



**Agenda**

- Introductions
- Pathways Update
- PMF Class of 2012 Finalists
- 2012 Job Fair
- Questions
- "How To" for Agency PMF Coordinators
- Overview for New Coordinators
- Questions

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 3

**PMF Program Office Team**

- Carmen Andujar, Acting Student Programs Manager
- Rob Timmins, Overall Program Guidance
- Deidre Sexton, Training & Development
- Elda Muco, Assessments & Surveys
- Todd Hewell, IT & Job Fair
- Andrew Grebe, Financials

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 4

**PMF Class of 2012 Finalists**

- Class of 2012 Finalists
  - Announced January 24, 2012
- General Statistics
  - 9,077 Applicants
  - 628 Finalists
  - 218 Graduate Schools
  - 74 Degree Disciplines
- Overlap of 2011 Finalists
  - Announced March 31, 2011
  - March 31, 2012 Appointment Deadline
  - Appointment Extensions
  - Job Fair vs. PPS
  - Veterans' Preference


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 5

**Recent Statistics**

PMF Class Year	Applicants	Finalists	Appointments
2007	3,725	792	443
2008	3,628	754	439
2009	5,111	786	494
2010	8,700	869	599
2011	9,102	850	470 (as of 2/14/12)
2012	9,077	628	TBD

\* Does not reflect resignations, withdrawals, deferrals, etc.

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 6



## Finalists

- Finalists have 12 months to be appointed as a Fellow
- Finalists have access to an on-line Projected Positions System (PPS) to identify agency positions
- Finalists are invited to attend a PMF Job Fair
- Agencies may contact Finalists, conduct phone interviews, schedule interviews at Job Fair, and/or make appointment offers, while honoring Veterans' Preference

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 7



## 2012 Job Fair

- Venue: Walter E. Washington Convention Center, 801 Mount Vernon Pl, NW, Washington, DC 20001
  - [www.dccconvention.com](http://www.dccconvention.com)
- Dates: Monday – Wednesday, March 19-21, 2012
- Invited: All PMF Class of 2012 Finalists and Participating Agencies
- Exhibit Hall: Hall C
- Agency Job Fair Information: Found under the "Agencies\Find Candidates" webpage at <http://www.pmf.gov/agencies/find-candidates.aspx>
- Finalists' Job Fair Information: Found under the "Become a PMF\Find a Job\Job Fair" webpage at <http://www.pmf.gov/become-a-pmf/find-a-job/job-fair.aspx>

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 8



## 2012 Job Fair

- Agency Registration Deadline – Noon (ET), Friday, March 2, 2012
- Venue and Decorator Contractors
- Job Fair related information posted under the "Agencies\Find Candidates" section
  - Agency Job Fair Overview
  - Agency Job Fair Checklist
  - Agency Job Fair Registration
  - Job Fair Agenda
  - Agency Job Fair Booth Assignments
  - Agency Job Fair Shipping & Move Out Instructions
  - Floor Plans

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 9



## Job Fair Agenda

- Monday - March 19, 2012
 

Noon	Registration opens for all
1 PM	Training Session for Finalists
4 – 6 PM	Agency Exhibitor Move-In
- Tuesday - March 20, 2012
 

7 – 8:30 AM	Agency Exhibitor Move-In
8:30 AM – 5 PM	Job Fair and Interviews
- Wednesday - March 21, 2012
 

8:30 AM – 4 PM	Job Fair and Interviews
4:30 PM – 6 PM	Agency Exhibitor Move-Out
- Agenda posted on PMF website
- All times are Eastern Time Zone

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 10



## Agency PMF Coordinators

- Solicit interest from hiring officials
- Post your positions on PMF website via the PPS
- Review Finalists' resumes/grant resume access
- Honor Veterans' Preference
- Conduct Interviews
  - Phone interviews
  - Job Fair interviews
- Agency personnel must wear Agency's ID at all times
- Staff exhibit booths both days (Tues - Wed)

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 11



## Agency PMF Coordinators

- Update Projected Positions System (PPS)
  - Grant access to post positions
  - Are your supervisors ready to post new positions?
  - Is your agency description and guidance current?
- Use standard Position Titles
- Identify specific skills
- Is a security clearance required?
- Are points of contact ready?
- PPS is available year round

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 12



### Hiring Officials and Coordinators

- Search and view resumes on-line by:
  - Name
  - Graduate or Undergraduate Degree
  - Adjudicated Veterans' Preference
  - Citizenship
  - Foreign Languages
  - Geographic Employment Preference
  - Professional Skills/Competencies
  - Multiple Search Criteria

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 13



### Resources at Job Fair

- Decorator Service Booth
- Rest Area
- PMF Help Desk
- Nurse/First Aid
- Showcase Management Office (also serves as Lost and Found)
- PMF Program Office Staff and Badges
- Current and former Fellows
- List of Local Business/Copy Centers

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 14



### Come Prepared

- Post your positions on the Projected Positions System (PPS) prior to the Job Fair
- Organize resumes and schedule interviews
- Know your Agency's PMF policies
- Answer Finalists' questions
- Know who can make the offer
- Know the benefits your agency can offer
- Prepare for Finalists needing special accommodations
- Staff your exhibit booths both days
- "Job Fair 101" conference call – March 6 at 2 PM (ET)


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 15



### Social Media

- Information and tips for success at the Job Fair are being provided on Facebook for Finalists
- Postings to complement what is posted on website
- YouTube videos of PMF Job Fair/Events
- Suggestions of information to share

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 16



### Current PMFs

- Class of 2009 and 2010 Fellows needed to support logistics of event as volunteers
- PMFs will pick days/shifts
- Email to request will be sent in near future
- Eventbrite registration

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 17



### Agency PMF Meeting: Job Fair

## Questions?


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 18



## BREAK...up next

- How to
  - Update Coordinator Profile
  - Add Resume Users
  - Search On-line Resumes
  - Add/Edit PPS Entries
  - Use Agency System for Automated Processing (ASAP)
    - *Submit Finalist's Appointments*
    - *Update Fellow's Appointment Information*
    - *Submit Fellow's ERB Certifications/Conversions*
  - Query Agency Reports
    - PMF Appointments by Agency/Sub-Agency
- Overview for New Coordinators
- Questions?

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 19



## Program Overview

- Two-year, paid full-time position in the excepted service
- Appointed at the GS-9, 11, or 12 (or equivalent), based on qualifications and agency need
- Promote up to GS-13 during fellowship
- Agency flexibility for accelerated promotions
- Must have PMF promotion policies
- *Typical* career path with limited prior experience
  - Appointment - GS-9, step 1 (or equivalent)
  - 1-year Anniversary - eligible for GS-11, step 1
  - Program Completion - eligible for GS-12, step 1


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 20



## Program Requirements

- Complete an Individual Development Plan (IDP)
- Receive 80 hours of formal classroom training each year of their fellowship (160 hours total)
- Complete a 4-6 month Developmental Assignment related to target position
- Receive an annual performance plan and successful review
- Receive certification of successful completion by the agency's Executive Resources Board (ERB) or equivalent, prior to conversion


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 21



## Reimbursement Fee

- Placement Fee - \$7,000
- Reimbursement is due within 30 days of hiring
- Coordinators can query status reports under "Agency Reports" on PMF website
- For questions regarding the reimbursement process, please contact Andrew Grebe at [pmffee@opm.gov](mailto:pmffee@opm.gov)


UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 22



## ERB Certifications and Conversions

- Fellows convert two years from EOD anniversary date
- The agency's ERB must certify Fellow's successful completion of the Program requirements
- Use of 120-day extensions
- Complete evaluation and notify the Fellow of decision no later than 30 calendar days prior to the expiration of appointment
- If ERB determines the Fellow did not successfully complete the program, Fellow may request reconsideration by the OPM Director via the PMF Program Office

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 23



## ERB Certifications and Conversions

- Coordinators must enter results of the ERB certification and conversion into ASAP
- All PMFs must have ERB certification and conversion data recorded before participating in graduation ceremony and/or receiving a certificate of completion
- Coordinators can query a report of all PMFs and their status via the "Agency Reports" section on the PMF website
- For questions on ERB certifications/conversions and graduation, please contact Deidre Sexton at [pmf@opm.gov](mailto:pmf@opm.gov)

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 24

## Reappointments

- Discouraged
- No break in service
- Coordinate between relinquishing Coordinator with acquiring Coordinator
- Notify PMF Program Office as it occurs
  - Agency\Sub-Agency
  - Effective Date
  - Change in Job Series, Grade, Title, etc
  - New supervisor contact information
  - Fellow's work contact information

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 25

## Resignations\Terminations

- PMF does not have reinstatement eligibility for competitive position based on PMF appointment
- PMF loses time towards probationary period
- Coordinator must notify PMF Program Office as it occurs
  - Effective Date
  - Reason(s)
  - Based on performance, conduct, and/or suitability?
- Readmission

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 26

## Graduation Ceremony

- Graduation will be held in Washington, DC, in the Spring
- Graduation details will be posted on PMF website at "Current PMFs\Owning Your Experience\Graduation"
- Coordinators and 2009 Fellows will be notified
- Fellows must be ERB certified to attend graduation ceremony
- Agencies must submit the Fellows' ERB certification and conversion data via ASAP as it occurs
- On-line registration for Fellows will open in the coming weeks

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 27

## Resources

- PMF Website
  - *PMF Guide for Agencies* (will be updated soon after new Pathways regulations issued)
  - Agency System for Automated Processing (ASAP)
  - List of Agency PMF Coordinators
- Program Support
  - Agency PMF Meetings
  - On-site Visits/Briefings
  - Monthly Newsletter

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 28

## Overview for New Coordinators

# Questions?

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 29

## Contact Information



**PMF** PRESIDENTIAL  
MANAGEMENT  
FELLOWS PROGRAM  
U.S. OFFICE OF PERSONNEL MANAGEMENT

Presidential Management Fellows Program  
 1900 E Street NW, Room 6500  
 Washington, DC 20415  
 Phone: (202) 606-1040  
 Fax: (202) 606-3040  
 Email: [pmf@opm.gov](mailto:pmf@opm.gov)  
 Website: [www.pmf.gov](http://www.pmf.gov)

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT 30