



Presidential Management Fellows (PMF) Program

2017 PMF Academia Meeting



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM

U.S. OFFICE OF PERSONNEL MANAGEMENT



PMF Program Overview

- Very competitive and rigorous application and assessment process
- Solicits eligible individuals annually
- Finalists seek appointments as Fellows
- Two-year fellowship of training and development
- Succession Planning for Federal Agencies
- Future Leaders for Federal Government



PMF Program Overview

Historical Background:

- 1977: Executive Order (EO) 12008 created the Presidential Management Intern (PMI) Program
- 1982: EO 12364 opened to non-public policy students
- 2003: EO 13318 changed from PMI Program to Presidential Management Fellows (PMF) Program
- 2010: EO 13562 reinvigorated the PMF Program
 - Created the Pathways Programs, which includes the PMF Program
 - Expanded eligibility



PMF Program Overview

PMF Appointment:

- Two-year, full-time paid position with 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 non-competitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
 - Appointment - GS-9, \$53,435 - \$69,460
 - 1-year Anniversary - GS-11, \$64,650 - \$84,044
 - Program Completion - GS-12, \$77,490 - \$100,736

NOTE: Salaries based on a range covering the Washington, DC, metro area for 2016. Salary tables are typically adjusted annually in January and based on geographic location.



PMF Program Overview

Federal Benefits:

- Student Loan Repayment Program
- Public Service Loan Forgiveness Program
- Flexible Spending Accounts
- Health, Vision, and Dental Insurance
- Paid Vacations, Holidays, and Sick Leave
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan and Thrift Savings Plan
- Additional information can be found at:
<http://www.opm.gov/healthcare-insurance/Guide-Me/New-Pro prospective-Employees/>



PMF Program Overview

- Program fellowship requirements consist of:
 - Minimum of 80 hours of formal interactive training each year of fellowship
 - At least one 4-6 month developmental assignment
 - Optional rotational opportunities
 - Assignment of senior-level Mentor
 - Participant Agreement
 - Individual Development Plan (IDP)
 - Annual performance plan
 - Agency-specific requirements, if any
- Training and development geared towards target position
- Upon successful completion, may be non-competitively converted to a term or permanent position



PMF Program Overview

Program Statistics:

- PMF Class of 2016 (Finalist's eligibility expires 02-24-2017)
 - Applicants: 6,050
 - Finalists: 552 (97 STEM)
 - Fellows (as of 10-31-16; on-going): 252
- PMF Class of 2015
 - Applicants: 7,087
 - Finalists: 600 (92 STEM)
 - Fellows: 363 (50 STEM)
 - Appointment Rate: 61%
- Average class appointment rate for the past 10 years has been 60%



PMF Program Overview

Career fields open to all disciplines, including:

- Accounting/Finance/MBA
- Information Technology
- Cybersecurity
- International Affairs/Policy
- Health/Medical Sciences
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Federal Acquisitions

For 2017, the Federal Government has a specific need for degrees and disciplines in Cybersecurity and Privacy



PMF Program Overview

Attorney Positions:

- Law students eligible; however, Federal attorneys hired under a different appointing authority outside of the PMF Program
- PMF Program is not designed to provide training and development to compete for an attorney position
- Positions that may be considered for a PMF appointment:
 - Paralegal Specialist
 - Contract Specialist
 - Hearing & Appeals Specialist
 - Estate Tax Examiner
 - Labor Relations Specialist
 - Policy Analyst



Application Process

Applicant Eligibility:

- Graduate students who are about to complete an advanced degree from an accredited academic institution by August 31st of the following year upon applying, or
- Those who hold an advanced degree from an accredited academic institution that was conferred within the two years **prior to** the opening date of the annual application
- Advanced degree is defined as an academic degree conferred for completion of requirements beyond the undergraduate college level (e.g., master's or doctorate)



Application Process

- Application typically takes place annually in the fall
- Announcement posted at www.USAJOBS.gov during open period
- Submit an on-line application to include:
 - Resume
 - Transcript (and/or alternative)
 - Supporting documentation for any claims to Indian preference, veterans' preference, and/or reasonable accommodations
 - On-Line Assessment
 - Essay
- Finalists selected and have 12 months of appointment eligibility
- Upon securing position with a participating Federal agency → Fellow
- Approximate timelines on PMF website



Application Process

General application steps:

- Create an applicant user account in the PMF TMS
- Enter contact information (e.g., bio-data)
- Answer demographic questions (optional)
- Answer eligibility questions
- Submit documents
- Complete application
- Complete essay
- Complete on-line assessment

NOTE: Applicants will be prompted to certify their responses and without any assistance.



Application Process

Transcript and/or Alternative:

- All applicants must submit a transcript and/or alternative
 - Alternative (e.g., on school letterhead) is used when a transcript is not available or incomplete and must minimally include the following elements:
 1. Document showing the academic institution's name and address
 2. Applicant's first and last name
 3. Qualifying advanced degree name (completed or pursuing)
 4. Date of degree conferred for recent graduates or anticipated for current students
 5. Contact information of school official/department
 - Transcripts (official or unofficial) and use of third-party providers must include items 1 – 4 above to be considered acceptable
 - Submit with application before application announcement closes
- Addition information can be found under the "Become a PMF\Application Process\Application Tips" section on the PMF website



Assessment Process

- Eliminated In-Person Assessment Process
- Applicants assessed on the following competencies:
 - Problem Solving
 - Interpersonal Skills
 - Motivation to Serve
 - Adaptability
 - Integrity
 - Oral/Written Communication
- Prior to the annual PMF application launching, an *Assessment Preparation Guide* is posted under the “Become a PMF\Assessment Process” section of the PMF website for applicants



Assessment Process

- PMF website and Guide are the only sources explaining process in detail
- Timed and un-proctored, applicants complete on their own
- Applicants take an On-Line Assessment during the application process
- On-Line Assessment consists of 3 Parts
 - Situational Judgment Test: Applicants indicate how they would respond in given situations
 - Life Experience Assessment: Applicants respond to questions involving work- and education-related experiences
 - Critical Thinking Skills: Applicants read multiple scenarios and make logical conclusions based on given facts
- Essay: applicants provide a written response to a question
- Independent work (applicants certify during assessment and application)



Selection Process

- Factors considered when selecting Finalists:
 - Eligibility and complete applications
 - Estimated projections from Federal agencies
 - Past statistics on number of Finalists/Fellows
 - On-Line Assessment scores
- Applicants notified via email
- No appeal process and no request for scores
- List of Finalists posted to PMF website
- Announce Finalists to participating agencies
- Notify academia via posting to PMFCampus Listserv
- Post announcement on PMF website's "News & Events"
- Finalists are not guaranteed a PMF appointment



Placement Process

- Finalists invited to PMF Hiring Events
- Finalists search the PMF website for appointment opportunities
- Available positions change throughout the year
- 12 months from the date selected as Finalists to accept and start a PMF appointment with an agency → Fellows
- Employment policies and incentives determined by individual agencies
- Finalist must meet the qualifications of the PMF position
- All degree requirements must be completed prior to onboarding
 - Deadline to complete degree requirements , including the successful defense/completion of any required thesis/dissertation, by August 31st of the year after applying
- No regulatory provision for waivers/deferrals



Application Tips

- A complete and submitted application package consists of:
 - Resume;
 - Transcript (and/or alternative);
 - Supporting documents if claiming Indian Preference, veterans' preference, and/or reasonable accommodations;
 - Completion of the On-Line Assessment; and,
 - Completion of the Essay
- Ensure system and browser requirements are met
- Sufficient time (3+ hours) to prepare, review, and submit before closing
- Review all instructions on announcement, PMF website, and FAQs
- Check PMF website for any news or updates



Application Tips

General tips for applicants when preparing to apply:

- Read the announcement and the “Become a PMF” section on the PMF website
 - Avoid relying on third-party information
- Assemble application documents, especially the transcript (and/or alternative)
- Avoid applying late; entire process can take 3+ hours to complete
- Add the following email addresses to the “safe list”: pmf@opm.gov and pmfapplication@opm.gov; some school servers may block email delivery
- Applicants (including Finalists and Fellows) and academia should use the pmfapplication@opm.gov email address; whereas, Federal agencies and general public should use pmf@opm.gov for program inquiries
- When creating an applicant user account, recommend using a personal email address versus .edu email address
- Follow system and browser requirements for application and on-line assessment



Application Tips

- Resumes can be in ANY format but limited to 3MB in file size.
- The PMF TMS (Talent Management System) is used for applicants to apply and only allows one applicant user account to be associated to an email address.
- Male applicants will be asked if registered for Selective Service (www.sss.gov).
- Current students completing their advanced degree requirements and selected as Finalists must complete by August 31st the year after the application opens and before starting a PMF appointment; this includes the successful defense/completion of any required thesis/ dissertation.
- There is no regulatory provision to waive a requirement or defer.
- Applicants are to complete their application and on-line assessment on their own; no outside assistance is allowed.
- The application and assessment process has been streamlined by breaking down the parts into separate steps and sections.



Application Tips

Common Application Mistakes:

- Forgetting Password
- Incomplete application
 - Not submitting a transcript (and/or alternative) that meets **ALL** of the requirements, in English, and is legible
- Incomplete On-Line Assessment
 - Not completing all sections before the announcement closes
- Not completing the steps in order
- Waiting too late to complete the entire application, including the on-line assessment
 - A noticeable number of applicants wait until the final hours before closing; ***apply early***



Contact Information

Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street NW, Room 6500
Washington, DC 20415



- Application and Assessment Inquiries: pmfapplication@opm.gov
- Facebook Page: [www.facebook.com\PMFProgram](http://www.facebook.com/PMFProgram)
- Website: <https://www.pmf.gov>
- Apply Site: <https://apply.pmf.gov>