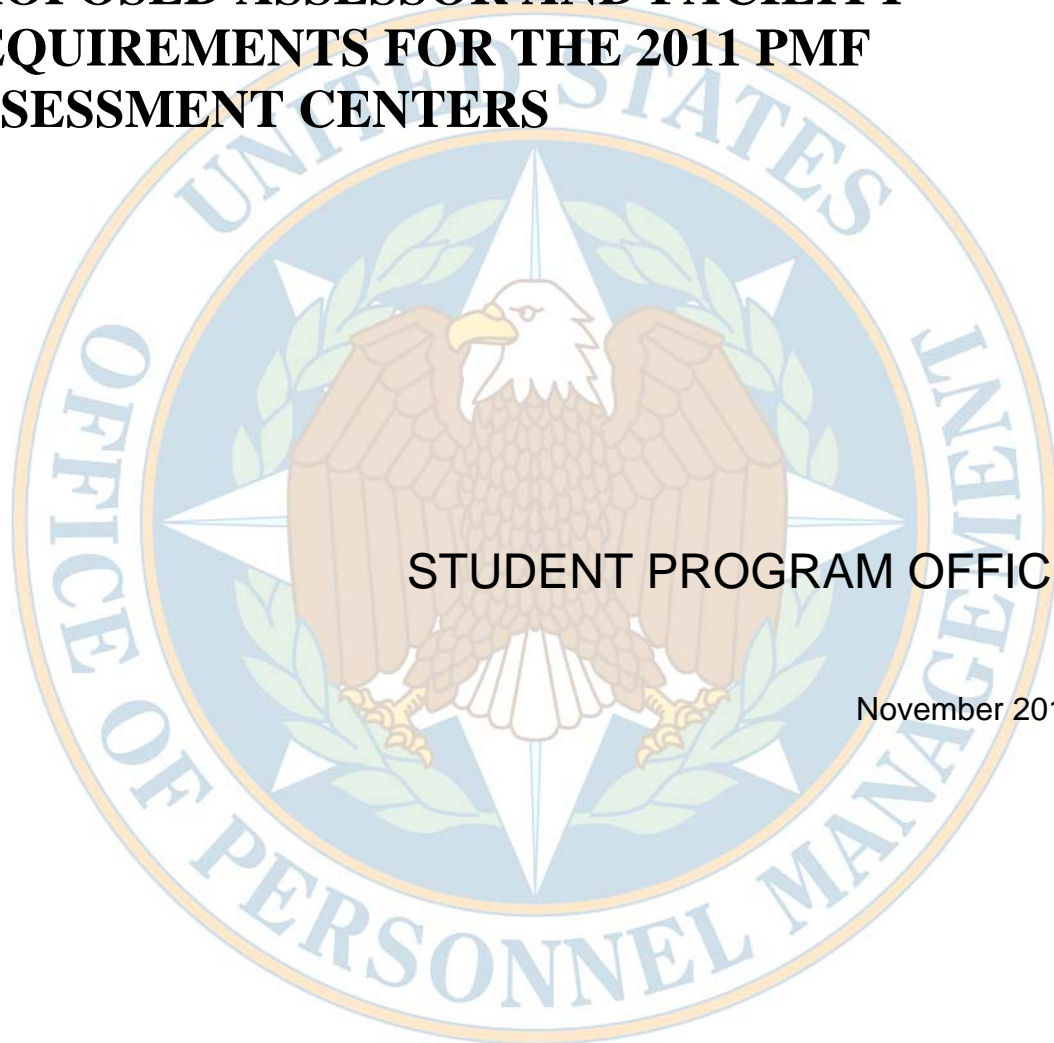





**PROPOSED ASSESSOR AND FACILITY
REQUIREMENTS FOR THE 2011 PMF
ASSESSMENT CENTERS**



STUDENT PROGRAM OFFICE

November 2010



The Presidential Management Fellows (PMF) Program assessment process is undergoing significant changes to now include an in-person component to the selection. This component will strengthen the selection process and ensure a pool of high-caliber finalists. The U.S. Office of Personnel Management (OPM) needs assistance to identify volunteers to serve as panel members and facilities to host the upcoming in-person assessments.

The new PMF assessment is a multi-hurdle process, with an online, unproctored assessment serving as a pre-screen for all applicants, followed by a smarter, more manageable in-person assessment for 1,500 semi-finalists in four locations. The online assessment is a cost-effective method for screening an increasing number of applicants. The in-person assessment is a more resource intensive process, which puts semi-finalists through a day-long assessment consisting of individual presentations, group activities, and a proctored writing exercise. Performance is scored against a structured rubric by a three-assessor panel. Finalists will be identified based on a cut-off score of the assessment.

The four identified locations for the assessment centers are as follows:

- Chicago, IL
- Atlanta, GA
- San Francisco, CA
- Washington, DC

Agency Volunteer/Assessor Requirements

The three-member panels will include one representative from OPM, one agency representative, and one current or former PMF. Panel members must possess strong analytical, observation and note-taking skills, be at least a GS-13 or higher grade level (or equivalent), and have a minimum of one year of Federal experience. Assessors may be from any career field. Individual presentations are scheduled from 8:30 a.m. to 11:30 a.m. and from 1:00 p.m. to 3:15 p.m. Group discussions are scheduled from 3:45 p.m. to 6:30 p.m. The written exercise will be evaluated by a different group of assessors.

The in-person assessment process will take approximately two to three weeks at each location with the tentative start date of January 18, 2011. Volunteers are expected to serve as panel members for at least three consecutive days in a specific location. Additionally, all volunteers must participate in a consensus discussion with other panel members, sit for most of the day, spend most of the time taking notes and writing by hand. Panels will be as diverse as possible. As agencies are responsible for the travel and per diem, recommend that panel members be from the local area whenever possible. Volunteers who would like to serve on the panels should register online at: <http://pmf2011assessmentcenter.eventbrite.com>. Training sessions for agency volunteers will be conducted at the assessment centers prior to the beginning of the assessment session. Attendance at the training session(s) is required to ensure consistent assessment by all panels. Volunteers will receive a separate letter regarding the participation in these training sessions.



Based on the proposed four locations and expected load per geographic region with an aggressive 25% buffer built in for volunteer attrition, the following table represents the volunteer requirements by location:

Location	Total Interviews***	Days	Agency Volunteers*		Panels per day
			Total Needed**	Total Invited**	
Washington, DC	880	22	176	220	4
Chicago, IL	280	14	56	70	2
San Francisco, CA	220	11	44	55	2
Atlanta, GA	220	11	44	55	2

*OPM Assessors are NOT included in the estimates

** Former and current PMF Volunteers are included in the total number of needed and invited volunteer estimates

*** Total Interview estimates are based on the percentages of the location preferences of the 9000 applicants: Atlanta, GA - 13.2%, Chicago, IL - 17.4%, San Francisco, CA - 13.3%, Washington, DC - 56%

Assessment Center Facility and Room Requirements

The following requirements are based on one panel assessment of ten candidates:

Two large rooms – twelve people capacity

- One room is a candidate holding area/break area
 - Seats for ten people
- One room is for check in, registration, orientation, and panel activities
 - Should include four to six tables with chairs
 - One to two tables should comfortably seat three assessors with space for taking notes
 - Remaining tables should (together) seat ten candidates comfortably
 - Should include a clock visible to all candidates (if one is not present in the room, the site coordinator will need to arrange for a clock)

Two small rooms – individual offices

- For individual candidate preparation
- Should include table and chair

One medium room – six people capacity

- Tables and chairs to comfortably seat five to six individuals, with ample space between them and space to work
- Should include a clock visible to all candidates (if one is not present in the room, site coordinator will need to arrange for a clock)
- Should have at least five power outlets for laptops



The following table represents the number of rooms needed per location:

Location	Panels/day	Large Room	Medium Room	Small Room
Washington, DC	4	8	4	8
Chicago, IL	2	4	2	4
San Francisco, CA	2	4	2	4
Atlanta, GA	2	4	2	4

NOTE: Assessment and preparation rooms should be well-lit, well-ventilated, and quiet (e.g. away from traffic, photocopying machines)

End Result of the In-Person Assessment

Candidate assessment scores will determine finalist selection and ultimately the ability to be appointed as a PMF. It is estimated that 750 to 800 candidates will be selected as finalists. This number could change based on future demand. Panelists will not conduct interviews of potential finalists during the assessments. Agencies will have the opportunity to conduct interviews of finalists prior to hiring.

