

☑	<p>Utilize your Agency Profile Page – Agency PMF Coordinators can manage their profile page that Finalists access via the Explore screen on the PMF TMS (Talent Management System). The Agency Profile Page enables agencies to post flyers about their agency, webinars, and hiring events; automatically list live appointment opportunities; view Coordinator contact information; and, see how many Finalists view their pages. For a checklist on how to update your Agency Profile Page, visit: https://www.pmf.gov/media/5572907/agency-profile-page-checklist-11-19-19.pdf.</p>
☑	<p>Review Your Announcements – It can help to review your appointment opportunity announcements to be sure the description of the position, qualifications, and how to apply instructions are clear. Check if in plain language, free of government jargon or abbreviations.</p>
☑	<p>Extend Closing Dates – Agencies may edit their current appointment opportunities to extend the closing date. Both Agency PMF Coordinators and Agency HR Staff can edit their announcements via the PMF TMS.</p>
☑	<p>Host Information Sessions – Agencies can schedule information sessions to inform Finalists about their agency and appointment opportunities. And also advertise on your Agency Profile Page.</p>
☑	<p>Finalist' Contact Information – Agency PMF Coordinators can query a report in the PMF TMS to obtain the contact information of all current Finalists. For example, Coordinators can obtain the email address of all current Finalists to send them a broadcast email by selecting “Current Finalists for Coordinators”, under “Reports”, from the “Performance & Evaluation” module on the PMF TMS.</p>
☑	<p>Search Finalists – The PMF Program Office posted a “Searching Finalists in the PMF TMS” guide under the “Resources” section on the PMF TMS. This guide walks all agency users on how to search Finalists and the definitions of the search criteria.</p>
☑	<p>Hiring Event – Coordinate an agency-wide hiring event, whether virtually or in-person. Once details are known, post a flyer on your Agency Profile Page and send a broadcast email to all Finalists.</p>
☑	<p>Interviews – Agencies can continue to review Finalists who have applied to their announcements. Conduct interviews over the phone or via on-line alternatives like Skype, Zoom, Adobe Connect.</p>
☑	<p>Onboarding – Move forward with all onboarding preparations once a tentative offer is made. Check what PMF LDP (Leadership Development Program) sessions are scheduled. Based on when the Finalist onboard as a Fellow, he/she may be eligible to register and participate. See the PMF LDP Timeline here: https://www.pmf.gov/current-pmfs/training-and-development/leadership-development-program/.</p>
☑	<p>Future Government-wide Hiring Event – The PMF Class of 2020 Finalist In-Person Hiring Fair was scheduled for Friday, March 13, 2020, but had to be postponed due to COVID-19. The PMF Program Office hopes to reschedule a hiring event once operations resume to normal. Until then, if an agency has comparable space or alternative ideas, please share with the PMF Program Office. Send any ideas to pmf@opm.gov.</p>
☑	<p>Contact Us – We’re here to help! If you need assistance with the above, or have additional questions or suggestions, email us at pmf@opm.gov.</p>