

## Supervisors and Hiring Officials Fact Sheet: Hiring a Presidential Management Fellow

Agency supervisors and officials can hire Fellows as capable new staff members, and as investments in succession planning for their agencies. The U.S. Office of Personnel Management (OPM) assesses Finalists with recent graduate degrees for strong analytic, leadership and writing skills, and pre-qualifies a Finalist pool at the GS-9 level (although agencies can hire at the GS-9 thru 12, or equivalent).

You can find the best fit for a position in your agency by sorting and reviewing Finalist resumes online. You can meet and interview hundreds of candidates at the annual Job Fair in the spring. You can also post your positions online to attract Finalists. Find out more on the “Agencies” webpage (<https://www.pmf.opm.gov/Agencies.aspx>).

The \$6,000 appointment fee per Fellow includes recruitment and assessment, participation in the Job Fair, an Orientation and Graduation for Fellows, as well as training and support for agencies. To ensure you are ready to hire and develop these high potential employees as future leaders, the PMF Program Office asks agencies to commit to:

- **Outline an Individual Development Plan (IDP)** with the Fellow, which serves as a strategic roadmap for the Fellow’s training and development over their 2-year fellowship.
- **Provide 80 hours of formal classroom training in each of the two years** that are in keeping with the Fellow’s IDP.
- **Design a Developmental Assignment of 4 to 6 months** that is full-time, outside the Fellow’s normal duties and immediate office, and provides managerial or technical responsibilities that prepare the Fellow for his or her targeted position.
- **Prepare Performance Plans and Reviews** to clarify expectations and potential for advancement; Fellows must perform at least at the satisfactory level for both of the 2 years.
- **Convert the Fellow to a permanent full-time position** after certification from your agency’s Executive Resources Board (or equivalent) that the Fellow has successfully completed the program.

### *How do I get started?*

- **First, Talk to Your Agency PMF Coordinator** listed by agency at <https://www.pmf.opm.gov/ACoords.aspx> to discuss how to get started, or contact the PMF Program Office staff at 202-606-1040 or [pmf@opm.gov](mailto:pmf@opm.gov). Your Agency PMF Coordinator can grant you access through the PMF website to search and view Finalists’ online resumes. Once an account is established, the system will send you a User ID and Password. Each agency identifies one or more Agency PMF Coordinators to support agency users and Fellows in their agency.
- **Attend the PMF Job Fair** (<https://www.pmf.opm.gov/AAgencyJobFair.aspx>). The PMF Finalists’ Job Fair is annually held in the spring in Washington, DC, where agencies can meet and interview hundreds of Finalists available for hire. Come prepared with position descriptions, interview questions, information about your agency, and a system to organize information on the candidates you will meet.
- **Post Your Positions** on the Projected Positions System (PPS) at <https://www.pmf.opm.gov/PPS/Welcome.aspx>. Be sure to include requirements for the position so you can select candidates with the best fit of skills. New users can gain access to the PPS through their Agency PMF Coordinator (this is a different level of access than the resume access).
- **Review Finalists’ Resumes** online at <https://www.pmf.opm.gov/AAgfinal.aspx>. You can contact candidates and arrange interviews with those who interest you. The searchable online resume bank can be sorted by degree, university, name, appointment status, and agency already appointed at. Hiring officials and

supervisors can gain access to resumes through their Agency PMF Coordinator. In addition, various reports are available to sort Finalists in the above categories, as well as Indian preference and/or adjudicated veterans' preference. Finalists are available all year, although the pool of candidates changes just prior to the PMF Job Fair.

- **Review your agency's policies and procedures** on starting grades, promotions, rotations, training, tuition reimbursement, relocation assistance, and other PMF issues.
- **Review the "Veterans' Preference Procedures for Agencies"** as they apply to your candidate pool at [https://www.pmf.opm.gov/Documents/VET\\_PREF\\_PROCEDURES.pdf](https://www.pmf.opm.gov/Documents/VET_PREF_PROCEDURES.pdf).
- **Determine who has the authority to make an offer** of employment and what steps you need to take within your agency once you are ready to hire.

### The First 60-days...

- **Prepare an on-boarding strategy for your new Fellow.** Make the first day positive. Set up meetings with the team, introductions with agency leadership, and networking opportunities with other Fellows. Clarify your expectations in their performance plan.
- **Submit the Fellows appointment fee of \$6,000** to OPM within 30 days of the Fellow's hire or 2 weeks prior to the orientation session the PMF registers for, whichever is earlier. Work with your Agency PMF Coordinator to submit the paperwork. The reimbursement forms can be found at the bottom of the "Forms" webpage at <https://www.pmf.opm.gov/Forms.aspx#agencies>. Reimbursement can be made via an Interagency Agreement or government purchase card.
- **Create an Individual Development Plan (IDP)** with your Fellow and begin to map out a training schedule and budget for their development.
- **Urge your Fellow to attend a PMF Orientation and Training Session** provided by the PMF Program Office (<https://www.pmf.opm.gov/TOrient.aspx>). The cost of this training is included in the appointment fee, although travel and per diem are to be paid by the appointing agency.

### The First Year...

- **Review the Fellow's performance, IDP, target position, and discuss any potential changes.** Work with your Fellow to identify a 4 to 6 month developmental assignment (see "Rotations" at <https://www.pmf.opm.gov/Rotations.aspx>). Ensure the Fellow receives 80 hours of formal classroom training each year. Talk to your Fellow about "Action Learning Teams" (<https://www.pmf.opm.gov/TActionLearningTeams.aspx>), Forums, special projects, and other developmental opportunities.

### The Second Year...

- **Evaluate if your Fellow is ready for conversion.** If not, decide on a plan to prepare your Fellow for conversion. If a Fellow will need an extension of more than 120 days, work with your Executive Resources Board (or equivalent) to apply for an extension with OPM via the PMF Program Office.
- **Plan for your Fellow's conversion to his or her target position** within your agency. Contact your Agency PMF Coordinator for information on the Executive Resources Board review and certification process. Fellows who successfully complete the program must be converted to a permanent full-time position. Please note there are specific timelines to follow for the ERB and conversion processes; additional information can be found in the "PMF Guide for Agencies" (<https://www.pmf.opm.gov/Documents/GuideForAgencies.PDF>).

### Help is available anytime!

- If you have any questions, talk to your Agency PMF Coordinator initially, or the PMF Program Office staff at (202) 606-1040 or [pmf@opm.gov](mailto:pmf@opm.gov). The "PMF Guide for Agencies" has additional helpful information. We look forward to working with you to recruit, hire, and develop top quality talent for you and your agency.