Presidential Management Fellowship
Maxwell School Workshop
www.pmf.opm.gov

Kelli Young
September 2009
Fellowships

- **Federal**
  - Presidential Management Fellowship
  - DHS Honors Program
- **State and Local**
  - ICMA
- **Non-Governmental**
  - Boren Fellowship
The PMF Program

► The Presidential Management Fellows (PMF) Program is the premiere program for leadership development in the Federal civil service.

► The program provides two-year Federal Government fellowships to individuals who have completed a graduate-level course of study from a qualifying college or university.
Eligibility

Students must earn a graduate degree (any level, any field) during the 2009-2010 academic year.

Degree Must Be Granted:

9/1/2009 - 8/31/2010

Students must be nominated by their school.

Nominees must be U.S. Citizens or lawfully admitted to the United States as permanent residents or otherwise authorized by the Department of Homeland Security's Bureau of Citizenship and Immigration Services to be employed in the U.S.
Key Program Components

Two-year, paid full-time position with accelerated promotion potential

Appointed at the GS-9, 11, or 12 (or equivalent), based on applicant qualifications and agency needs

Promotion potential up to the GS-13

Typical career path with limited previous experience:
- Appointment - GS-9, step 1 (or equivalent)
- 1-year anniversary - Eligible for GS-11, step 1
- Program Completion - Eligible for GS-12, step 1
# Key Program Components

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<thead>
<tr>
<th><strong>Key Program Components</strong></th>
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<td><strong>Full Benefits</strong> including Health and Life Insurance; Paid Holidays; Annual and Sick Leave; Transit Subsidy; and a 3-part retirement program that includes a social security benefit, a 401k type plan, and a defined benefit component</td>
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<td><strong>Potential for agency participation in the Federal Student Loan Repayment Program</strong> with limits of $10,000 per employee per calendar year, and total repayment of $60,000 per employee</td>
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<td><strong>Non-competitive appointment</strong> to a full-time permanent position upon successful completion of the Program</td>
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Program Components

80 hours of formal, classroom training per year
- PMF Orientation (24 hours)
- PMF forums on specific topics

Developmental Opportunities:
- One 4-6 month developmental assignment
- Additional short-term rotations possible

PMF Network and Support
### PMF Statistics

<table>
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<tr>
<th>Year</th>
<th>Applicants</th>
<th>Finalists</th>
<th>Placements</th>
</tr>
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<tbody>
<tr>
<td>2006</td>
<td>2,982</td>
<td>535</td>
<td>355</td>
</tr>
<tr>
<td>2007</td>
<td>3,725</td>
<td>792</td>
<td>435</td>
</tr>
<tr>
<td>2008</td>
<td>3,628</td>
<td>754</td>
<td>442</td>
</tr>
<tr>
<td>2009</td>
<td>5,111</td>
<td>784</td>
<td>(Placements in Progress - 427)</td>
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Succession Planning Needs

The PMF Program is encouraging applicants working on the following graduate degrees to apply to the Program:

- Accounting, Finance, Business, Economics
- Information Technology
- Environmental Science, Engineering, Math, Statistics
- Public Policy, Administration, International Affairs
- Law
- Health, Medical Science
- Human Resources
- The PMF Program is open to all graduate degree programs!
Where PMFs Work

- Dept. of Agriculture
- Dept. of Commerce
- Dept. of Defense
- Dept. of Education
- Dept. of Health & Human Services
- Dept. of Housing & Urban Development
- Dept. of Homeland Security
- Dept. of the Interior
- Dept. of Justice
- Dept. of State
- Dept. of Transportation
- Dept. of Veterans Affairs
- National Aeronautics and Space Administration
- Office of Management & Budget
- Office of Personnel Management
- Social Security Administration
- U.S. Agency for International Development
- Library of Congress
- And more…
Where PMFs are Located

- Washington, DC*
- Philadelphia
- Boston
- New York
- Baltimore
- Atlanta
- Chicago
- Miami
- Denver
- Seattle
- San Francisco
- Houston
- Dallas
- Honolulu
- Kansas City
- Other Cities
- Foreign Countries

*NOTE: MOST PMF APPOINTMENTS ARE LOCATED IN THE WASHINGTON, DC METROPOLITAN AREA
PMF Process Overview

Students submit online application via USAJOBS (Applicant)

Nomination Officials nominate applicants based on school criteria (Nominee)

OPM invites Nominees to structured assessment center (Finalist)

Finalists secure positions with a federal agency (Fellow)
USAJOBS Application

- 2009 PMF Application open period: 
  *Thursday, October 1, 2009 – Thursday, October 15, 2009*
  Check PMF website: [www.pmf.opm.gov](http://www.pmf.opm.gov)

- Applicants apply on-line using USAJOBS at [www.usajobs.gov](http://www.usajobs.gov) or via link from the PMF website’s “How to Apply.”

- Application requires federal resume to be created on the USAJOBS site utilizing their Resume Builder. **Make sure you attach your resume to the application!**

- Completion of a Qualifications Questionnaire.

- Submission of documents for Veteran’s Preference (if any).

- Click “submit” when your application is complete.

- Print off the Nomination Form.
Application Process

Students are asked the following in the online Qualifications Questionnaire:
- Contact Information
- Assessment Location and Special Accommodations
- Veterans’ and Indian Preference Eligibility
- Geographic Employment Preference
- Citizenship
- Languages (up to 3)
- College/University
- Graduate/Undergraduate Degrees (up to 2 each)
- Date of Meeting Graduate Degree Requirements
- Key Skills/Competencies
- How Did Student Hear About the PMF Program
In addition to the on-line PMF application and federal resume, you must submit one short essay for Maxwell to use in its nomination screening process.

The essay must not exceed two typed pages (double-spaced)

Be sure your name and program are clearly marked on each page

Submit your Maxwell essay, Federal Resume and your Nomination Form to Kelli Young, kyoung@maxwell.syr.edu

Deadline: Wednesday, October 21, 2009 by Noon
Maxwell Essay Topic:

Why are you applying for a Presidential Management Fellowship? Share an example of your leadership and/or describe examples of problems or needs of society that you have addressed through paid work, an internship or volunteer service.
The Federal Resume

In addition to your standard resume components, mandatory personal information is required for government security reasons:

- Social Security Number
- Supervisor name and telephone numbers
- Beginning and ending dates for jobs
- Street address, city, state and zip code for employers
- Military status
- Zip codes for colleges
- High School name and year you graduated

* A federal resume can be any length – average is 3-5 pages *

* Include as much detail as possible regarding your skills, accomplishments and experience. *
Timeline Overview

**October 2009:**
- Apply for PMF on USAJOBS.
- Deadline to submit Maxwell essay, Federal Resume and PMF nomination form to Office of Career and Alumni Services.
- Maxwell Coordinators review essays and select nominees.
- Names of Maxwell nominees are submitted to PMF by the Maxwell School.

**January – February 2010:**
- Nominee assessments completed at selected testing sites.

**March 2010:**
- Nominees are notified of their continuing status by PMF

**Early April 2010:**
- PMF job fair (Washington DC)
Assessment Process

- All Nominees will be invited to participate in a structured and proctored assessment process.

- Assessment centers will be available nationwide to accommodate Nominees across the country.

- Assessment is objectively scored.

- Selection criteria includes three components:
  - Critical Thinking Skills
  - Life Experiences
  - Writing Fundamentals

- Nominees are rated and ranked by score.

- OPM identifies a cut-off score and selects finalists.
2009-2010 Assessment Centers

- Atlanta
- Austin
- Baltimore
- Boston
- Chicago
- Denver
- Los Angeles
- New York City
- Raleigh
- Seattle
- Washington DC

◊ Nominees will be asked to select a center where their proctored assessment exam will be given (January/February).

◊ Students will be placed in the first available date at their preferred test center. If the date assigned is not convenient, the student may reschedule for another date.
PMF Placement Process

Finalists have access to an online PMF Projected System (PPS) to identify agency positions.

Finalists are invited to attend a PMF Job Fair in the spring, attended by participating federal agencies and can submit updated resumes.

Finalists have 12 months from the date they are selected to be appointed to agency positions.
Placement Strategies

Most PMF Finalists start networking and interviewing with agencies of interest long before the actual PMF Job Fair.
Review of Key Points
(to be provided when PMF announces timeline)

- Online application available **October 1, 2009**
- Students submit online applications to USAJOBS by **Midnight October 15, 2009**
- Maxwell students submit nomination form, resume and Maxwell Essay to the Career Development Office by **October 21, 2009**
- Maxwell Nomination Coordinator submits nominees by October 31, 2009
- Nominees complete assessments in January/February 2010
- Finalists notified of their selection mid March 2010
- Job Fair April 2010
- Agencies hire finalists over one full year
Maxwell PMF Contacts

Questions about application and process:
Kelli Young, Career Development,
kyoung@maxwell.syr.edu, 443-5453

Nominating Coordinator:
Michael J. Wasylenko, Senior Associate Dean,
200 Eggers Hall, mjwasyle@maxwell.syr.edu,
443-9500
Contact Information

Presidential Management Fellows Program
1900 E Street NW, Rm. 1425
Washington, DC 20415
Phone: (202) 606-1040
Fax: (202) 606-3040
Email: pmf@opm.gov
Website: www.pmf.opm.gov

USAJOBS
The Federal Government’s Official one-stop source for Federal jobs and employment information
www.USAJOBS.gov

PMF Alumni Group
www.pmag.org