

PMF Supervisor Checklist

The following checklist is a tool for PMF Supervisors to use in administering the PMF Program requirements and may not be all inclusive. Supervisors may want to modify this checklist to fit their needs and check with their [Agency PMF Coordinator](#). This checklist can be found under the [Agency/Resources](#) section on the PMF website at www.pmf.gov and in the “PMF Participant Handbook” posted under the same webpage.

Recruiting for a Fellow:

<input checked="" type="checkbox"/>	ACTION:
	Work with Agency PMF Coordinator and HR staff to identify and advertise PMF positions
	Coordinate with Agency PMF Coordinator and HR staff to ensure that position descriptions are properly classified and completed for the new positions
	Work with Agency PMF Coordinator and HR staff to prepare for the hiring fair (see resources posted on the “Agencies/Find Candidates/Hiring Fair” webpage at https://www.pmf.gov/agencies/find-candidates/hiring-fair/)
	Work with HR staff, 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 search and review Finalists, including their resume and transcript, if allowed by their agency
	Coordinate with Agency PMF Coordinator and HR staff to schedule and carry out interviews with Finalists

Prior to Fellow’s First Day:

<input checked="" type="checkbox"/>	ACTION:
	Work with Agency PMF Coordinator to reimburse the PMF Program Office the one-time placement fee
	Prepare for Fellow’s onboarding. For example: performance plan, position description, any agency-specific policies and forms, fare subsidy, workstation, desk phone, mobile phone, supplies, travel card, IT security awareness training, agency orientation, etc.

Fellow’s First Day:

<input checked="" type="checkbox"/>	ACTION:
	Meet and greet the Fellow on first day and introduce to coworkers
	Ensure Fellow has met the Agency PMF Coordinator
	Ensure a Pathways PMF Program Participant Agreement has been completed
	Continue agency’s onboarding process

Fellow’s First 45 Days:

<input checked="" type="checkbox"/>	ACTION:
	Develop an Individual Development Plan (IDP) with the Fellow
	Establish a performance plan and conduct evaluations
	Assist with the assignment of a Mentor (a managerial employee outside the Fellow’s chain of command); inform Agency PMF Coordinator of Mentor’s contact information

	Engage with Fellow and Agency PMF Coordinator to ensure the PMF Participant Handbook has been completed; sign Acknowledgement Receipt at end of Handbook

Throughout Fellow's First Year:

<input checked="" type="checkbox"/>	ACTION:
	Provide Fellow with at least one 4 – 6 month developmental assignment
	If applicable, support the Fellow in completing any optional short-term rotations
	Provide at least 80 hours of formal interactive training for the first year
	Provide a reasonable amount of time during work hours for other PMF activities
	Support the Fellow's enrollment and full participation in Year 1 of the PMF LDP (Leadership Development Program) and any associated activities
	Conduct performance appraisal for first year and make any adjustments to IDP

Throughout Fellow's Second Year:

<input checked="" type="checkbox"/>	ACTION:
	Provide Fellow with at least one 4 – 6 month developmental assignment (if not already)
	If applicable, support the Fellow in completing any optional short-term rotations
	Provide at least 80 hours of formal interactive training for the second year
	Provide a reasonable amount of time during work hours for other PMF activities
	Support the Fellow's enrollment and full participation in Year 2 of the PMF LDP (Leadership Development Program) and any associated activities

90 Days Before Fellow's 2-Year Anniversary:

<input checked="" type="checkbox"/>	ACTION:
	Start preparing for the ERB certification process
	Is the Fellow's IDP current?
	Is the Fellow on target to complete all program, and any agency-specific, requirements?
	Is a fellowship extension needed? If so, check with Agency PMF Coordinator.
	Does the Fellow's agency/organization intend to convert to a term or permanent position?
	Check with Agency PMF Coordinator on process for preparing for the certification process
	Complete Fellow's performance appraisal, which is factored into the certification process
	Submit certification package and recommendation for conversion
	Work with HR Office to process conversion Personnel Action
	Will Fellow be due a promotion upon conversion? If so, work with HR Office for Personnel Action.
	Upon a Fellow's favorable certification and recorded in the PMF TMS, the Fellow becomes a member of the PMF Alumni Community.

Fellow's Conversion:

<input checked="" type="checkbox"/>	ACTION:
	Congratulate Fellow
	Follow-up with Fellow and HR Office to ensure correct Personnel Actions were processed
	Support the Fellow's participation in their Class Graduation Ceremony