



The illustration below shows the typical timeline a participant would follow in navigating through the PMF Program. Additional information can be found on the PMF website at <https://www.pmf.gov>.

### 1. Application

- a. **Prepare:** Prepare in late-Summer with the application launching in the Fall; see the PMF website for exact dates as these are subject to change. Follow the steps below to prepare for the application and assessment process.
  - i. Review the “Become a PMF” section on the PMF website at [www.pmf.gov](http://www.pmf.gov). This section provides a general overview of the PMF Program, eligibility, application process, assessment process, finding a PMF position, resources, and FAQs.
  - ii. Review the *PMF Applicant Handbook*, which now includes the previous separate *PMF Assessment Preparation Guide*, under the “Become a PMF\Resources” webpage.
  - iii. Assemble your resume, transcripts (and/or alternatives), and any other supporting documentation (e.g., for claiming a reasonable accommodation, Indian Preference, and/or Veterans’ Preference).
- b. **PMF Application Announcement:** During the application period, search for the Job Opportunity Announcement (JOA) at [www.USAJOBS.gov](http://www.USAJOBS.gov), officially announcing the PMF application. The link will be posted on the PMF website during the application period. Review the entire announcement and follow the instructions to start the application process.
  - i. NOTE: The JOA is only searchable when the application opens. The application opens and closes at Noon (Eastern Time) on dates advertised. Applicants should review all instructions and are strongly encouraged to apply early.
- c. **PMF Talent Management System (TMS):** Via the Apply Site of the PMF TMS, create an applicant user account.
  - i. The link to the Apply Site is embedded into the JOA and can be found at <https://apply.pmf.gov>. Creating an applicant user account is only available during the announcement period of the annual application.
- d. **Start Application Process:** Follow the instructions and steps for completing an application, including the uploading of documents.
- e. **Online Assessment:** Complete the entire online assessment; which is part of the application.
- f. **Finish Application Process:** Certify and submit your complete application by the closing date/time of the JOA. You are strongly advised to apply early!
- g. **Adjudication Process:** Shortly after the application closes, the PMF Program Office will start reviewing applications for eligibility, completeness, academic institution accreditation, claims for preferences, and assessment scores; this is referred to as the adjudication process which can take approximately 4-6 weeks to complete.
- h. **Selection Process:** Based on the adjudication process, assessment score results, and the number of Finalists authorized, the PMF Program Office will select and announce Finalists.

## 2. Finalists

- a. **Informational Webinar:** Finalists will be invited to participate in an informational webinar to further explain the program requirements and next steps.
- b. **Find a Job:** Finalists should thoroughly review the “Become a PMF\Find a Job” webpage which explains the following:
  - i. Upon Appointment: Explains what to do upon accepting a PMF appointment offer.
  - ii. Placement Eligibility: Explains the 12 months of appointment eligibility.
  - iii. Appointment Eligibility Extensions: Explains this type of extension and the process involved.
  - iv. Withdrawal: Explains the withdrawal process.
  - v. Appointment Opportunities: Explains how Finalists search for and apply to PMF positions.
  - vi. Agency PMF Coordinators: Explains the role of Coordinators and how to contact them.
  - vii. Update Contact Information: How to update personal contact information during the eligibility period.
  - viii. Update Resume and Transcripts: Explains how to upload and update these documents.
  - ix. Background Investigation: Explains the background investigation process and common forms.
  - x. Upon Appointment: Explains what to do upon accepting a PMF appointment offer.
  - xi. Events: Explains the Events Management System built into the PMF TMS to inform Finalists, Fellows, and Alumni of sponsored events.
- c. **Hiring Fair:** The PMF Program works with agencies to sponsor various hiring events throughout the year to assist Finalists with placements. This may include a government-wide event or agency-specific events. Finalists will be informed when events are scheduled and information will be posted to the “Become a PMF\Find a Job\Hiring Event” webpage.
- d. **Offer Acceptance:** Finalists should quickly decide on whether or not to accept a PMF appointment offer once it has been made. Once a Finalist accepts and starts a PMF appointment, he/she is referred to as a Fellow.

## 3. Fellows

- a. **Onboarding:** This is the process for starting the PMF appointment and consists of the following:
  - i. Passing a background investigation and/or security clearance.
  - ii. Reporting to the agency for orientation and starting the fellowship.
  - iii. Both the Fellow and Supervisor sign a Participant Agreement within 45 days.
  - iv. Review and complete paperwork for benefits (e.g., health, dental, vision, long-term care, and life insurance; Thrift Savings Plan; tax withholdings; etc.).
  - v. Meeting with their Supervisor and colleagues.
  - vi. Initial discussion with Supervisor about performance plan and Individual Development Plan (IDP). Fellows must perform satisfactory or better during their fellowship.
  - vii. Assignment of a Mentor within 90 days (assignments are determined by the agency).
  - viii. Review and complete the “PMF Participant Handbook”, covered under “Orientation” below.

- b. **Current PMFs:** Fellows should thoroughly review the “Current PMFs” section on the PMF website, which covers the following:
  - i. **Owning Your Experience:** Provides a general overview of the program requirements for Fellows.
  - ii. **Orientation:** Fellows engage with their Supervisor and Agency PMF Coordinator when reviewing and completing the “PMF Participant Handbook”; see more under the [Orientation](#) webpage.
  - iii. **Training and Development:** Review information about the IDP (Individual Development Plan), Rotational Opportunities, Training, and the PMF LDP (Leadership Development Program); all found under the “Current PMFs\Training and Development” section on the PMF website.
    - 1. This section covers the program requirements that all Fellows must complete during their 2-year fellowship.
    - 2. **Training:** A minimum of 80 hours of formal, interactive training for each year of the fellowship, for a total of 160 hours.
    - 3. **Development:** Complete at least one 4-6 month developmental assignment either within the Fellow’s organization, agency, or at a different agency. The Fellow’s agency is responsible for communicating its policies and procedures regarding developmental assignments. The work must be in the occupation or functional discipline in which the Fellow will most likely be placed, with full-time management and/or technical responsibilities consistent with their IDP.
    - 4. **Optional Rotations:** Fellows may complete other rotations at the discretion of their Supervisor and agency.
    - 5. **NOTE:** Fellows should consult with their Supervisor and Agency PMF Coordinator on their participation in the PMF LDP; which spans over the 2-year fellowship and is highly recommended for every PMF. To take full advantage, both the Fellow and Supervisor should fully commit to the program and associated activities. Any and all training received counts towards the Fellow’s training requirements; which can be over 100 hours. There are no additional costs with the PMF LDP other than potential travel for Fellows outside of the Washington, DC metro area.
  - iv. **Resources:** This section provides a number of forms and documents pertaining to Fellows.
  - v. **FAQs:** This section lists Frequently Asked Questions pertaining to Fellows.
- c. **Certification:** All Fellows must obtain certification from their agency’s Executive Resources Board (ERB), or equivalent, in completing all program requirements. Some agencies may also have additional requirements that need to be met.
- d. **Conversion:** Those Fellows who obtain a favorable certification are eligible non-competitive conversion to a term or permanent position with their agency.
  - i. **Resignation:** If a Fellow is either no longer interested or unable to complete their fellowship, or is not able to convert, he/she may resign from their position.
  - ii. **Termination:** The agency may terminate a Fellow for reasons related to performance, conduct, or suitability, or is unable to convert the Fellow to a term or permanent position.
- e. **Fellowship Extension:** An agency may extend a Fellow’s 2-year fellowship for up to 120 days for rare and unusual circumstances.
  - i. This is at the agency’s discretion and the agency may have specific policies and procedures in such regards.

- f. **Graduation:** Those Fellows who obtain a favorable certification for completing the program requirements are eligible to participate in their class graduation ceremony. Those Fellows either not interested or unable to participate have up to 1 year to request a certificate to be mailed to their home address.

#### 4. **Alumni**

- a. A certified Fellow is instantly considered an Alum.
- b. Alumni may continue to participate in the PMF Program by monitoring Alumni Engagement Opportunities and advocating for the PMF Program.
- c. Alumni can maintain their contact information and join the PMF Program's Alumni Facebook page.

#### 5. **PMF Ambassadors**

- a. Interested Fellows and Alumni who would like to support PMF recruitment and outreach can sign up to become [PMF Ambassadors](#). The PMF Ambassadors Program is a volunteer network of current PMFs and PMF Alumni who are available to engage academic institutions and prospective applicants about the program. The PMF Program Office works closely with PMF Ambassadors, providing them with resources to support outreach efforts and recruitment goals by sharing their first-hand experience with the fellowship. For these volunteers, it is also an excellent leadership opportunity. PMF Ambassadors carry out a wide variety of activities, such as conducting information sessions, serving on career panels, hosting brown bags, or serving as mentors for graduate students. A call to sign up for PMF Ambassadors goes out each year in late winter to Fellows and PMF Alumni, and PMF Ambassadors commit to support recruitment and outreach for one application cycle.