Presidential Management Fellows (PMF) Program

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Part 1: General overview of PMF
Part 2: Q&A with Victoria Larsen (MSW’12), Management & Program Analyst at the U.S. Department of the Treasury; PMF 2013
Part 3: General discussion

Why are you interested in the PMF?
What do you already know about the PMF?
Historical Background

- 1977: Executive Order (EO) 12008 created the Presidential Management Intern (PMI) Program
- 1982: EO 12364 opened to non-public policy students
- 2003: EO 13318 changed from PMI Program to Presidential Management Fellows (PMF) Program
- 2010: EO 13562 reinvigorated the PMF Program
  - Created the Pathways Programs, which includes the PMF Program
  - Expanded eligibility

PMF Program Overview

- Very competitive and rigorous application and assessment process
- Solicits eligible individuals annually
- Finalists seek appointments as Fellows
- Two-year fellowship of training and development
- Succession Planning for Federal Agencies
- Future Leaders for Federal Government

PMF Program Overview

- 2013 application
  - 12,000 applicants applied and approximately 660 Finalists were selected.
- 2014 application
  - over 9,000 applicants applied and approximately 600 Finalists were selected.
- 2015 application
  - over 7,800 applicants applied and approximately 600 Finalists were selected.
- Over the past ten years, on average, 50-60% of Finalists obtain appointments as Fellows
PMF Appointment

- Two-year, full-time paid position with benefits
- Initial appointment at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs
- Promotion potential up to the GS-13 (or equivalent) during fellowship
- May non-competitively convert to a term or permanent position
- Typical career path with limited experience (or equivalent):
  - Appointment - GS-9, $52,668 - $68,465
  - 1-year Anniversary - GS-11, $63,722 - $82,840
  - Program Completion - GS-12, $76,378 - $99,296

NOTE: Salaries based on a range covering the Washington, DC, metro area for 2015.

Federal Benefits

- Student Loan Repayment Program
- Flexible Spending Accounts
- Health and Dental Insurance
- Paid Vacations, Holidays, and Sick Leave
- Life Insurance
- Long-Term Care Insurance
- Retirement Plan
- Additional information can be found at: http://www.opm.gov/healthcare-insurance/Guide-Me/New-Prospective-Employees/

Fellowship

- Program requirements consist of:
  - Minimum of 80 hours of formal training each year of fellowship
  - At least one 4-6 month developmental assignment
  - Optional rotational opportunities
  - Assignment of senior-level Mentor
  - Participant Agreement
  - Individual Development Plan (IDP)
  - Annual performance plan
  - Agency-specific requirements, if any
  - Training and development geared towards target position
  - Upon successful completion, may be non-competitively converted to a term or permanent position
## Career Fields

Open to all disciplines, including:

- Accounting/Finance/MBA
- Information Technology
- Cybersecurity
- International Affairs/Policy
- Health/Medical Sciences
- Business Administration
- Public Policy
- Human Resources
- Public Administration
- Environmental Sciences
- Statistics
- Federal Acquisitions

## PMF STEM Track Pilot

- A pilot since the PMF Class of 2014, continuing into 2016
- Disciplines in Science, Technology, Engineering, or Mathematics (STEM)
- Response to President’s challenge to address STEM skills gap within the Federal Government
- Grooms future Federal leaders who have demonstrated leadership potential and technical competency
- Leverages infrastructure and prestige of PMF Program
- Enables agencies to identify and hire high-caliber STEM candidates
- STEM positions determined by agency and only available to PMF STEM Finalists
- Additional information can be found under “The Opportunity/PMF STEM” section on the PMF website

## Career STEM Fields

Particular need for STEM disciplines, including:

- Aeronautical/Astronautical Engineering
- Animal Sciences/Veterinary
- Biology
- Biomedical Engineering
- Chemistry
- Civil Engineering
- Electronics Engineering
- Environmental Engineering
- Epidemiology
- Food Science
- Mathematics
- Nutrition/Nutritional Biology
- Oceanography
- Pharmacology
- Physics
- Structural Engineering
- Systems Engineering
- Toxicology
**Applicant Eligibility**

- Graduate students from any academic discipline who expect to complete an advanced degree (masters or professional) from a qualifying* college or university during the academic year (September 1 of the application year through August 31 of the following year), or
- Individuals who completed an advanced degree from a qualifying* college or university no more than 2 years prior to the opening date of the PMF Program's annual announcement

**You are eligible if you graduated between 28th September 2013 and 28th September 2015**

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**Application Process**

- Application period is typically over 2-weeks in the fall
- Announcement posted at www.USAGOV.gov during open period
- Submit an on-line application to include:
  - Resume
  - Transcript (and/or alternative)
  - Supporting documentation for any claims to Indian preference, veterans’ preference, and/or reasonable accommodations
  - On-Line Assessment and three essays
- Selected Semi-Finalists invited to In-Person Assessment
- Finalists selected and have 12 months for appointment eligibility
- Upon securing position with a Federal agency ➔ Fellow
- Approximate timelines on PMF website

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**Application Process (continued)**

- General application steps:
  - Create an applicant account
  - Answer demographic questions (optional)
  - Answer various bio-data questions (e.g., contact information)
  - Answer eligibility questions
  - Submit information about degree and school
  - Submit documents
  - Complete On-Line Assessment
  - Complete three essays
  - Answer questions on other degrees, foreign languages, and other skills/attributes (these become searchable for agencies)
  - Certify responses and submit application
### Assessment Process

- Applicants and Semi-Finalists assessed on the following competencies:
  - Problem Solving
  - Interpersonal Skills
  - Oral Communication
  - Written Communication
  - Public Service Motivation
  - Personal Accountability
  - Adaptability
- Each year, as the application period nears, an Assessment Preparation Guide is posted under the "Become a PHF-Assessment Process" section of the PHF website for applicants
- PHF website and Guide are the only sources explaining process in detail

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### Adaptable:

Learns quickly and readily adapts to changing circumstances and unexpected events; manages self effectively under pressure; aware of strengths and development needs; and, proactive in learning and self-development.

### Personal Accountability:

Behaves in an honest, fair, and ethical manner; holds self-accountable for high quality, timely, and cost effective results; and, takes responsibility and learns from mistakes.

### Public Service Motivation:

Demonstrates initiative, commitment, and effort in working to serve the public; perseveres in the face of challenges and measures success by accomplishments, not status; and, demonstrates humility and respect for co-workers.

### Problem Solving:

Identifies problems; determines accuracy and relevance of information; and, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

### Interpersonal Skills:

Shows understanding, friendliness, courtesy, tact, empathy, concern, and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds and different situations; and, is sensitive to cultural diversity, race, gender, disabilities, and other individual differences.

### Oral Communication:

Communicates information to individuals or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; and, listens to others, attends to nonverbal cues and responds appropriately.

### Written Communication:

Recognizes or uses correct English grammar, punctuation, and spelling; expresses information (for example, facts, ideas, or messages) in a succinct and organized manner; and, produces written information, which may include technical material that is appropriate for the intended audience.
Assessment Process: On-Line, Un-Proctored

- Un-Proctored, applicants complete on their own
- Applicants take an On-Line Assessment during the application process
- Independent work (applicants certify during application)
- On-Line Assessment
  - Situational Judgment Test: Applicants indicate how they would respond in given situations
  - Personality Test: Applicants respond to behavioral questions
- Essays completed during the application are taken into consideration during the In-Person Assessment
- Semi-Finalists selected based on eligibility, complete application, and On-Line Assessment results

Assessment Process: In-Person Assessment

- Semi-Finalists participate in an In-Person Assessment consisting of competency-based questions
- Participate at own expense
- Half-day process, consisting of three exercises:
  - Individual Behavioral Interview
  - Group Exercise
  - Proctored Written Exercise
- Conducted in Washington, DC
- Scores factored in the selection of Finalists

Placement Process

- Finalists invited to attend annual PMF Job Fair
- Finalists search for PMF appointment opportunities on PMF website
- Available positions change throughout the year
- 12 months from the date selected as Finalists to secure appointment with agency
  - Fellows
- Employment policies and incentives determined by individual agencies
- All degree requirements must be completed prior to onboarding
  - Deadline to complete degree requirements, including the successful defense/completion of any required thesis/dissertation, by August 31st of the year after applying
- No regulatory provision for waivers/deferrals
- STEM Finalists appointed into STEM positions as determined by hiring agency
Application Tips

- Successful application package consists of
  - Resume
  - Transcript (and/or alternative)
  - Supporting documents if claiming Indian Preference, veterans’ preference, and/or reasonable accommodations
  - Completion of the On-Line Assessment
  - Completion of the three essays
  - Ensure system and browser requirements are met
  - Sufficient time (~3 hours) to prepare, review, and submit before closing
  - Review all instructions on announcement, PMF website, and FAQs
  - Check PMF website for any news or updates

Preparing for Application

General tips for applicants when preparing to apply:
- Read the announcement and the "Become a PMF" section on the PMF website
- Avoid relying on third-party information as these are often inaccurate
- Assemble application documents, especially the transcript (and/or alternative)
- Avoid applying late; application can take 2-3 hours to complete
- Add the following email addresses to "safe list": pmf@opm.gov and pmfapplication@opm.gov; some school servers may block email delivery
- Applicants (including Semi-Finalists, Finalists, and Fellows) and academia should use the pmfapplication@opm.gov email address; whereas, Federal agencies and general public should use pmf@opm.gov
- When creating an applicant user account, recommend using a personal email address versus .edu email address
- Follow system and browser requirements for application and on-line assessment

Preparing for Application (continued)

- Resume can be in ANY format, but limited to 5MB in file size
- The PMF TAG (Talent Acquisition System) is used for applicants to apply and only allows one applicant user account to be associated to an email address and Social Security Number
  - Applicants should use previously established user account, if any
  - User names, passwords, and answer to secret question are case-sensitive
- Male applicants will be asked if registered for Selective Service (www.sss.gov)
- Current students completing their advanced degree requirements must complete by August 31st the year after the application before starting a PMF appointment; this includes the successful defense/completion of any required thesis/dissertation
- There is no regulatory provision to waive a requirement or defer
- Applicants are to complete their application, on-line assessment, and essays on their own; no outside assistance is allowed
Contact Information

Presidential Management Fellows Program
U.S. Office of Personnel Management
1000 North Monroe St, Room 7400
Washington, DC 20415

- Application inquiries: pmfapplication@opm.gov *
- Facebook Page: www.facebook.com/PMFProgram
- Website: www.pmf.gov

* NOTE: Please use the pmfapplication@opm.gov mailbox for all inquiries regarding the application cycle and assessment process. Applicants should follow the help instructions provided during the application process for technical assistance.
The 2015 Policy & Government Career Fair
Friday, September 18, 2015 11:00am - 3:00pm
Bodek Lounge, Houston Hall, University of Pennsylvania, 3417 Spruce Street, Philadelphia, PA 19104

- ANSER
- Bard Globalization & International Affairs Program
- Change Corps
- Clean Water Action
- CNHS, OMS
- College Possible
- Consumer Financial Protection Bureau
- Crescenz VA Medical Center
- Department of Justice Federal Bureau of Prisons
- Drug Enforcement Administration
- FDC
- Federal Energy Regulatory Commission
- The Humane League
- IES Abroad
- IMPAQ International
- The Institute of World Politics
- Match Education
- Mathematics Policy Research
- Maximus
- MFR Consultants Inc.
- National Labor Relations Board
- Penn in Washington
- Penn Wharton Public Policy Initiative
- PennEnvironment
- Pennsylvania Coalition of Representatives
- Pennsylvania State Police
- Philadelphia International Airport
- Teach for America
- U.S. Department of Labor/Bureau of Labor Statistics
- United States Peace Corps
- US MARINE CORPS

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