Presidential Management Fellows (PMF) Program

Presentation for Academic Institutions
Historical Background

• 1977: Executive Order (EO) 12008 created the Program

• 1982: EO 12364 opened to non-public policy students

• 2003: EO 13318 changed from Presidential Management Intern (PMI) to Presidential Management Fellows (PMF) Program

• 2010: EO 13562 reinvigorates the Program
  • Creates the Pathways Programs, which includes the PMF Program
  • Expands eligibility
PMF Opportunities

• Two-year, full-time paid position with benefits

• Initial appointments at GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
  • See http://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/

• Promotion potential up to GS-13 (or equivalent) during fellowship

• Potential conversion to a permanent or term position

• Typical career path with limited experience (or equivalent):
  • Appointment - GS-9, step 1
  • 1-year anniversary - GS-11, step 1
  • Program completion - GS-12, step 1
Federal Benefits

- Student Loan Repayment Programs
- Flexible Spending Accounts
- Health and Dental Insurance
- Paid Vacations and Sick Leave
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan
- Additional information can be found at: http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/
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
Fellowship

• Program requirements consist of:
  • Minimum of 80 hours of formal training annually
  • At least one 4-6 month Developmental Assignment
  • Optional Rotational Opportunities
  • Assignment of Senior-level Mentor
  • Participant Agreement
  • Individual Development Plan
  • 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 permanent or term position
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
## Career Fields

Particular need for Science, Technology, Engineering, and Mathematics (STEM) disciplines, including:

- Aeronautical/Astronautical Engineering
- Animal Sciences/Veterinary
- Biology
- Biomedical Engineering
- Chemistry
- Civil Engineering
- Electronics Engineering
- Environmental Engineering
- Epidemiology

- Food Science
- Mathematics
- Nutrition/Nutritional Biology
- Oceanography
- Pharmacology
- Physics
- Structural Engineering
- Systems Engineering
- Toxicology
Attorney Positions

• Law students eligible; however, Federal attorneys hired under a different appointing authority

• 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
  • Hearing & Appeals Specialist
  • Labor Relations Specialist
  • Contract Specialist
  • Estate Tax Examiner
  • Policy Analyst
Eligibility

• Graduate students from any academic discipline who expects to complete an advanced degree (masters or professional) from a qualifying* college or university during the academic year (September 1 of the application year through August 31 of the following year), or

• Individuals who completed an advanced degree from a qualifying* college or university no more than 2 years prior to the opening date of the PMF Program’s annual announcement

* Generally, the institution must be accredited by an accrediting body recognized by the Secretary of the U.S. Department of Education
Application Process

Application period is October 1-15, 2014

- Submit an on-line application at www.USAJOBS.gov once it opens - search for “Presidential Management Fellows”
- Upload resume and transcript
- Upload supporting documentation for any claims of Indian preference, veterans’ preference, and/or reasonable accommodations
- Complete on-line assessment and applicable essays
- Successful Semi-Finalists invited to in-person assessment
- Finalists selected and have 12 months for appointment eligibility
- Upon securing position with a Federal agency Fellow
- Timelines on PMF website: http://www.pmf.gov/

United States Office of Personnel Management
Assessment Process

• Applicants and Semi-Finalists assessed on the following:
  • Problem Solving
  • Interpersonal Skills
  • Oral Communication
  • Written Communication
  • Public Service Motivation
  • Personal Accountability
  • Adaptability
  • Technical Competence (for PMF STEM applicants)

• An Assessment Preparation Guide is posted under the “Become a PMF\Assessment Process” section at www.pmf.gov
Assessment Process: On-Line, Un-Proctored

• Applicants take an on-line assessment during the application process
• Independent work (do not have anyone review, edit, assist in any way)
• On-line assessment
  • Situational Judgment Test
    • Applicants indicate how they would respond in given situations
  • Personality Test
    • Applicants respond to behavioral questions
• Essays completed during the application are taken into consideration during the in-person assessment
• Semi-Finalists selected based on eligibility, complete application, and on-line assessment results
Assessment Process: In-Person Assessment

• Semi-Finalists participate in an in-person assessment consisting of competency-based questions
• Participate at own expense
• Half-day process
  • Individual Behavioral Interview
  • Group Exercise
  • Proctored Written Exercise
• Conducted in Washington, DC
• Scores factored in the selection of Finalists
Placement Process

- Agencies notified shortly after Finalists are selected
- Finalists invited to attend PMF Job Fair shortly after Finalists are selected
- Finalists search for agency positions on-line via the PMF TAS (Talent Acquisition System)
- Available positions change throughout the year
- 12 months from the date selected as Finalists to secure appointment with agency Fellows
- Employment policies and incentives determined by individual agencies
- All degree requirements must be completed prior to onboarding
Application Tips

- Successful application package consists of
  - Resume
  - Transcript (or alternative)
  - Supporting documents if claiming Indian preference, veterans’ preference, and/or reasonable accommodations
  - Completion of the on-line assessment
  - Completion of the applicable on-line essays

- Ensure system and browser requirements are met
- Sufficient time (~ 3 hours) to prepare, review, and submit prior to announcement closing
- Review all instructions and FAQs
- Additional details found under the “Become a PMF” section of the PMF website: www.pmf.gov
Application Tips

To learn more about eligibility and how to apply, review “Become a PMF” on the PMF website at www.pmf.gov.

• **Tuesday, September 30, 2014 from 3:00-4:30pm** (Eastern Time): A **one-time** Applicant Information Session that will focus on a general overview of the PMF Program, the 2015 PMF application, and a panel of current Fellows offering their advice and experiences. There will also be an opportunity to ask questions throughout the presentation.

• **Wednesday, October 8 from 1:30-3:30pm** (Eastern Time): A question and answer session where applicants may submit questions regarding the 2015 PMF application cycle.

• Webcasts conducted on-line through Adobe Connect and will have dedicated PMF Program Office staff to answer questions. Applicants can connect at http://opm.adobeconnect.com/pmfapplicantchat/ and select “Enter as a Guest.”
Contact Information

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

Application Inquiries:  
pmfapplication@opm.gov

Facebook Page:  
www.facebook.com\PMFProgram

Website: www.pmf.gov

* NOTE: Please use the pmfapplication@opm.gov mailbox for all inquiries regarding the application cycle and assessment process. Applicants should follow the Help instructions provided during the application process for technical assistance.
Wisconsin Law School and PMF alum Laura Buchs is also happy to talk with you about her experience!

Through PMF, Laura worked in the Department of Veterans Affairs and the Department of Justice Office of Legislative Affairs. She went on to be an attorney at the Board of Veterans' Appeals.

Laura Buchs ('11): buchsll@gmail.com