



EXPLORE

...AGENCY PROFILES, OPPORTUNITIES, AND MORE.

PMF Agency Profile Page Checklist for Agencies

Agency Profile Pages on the PMF Talent Management System (TMS) provide agencies a space to market their Agency's PMF Program for Finalists. Agency PMF Coordinators are responsible for updating their profile pages. Finalists can view these from the *Explore* screen on the Apply Site and agency users can view on the Portal Site of the PMF TMS. Below are tips and best practices for what to include.

AGENCY INFORMATION:

- Share about who you are, highlighting **agency culture and mission**
- Embed photos, videos, or other media
- Highlight **benefits, recruitment incentives, and trainings** your agency offers
- Highlight PMF **success stories, testimonials** or experiences specific to your agency - engage alumni and current Fellows to contribute
 - Include **contact information** of current/former PMFs willing to connect directly with Finalists
- Share estimates** on how many and what types of PMF positions you plan to hire
- Provide descriptions of **PMF roles** and describe any agency policies and procedures applicable for Fellows at your agency
- Include **statistics** on number of PMFs in your agency and in which offices they've been placed
- Insert an **event** hyperlink when hosting an event for Finalists (e.g., Meet and Greets, Hiring Fairs, Information Sessions, etc.)

RESOURCES:

- Share **Frequently Asked Questions** you commonly receive from Finalists looking for placements
- Upload agency-specific **brochures, fact sheets**, or other communications
- See the "PMF TMS Instructions: Manage Agency Profile Page" under "Resources" on the Portal Site of the PMF TMS
- Post a **training opportunity** specific to Finalists (e.g., an agency event)

Don't Forget!

The following fields auto-populate, if applicable:

- Your Agency Name and Logo
- Appointment Opportunities
- Training Opportunities
- Agency PMF Coordinators

Coordinators can see how many time Finalists view there profile pages when managing their profile page in the PMF TMS.

Finalists can also see when a profile page has been updated and/or has live opportunities or events.

Sample Agency Profile Page



Updated: MM-DD-YYYY

The date will automatically populate based on when the page information was last updated

Department of Health and Human Services (HHS) / Centers for Disease Control and Prevention (CDC)
<https://www.cdc.gov/>

An "Event" hyperlink appears under the agency website URL (if applicable)

Agency Information:

WELCOME to the Centers for Disease Control and Prevention!

The programs at the Centers for Disease Control and Prevention (CDC) are excited to hire 2020 PMF Finalists!!

WHO WE ARE

CDC is the Nation's leading science-based, data-driven, service organization that protects the public's health. For more than 70 years, we've put science into action to help children stay healthy so they can grow and learn, to help families, businesses and communities fight disease and stay strong, and to protect the public's health.

CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

PMF Program at the CDC

The CDC PMF program attracts more than 250 applicants annually from a variety of academic disciplines and consistently hires one of the largest cohorts of fellows at HHS. Since CDC adopted the PMF program in 1988, it has recruited more than 300 exceptional fellows, with approximately 87% becoming permanent employees of the CDC.

"Agency Information" provides an adaptable space to highlight your agency and your PMF Program

Foreshadowing hiring or providing statistics helps to better inform potential applicants



Embed videos or photos to help market your agency

For more information about the CDC, visit www.cdc.gov

For more information about the CDC PMF program, visit www.cdc.gov/pmf and the information in the Resources section below.

Frequently Asked Questions can be uploaded as a document under "Resources" or included in the body of the text under "Agency Information" above

Resources:

- PMF Fact Sheet.pdf
- PMF Frequently Asked Questions.pdf
- PMF Program at CDC.pptx

Appointment Opportunities:

Display 10 opportunities

Search:

Position Title	Announcement Number	Series/Grade	Opening Date	Closing Date
GS-685 Public Health Analyst	PMF-AO-2020-3749	0685	11/12/2019	11/17/2019
GS-685 Public Health Analyst	PMF-AO-2020-3750	0685	11/12/2019	11/17/2019

Showing 1 to 2 of 2 opportunities

First Previous 1 Next Last

Appointment Opportunities will automatically populate or this section will read: "(No opportunities are available at this time.)"

Agency PMF Coordinator contact information will automatically populate

Agency PMF Coordinator(s):

Dawn Ariotta / pmf@cdc.gov / 404-498-6288
 Sherry Bolden / pmf@cdc.gov / 404-498-6288

Training Opportunities will automatically populate on your page here (if applicable)