USAJOBS.gov](http://www.USAJOBS.gov) on opening day
- Applicants apply on the Apply Site of the PMF Talent Management System (TMS)
- Applicants submit an application online which includes:
  - **Resume**; this document can be in **any format** as long as it includes all the required elements
  - **Transcript (and/or alternative)**; this document is meant to provide proof that the applicant either has earned or is going to earn an advanced degree within the appointment eligibility timeframe
  - **Supporting documentation** for any claims to veterans' preference and/or reasonable accommodations for the assessment process
  - **An Online Assessment**
- Semi-Finalists are selected approximately 3-4 weeks after the application closes
- Semi-Finalists participate in a Fellows Structured Interview (FSI) assessment
- Finalists are announced soon after the conclusion of structured interviews
- Finalists have 12 months of appointment eligibility
- Upon securing position with a participating Federal agency → Fellow
- NOTE: If not selected, applicants may reapply during the next application cycle as long as they remain eligible





# Transcript Requirements

- The advanced degree transcript (and/or alternative) must identify:
  1. **Applicant's Name**
  2. **College/University Name** and/or Official Logo
  3. **Qualifying Advanced Degree Program**
  4. **Degree Completion Date** or **Anticipated Degree Completion Date**
- Transcript may be an unofficial transcript
- Some online transcript systems do not show all required elements
  - An alternative is a letter from the appropriate school official (career services, registrar's office, dean, counselor, faculty member, etc.) their contact information, identifying all the required elements, on school letterhead, and signed by the official
- 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
- Documents must be in English and legible for consideration
- NOTE: Applicants have the option to submit an undergraduate transcript, but are not required to do so



# Assessment Process

- **The assessment process is designed to measure the following competencies that are critical to success in the PMF role:**
    1. Attention to Detail
    2. Flexibility
    3. Integrity/Honesty
    4. Interpersonal Skills
    5. Oral Communication
    6. Reasoning
    7. Self-Management
    8. Supporting Diversity
  - **The assessment process will consist of three distinct parts:** (1) the Fellows Behavioral Assessment Tool (FBAT), (2) the Fellows Situational Assessment Tool (FSAT), and (3) the Fellows Structured Interview (FSI).
  - **The assessment process will be carried out in two stages:**
    1. The Online Assessment stage (which includes the FBAT and FSAT) for all applicants, and
    2. The Semi-Finalist stage (which includes the FSI). Semi-Finalists will be determined based on eligibility, completeness of application, and results from the Online Assessment stage.
- More information on each stage can be found on the following slides and in the “PMF Applicant Handbook”.



# Assessment Process cont.:

## Online Assessment

- The online assessment is administered in an un-proctored environment and includes two parts: (1) the Fellows Behavioral Assessment Tool (FBAT) and (2) the Fellows Situational Assessment Tool (FSAT).
  - The FBAT will ask applicants about behaviors related to competencies critical for PMF roles.
  - The FSAT will ask applicants to evaluate various courses of action in response to PMF work-related situations.
- Each part of the online assessment is timed. Across both online assessment parts, the approximate amount of time to complete is anticipated to be no more than 2.5 hours. Sample questions for each part are expected to be published in a subsequent edition of the *PMF Applicant Handbook*. No special training or experience is required to answer the questions in the online assessment.

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 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 later. However, once an applicant starts a part, they must complete that part.



# Assessment Process cont.: Fellows Structured Interview

- **“Structured Interview” Definition:** A structured interview is an assessment method designed to measure job-related competencies of candidates by systematically inquiring about their behavior in past experiences and/or their proposed behavior in hypothetical situations.
- **Fellows Structured Interview (FSI) Description:** Applicants who are invited to the Semi-Finalist stage will receive an invitation to schedule a structured interview (FSI). Semi-Finalists will complete an approximately 30-minute audio interview (via phone) with a live panel of assessors. During the interview, Semi-Finalists will be asked to respond to a series of questions related to critical competencies for the PMF role. A sample question for the FSI is expected to be published in a subsequent edition of the *PMF Applicant Handbook*.
- For additional information on the assessment process, please refer to the *PMF Applicant Handbook*, found under the [Become a PMF/Resources](#) section of the PMF website at [www.pmf.gov](http://www.pmf.gov).



# Selection Criteria

All applicants are evaluated on the same criteria. Finalists are chosen based on:

- (1) Ability to meet eligibility requirements,
- (2) Complete application,
- (3) Online assessment results,
- (4) Structured interview results (i.e., for Semi-Finalists), and
- (5) The total number of Finalists authorized for each year.

The number of authorized Finalists has not yet been determined.

Finalists will be announced after the structured interviews conclude. We anticipate announcing the PMF Class of 2023 Finalists by mid-February 2023.



# If an Applicant Becomes a Finalist

- Finalists search for PMF appointment opportunities through the PMF TMS (Talent Management System)
  - Finalists may opt-in to be electronically notified of posted appointment opportunities
- Available positions change throughout the year
- PMF Program Office sponsors an annual hiring event
- Appointment eligibility of 12 months from the date selected as Finalists to secure a PMF appointment
- Employment policies and incentives determined by individual agencies
- Finalist must meet the qualifications of the PMF position
- Appointment Eligibility Extensions
  - If a Finalist has accepted a PMF appointment or applied to a position but has not onboarded by the deadline, then the agency may formally request an extension





# If a Finalist Gets Appointed as a PMF

- Two-year, full-time position at a Federal agency with full salary and benefits
- Initial appointment at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- May noncompetitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
  - Appointment: GS-9, \$61,947 - \$80,532
  - 1-year Anniversary: GS-11, \$74,950 - \$97,430
  - Program Completion: GS-12, \$89,834 - \$116,788

NOTE: The salary ranges shown above cover the Washington, DC, metro area for 2022. Salary tables are typically adjusted annually by OPM in January and are based on geographic location.



# Most Common Mistakes

## 1. **Transcript issues** (this is the #1 most common mistake)

- At minimum, the advanced degree transcript must include:
  1. Applicant name
  2. College/university name
  3. Advanced degree program (completed or pursuing)
  4. *Degree completion date (for recent grads) or anticipated degree completion date (for current grads)*

## 2. **Insufficient documentation**

- *Be sure to prepare your documents ahead of time!*

## 3. **Waiting until the last minute to apply**

- *Complete the online assessment and application early!*



# Current PMF & Alumni Perspectives

## Fellows & PMF Alumni who have launched a career in public service through the PMF Program

NOTE: Any available Fellows and PMF Alumni will participate during the live presentation only.



# What's New for the Class of 2023 Application? (Recap)

Below is a summary of the changes effective with the PMF Class of 2023 Application:

- **Updated Application and Assessment Process:** Changes are made to the application and assessment process periodically to more efficiently and effectively achieve the program goal of recruiting and identifying a qualified, diverse group of applicants who will become Finalists and Fellows. At a high level, these changes are outlined below:
  - **The assessment process will consist of three distinct parts:** (1) Fellows Behavioral Assessment Tool (FBAT), (2) Fellows Situational Assessment Tool (FSAT), and (3) Fellows Structured Interview (FSI).
  - **The assessment process will be carried out in two stages:** (1) the Online Assessment stage (which includes the FBAT and FSAT) for all applicants, and (2) the Semi-Finalist stage (which includes the FSI). Those applicants who are found eligible, submitted complete applications, and scored well may be selected as Semi-Finalists and invited to participate in the FSI.
  - **The competencies on which applicants will be evaluated consist of:** Attention to Detail, Flexibility, Integrity/Honesty, Interpersonal Skills, Oral Communication, Reasoning, Self-Management, and Supporting Diversity.
  - **Finalists will be selected from Semi-Finalists** based on assessment results and the total number of Finalists authorized.
- **Application Criteria:** We have added new degrees, additional skills, and Swahili to languages effective with this year's application. To see a full list, please refer to the [Application Criteria](#).
- **PMF Subscriber Lists:** The PMF Program has launched "Subscriber Lists" for individuals who would like to stay informed on the PMF Program. To learn more and to sign up, visit the [Apply Site](#).



# Resources for Applicants

- The **PMF Applicant Handbook**, found under the [Become a PMF/Resources](#) webpage at [www.pmf.gov](http://www.pmf.gov)
  - **This is the “go-to” resource for applicants.** This handbook details the annual application process, explains eligibility requirements, required documentation, and provides an overview of the assessment process. Be sure to monitor the PMF website for updates.
- Applicants are also strongly encouraged to **visit the “Become a PMF” section of the PMF website at <https://www.pmf.gov>** for additional details on the application and assessment process, selection of Finalists, FAQs, and other resources
  - If possible, please do your best to prepare required documentation in advance of the application launch, especially your advanced degree transcript and, if needed, an alternative letter from your academic institution



# Resources for Applicants cont.

- **PMF Ambassadors:** A active volunteer network of current PMFs and PMF Alumni who support PMF recruitment and outreach activities
  - Interested in connecting with a PMF Ambassador? Visit the [PMF Ambassadors](#) page on the PMF website to view the PMF Ambassadors Directory.
- The PMF Program is on **Handshake**; visit our [employer page](#) to learn more
- Thoroughly read the announcement once posted at [USAJOBS](#); applicants do not need a USAJOBS account to apply
  - Applicants can only create an applicant user account on the Apply Site of the PMF TMS when the application period opens
- Monitor the [Become a PMF/2023 Application](#) section on the PMF website for any updates to the timeline



# Learn More

## Presidential Management Fellows Program

U.S. Office of Personnel Management  
1900 E Street NW, Room 2469  
Washington, DC 20415



### [PMF website:](#)

- Specifically, the [Become a PMF](#) section of our website for additional details on the application and assessment process, eligibility, required documentation, selection of Finalists, FAQs, and other resources

Sign up for the PMF Subscriber Lists from the [Apply Site](#) of the PMF TMS

Application and Assessment Inquiries: [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov)