





**Presidential Management
Fellowship
Application/Selection Process**

Career Services
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

Agenda

- Program overview and deadlines
- Nomination process
- Application process
- Assessment process
- Placement process
- Resources



Program Overview

"The Presidential Management Fellows (PMF) Program was established by Executive Order in 1977 to attract to the Federal service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in the leadership and management of public policies and programs. By drawing graduate students from diverse social and cultural backgrounds, the PMF Program provides a continuing source of trained men and women to meet the future challenges of public service." – PMF Website

Program Overview

The program is a prestigious two year paid government fellowship sponsored by the Office of Personnel Management (OPM) for recent graduate students who seek a two year fellowship in a United States federal agency. Following the conclusion of the two year fellowship, PMFs have the opportunity to convert their fellowship into a full-time permanent position.






Program Deadlines

Key Dates:



- October 1 – Application available online
- October 15 – Deadline for application submission
- October 31 – Deadline for nomination submission by school
- November – Eligible Nominees invited to first part of assessment process (un-proctored online test)
- January/February – Second part of assessment and Finalists selected (proctored on-site test)
- Spring 2011 – Job Fair

Dates are subject to change.

Selection Process

- Students submit online application via USAJobs – "Applicant"
- Nominating officials select applications (evaluate and fax nomination forms)
- OPM invites Nominees to online assessment & selects highest scoring nominees – "Semi-Finalist"
- Semi-Finalists invited to attend an in-person assessment at a center (4 locations) – based on score OPM selects "Finalists"
- Finalists secure positions with a Federal Agency – upon appointment status becomes "Fellow"

Nomination Process

- Confirm your school's competitive nomination process and deadlines
- The Nomination Official may consist of the graduate school's Dean, Chairperson, or Academic Program Director
- Nominating Officials ensure applications meet the eligibility and nomination criteria
- School's competitive process must cover:
 - Breadth and quality of accomplishments
 - Capacity for leadership
 - Commitment to excellence in leading and managing public policies and program
- Students who are eligible for veterans' preference and quality for the competitive nomination process must be nominated
- Notify your program director and Lana Morris if you become a semi-finalist (workshop for the on-site test will be prepared, date: tbd)

Nomination Process

- Submission of nominations must be done via fax and only one submission at a time (schools should keep copies of fax transmittals for verification)
 - Schools are unable to verify fax submissions
 - Applications can check the status after a few business days via their Application Manager account
- The deadline for submitting nominations is 11:59:59 pm (Eastern Time), Sunday, October 31, 2010
- Nomination Officials sign and fax the PMF Nomination Form only for student the schools wishes to nominate
- Academia guidance, nomination info, and school marketing flyers can be found on the PMF website

Application Summary

- Application period: October 1 to October 15
- Apply online at www.USAJobs.gov or via the link on the PMF Website (www.pmf.opm.gov)
- Complete Qualifications Questionnaire
- Print and submit supporting documentation for any claims to Indian/Veterans' Preference
- Submit a nomination form to:
 - LBJ: Lana Morris
 - Others schools please check with your program director

Application: USAJobs

Application: USAJobs

PMF Qualifications Questionnaire


Applicants will be asked the following questions:

- Personal Contact Info
- Assessment Location and Special Accommodations
- Indian and Veterans' Preference Eligibility
- Geographic Employment Preference
- Citizenship
- Languages
- Graduate School Info
- Graduate/Undergraduate Degrees
- Date of Graduation
- Key Skills/Competencies
- How did you hear about the PMF program?

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Assessment Process: Un-Proctored Online

- Nominees notified to take an online, un-proctored assessment and include:
 - Situational Judgment Test
 - requires applicants to indicate how they would respond in a given situation
 - Life Experience
 - requires applicants to respond to questions regarding their training, experience, education and life history
 - Writing Sample
 - requires applicants to write an essay in response to a prompt or target topic
- OPM selects Semi-Finalists based on the overall results of this test




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Assessment Center

- Semi-Finalists will participate in a day long assessment consisting of:
 - individual presentations
 - group activities
 - proctored writing exercise
- Four available locations:
 - Atlanta, GA
 - Chicago, IL
 - San Francisco, CA
 - Washington, DC
- Finalists selected based on the following criteria:
 - adaptability
 - integrity
 - interpersonal skills
 - motivation to serve
 - oral/written communication
 - problem solving




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Placement Process

- Agencies notified shortly after finalists are selected
- Finalists invited to attend the PMF Job Fair (spring)
- Finalists can search for agency positions online (PMF Website)
 - some jobs on USAJobs.gov already state pref for PMF Finalists
- Finalist have 12 months to be appointed to a position as a Fellow
- Employment policies and incentives are determined by individual agencies
- Finalists may request a deferral for specific reasons
 - military service
 - illness/emergency




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Career Fields

Program is open for all disciplines. For 2011, agencies requested:

- Accounting/Finance/MBA
- Information Technology
- Engineering
- International Affairs/Policy
- Health/Medical Science
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Law




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Legal Fields

A note about attorney positions:

- Extremely limited in the PMF Program
- Attorney positions not offered in the competitive service
- the PMF Program is not designed to give training and experience to compete for an attorney position
- Positions that may be considered for a PMF appointment
 - Paralegal Specialist
 - Hearings and Appeals Specialist
 - Contract Specialist
 - Labor Relations Specialist
 - Estate Tax Examiner
 - Others




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Resources

- Program eligibility, application instructions, and information for academia
 - www.pmf.gov
- Federal Benefits
 - www.opm.gov/insure/health/enrollment/new_employees.asp
- Presidential Management Alumni Group
 - www.pmaq.org
- Student Programs
 - www.usajobs.gov/studentjobs



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