

## PMF HR Staff Checklist

The following checklist is a tool for all HR (Human Resources) staff to use in administering the PMF Program requirements at their agency, and may not be all inclusive. HR staff may want to modify this checklist to fit their needs. This checklist can be found under the [Agencies\Resources](#) section on the PMF website at [www.pmf.gov](http://www.pmf.gov) and in the “PMF Participant Handbook” under the same webpage.

### Recruiting for a Fellow:

<input checked="" type="checkbox"/>	ACTION:
	Work with Agency PMF Coordinator and Supervisor to identify and advertise PMF positions
	Coordinate with Agency PMF Coordinator and Supervisor to ensure that position descriptions are properly classified and completed for the new positions
	Work with Agency PMF Coordinator and Supervisor to prepare for the hiring fair (see resources posted on the “Agencies\Find Candidates\Hiring Event” webpage at <a href="https://www.pmf.gov/agencies/find-candidates/hiring-event/">https://www.pmf.gov/agencies/find-candidates/hiring-event/</a> )
	Work with Supervisor, Agency PMF Coordinator, and Pathways Programs Officer to participate in a hiring fair for PMF hiring at your agency
	Coordinate with Agency PMF Coordinator to gain access to the PMF TMS to post PMF appointment opportunities (job opportunity announcements), manage applicants, and record initial appointments
	Coordinate with Agency PMF Coordinator to gain access to the PMF TMS to search and review Finalists, including their resume and transcripts
	Coordinate with Agency PMF Coordinator and Supervisor to schedule and carry out interviews with Finalists

### Prior to Fellow’s First Day:

<input checked="" type="checkbox"/>	ACTION:
	Make final, official appointment offer
	Schedule orientation
	Coordinate with Fellow’s Supervisor of orientation and onboarding
	Arrange for Fellow to obtain PIV card

### Fellow’s First Day:

<input checked="" type="checkbox"/>	ACTION:
	Meet and greet the Fellow
	Conduct Fellow’s orientation and supply with onboarding paperwork
	Ensure a Pathways PMF Program Participant Agreement has been completed
	Deliver Fellow to Supervisor

### Throughout Fellow’s 2-Year Appointment:

<input checked="" type="checkbox"/>	ACTION:
	Inform Fellow’s Supervisor if and when Fellow is eligible for a step increase or promotion
	Process any requests for Personnel Actions (e.g., promotion, conversion)
	Ensure Fellow obtained a favorable ERB certification for the noncompetitive conversion to a term or permanent position at the conclusion of fellowship