Presidential Management Fellows Program

SIPA

Office of Career Services
Overview

- Two-year “management training” program (post-graduation), emphasizing career development.
- Open to advanced degree graduates of any discipline.
- Individualized career development plans and trainings.
- Assigned to senior level mentor.
- If available may convert to civil service after two years.
- Agencies prefer to hire PMFs.
- Created in 1977 by President Carter.
- Changes – Pathways Program.
- Tw-year applicant eligibility window for Class of 2013 and beyond – more competitive.
- Eliminated mandatory conversion.
Overview

• Schools no longer nominate students
  – Received 9,000 applicants for class of 2012
  – 1,500 made semi-finalist status after online assessment
  – 630 finalists after one day assessment
  – 300 had positions as of August 2012
  – Expect 30,000+ applicants for the Class of 2013

• SIPA PMF History
  – 2004: 66 applicants/ 32 finalists
  – 2009: 106 applicants/ 15 finalists
  – 2010: 148 applicants/ 18 finalists
  – 2011: 126 applicants/ 18 finalists
  – 2012: 121 applicants/ 8 finalists

• Extremely competitive – if selected as a finalist, not guaranteed a job. Have one year to find a position – majority obtained at job fair.
Overview

• Pay Scale
  – Can start at GS-9
  – Agencies have discretion to hire at GS-11 or GS-12 based on qualifications (and negotiation)
  – Eligible for a grade increase after one year, and two grade increases after two years (up to GS-13)

• Washington, DC Pay Scale (2012)
• Rates are frozen at 2010 levels
  – GS-9: $51,630- $67,114
  – GS-11: $62,467- $81,204
  – GS-12: $74,872- $97,333
  – GS-13: $89,033- $115,742
Overview

• Loan Repayment:
  – Maximum repayment of $10,000 per employee per calendar year; $60,000 total, student loan repayment programs are agency specific.

• Opportunities for non-U.S. citizens are extremely limited.

• Dual citizenship holders may have to renounce non-U.S. citizenship, depending on security clearances and the policies of individual agencies. Ask!
Types of Positions

• Domestic/international policy, technology, science, criminal justice, health, and financial management.

• Over 50 agencies hire PMFs, including departments of: Agriculture, Defense, Energy, State, Treasury, Environmental Protection Agency

• Approximately 70% of positions are Washington, DC – based.
Career Development

- PMF program facilitated by Office of Personnel Management (OPM).

- Strong emphasis on leadership development:
  - On-the-job training, seminars, briefings, conferences.
  - 80 hours of formal training per year (Mandatory).
  - May provide one rotational assignment, although certain agencies, like the Office of Management and Budget, do not allow for this. Ask!

- Provide PMFs with broader U.S. Federal Government perspective.

- Hiring agency pays PMF salary even during rotation.

- Rotational assignments and availability unique to each agency.
- Assigned senior level mentor (Mandatory).
Application Process

• Complete all academic requirements between September 1, 2012 and August 31, 2013.
• Class of 2013 graduates will have the opportunity to apply for the class of 2014 and 2015.
• Apply at www.usajobs.gov or www.pmf.gov
• Application open from Monday, November 5 to Monday, November 19 at 11:59pm, Eastern Time. Do not wait until the last minute!
• Allow 3 hours total to complete the entire application process.
Application Process

3 Step application process

• Go to USAJobs and search PMF Application or pmf.gov How to Apply.
• Complete Questionnaire, Create an Online Resume or Upload Resume and Unofficial Transcript. You will be asked for the school code.
• Code for SIPA is code E00128.
• Complete Online Assessment and 3 essays.
Assessment Process for Class of 2013

- Online Assessment in Fall 2012
- Nominees will be evaluated on the following critical competencies
  - Adaptability
  - Integrity
  - Interpersonal Skills
  - Motivation to Serve
  - Oral/Written Communication
  - Problem Solving

- Semi-Finalists:
  - Based on test score, students invited to one-day in-person assessment between in January/February 2013.
Online Assessment

Part two of application is the un-proctored assessment

On-line assessment includes:
- **Situational Judgment Test - Past**
  - Applicant indicates how they would respond in a given situation – 54 questions – 40 minutes (Past years)
- **Personality Test**
  - Applicant responds to behavioral questions regarding their training, experience, education, and life history
  - 120 questions – 45 minutes (Past years)
  - Part three completed during application process
- **Written Exercise (Not counted in assessment but completed during application process)**
  - Applicant writes three short essays in response to a prompt or target topics (Why PMF or Advantages and Disadvantages of career in public service)
  - Assessment Preparation Guide will be online at pmf.gov
Competencies

• Students responsible for transportation to the testing center (Atlanta, Chicago, Houston, Los Angeles, Miami, Washington, DC).
• Assessor panels of two -four members (TBD)
• Behavioral Interview, Group Interview
• Evaluated on key competencies:
  • Adaptability
  • Integrity
  • Interpersonal Skills
  • Motivation to Serve
  • Oral/Written Communication
  • Problem Solving

OCS will organize behavioral interview prep sessions for semi-finalists
In-Person Assessment

• Assessor panels of several representatives

• Evaluated on:
  – Individual behavioral interview
  – *Individual exercise* – (Past) 25 minutes to prepare 5 minute presentation to assess oral communications skills and problem solving
  – *Group exercise* - (Past) discuss assigned topic (policy-related) and report on the group’s conclusions to assess problem solving, interpersonal communications, and oral communication skills
  – *Writing exercise* - timed and proctored on assigned topic
Appointment

• PMF Finalists are appointed after:
  – Official announcement of selection
  – Completion of all graduation requirements
  – Completion of security clearance process (if required by hiring agency)

• Online PMF job listings - Projected Positions System
• PMF Job Fair in Washington, DC
• PMF Finalists are NOT guaranteed positions; you must actively apply to jobs that interest you!
PMF Application Tips

• Use Latest version of Internet Explorer only – NO SAFARI.
• Use a computer – Not an iPad.
• Do NOT wait until November 19th to apply.
• Have resume and unofficial transcript ready to submit, complete questionnaire.
• Those applying for Veterans preference will be asked to submit supporting documentation.
• List graduation date as Dec. 2012, May 2013 or Aug. 2013
• Withdraw from the process if you are not finishing coursework before 8/31/2012. Must be done in writing to PMF.
• Allow 3 hours to apply. May stop after each section. Once you begin a section you must complete it.
Final Reminders and Recommendations

• Keep in mind the critical competencies at each stage of the process

• Starting dates are negotiable

• State Department security clearance may take 6-12 months

• Sometimes arrangements can be made to work with state or local agencies

• Make early contact with those you wish to work for, PMF Coordinator at the agency, friends, SIPA alumni
Resources

• Program eligibility and how to apply instructions can be found under the “Become a PMF” section at www.pmf.gov

• Presidential Management Alumni Group: www.pmag.org

• Govloop.com

• Pathways for Students and Recent Graduates (to include a copy of the regulations and fact sheets): www.opm.gov/HiringReform/Pathways/
PMF Listserv and Problems

- Interested applicants should join the PMF Listserv to receive important information such as application and eligibility information.
- Email listserv@listserv.opm.gov using plain text formatting (without signature or attachments)
- In the body of the email enter:
  - Subscribe PMF
  - Subscriber will receive a confirmation after joining.
- Or subscribe instantly on-line at http://listserv.opm.gov/wa.exe?SUBED1=PMF&A=1

Problems/Questions
pmfapplication@opm.gov
# Timeline

Timeline is approximate. All deadlines are 11:59:59 p.m., Eastern Time, and subject to change.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Monday, November 5, 2012</td>
<td>Application for the PMF Class of 2013 opens via a job opportunity announcement on USAJOBS at <a href="https://www.usajobs.gov/">https://www.usajobs.gov/</a>; search for &quot;Presidential Management Fellows&quot;. Eligible applicants must also complete the on-line assessment prior to the announcement closing.</td>
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<tr>
<td>Monday, November 19, 2012</td>
<td>Application for the PMF Class of 2013 closes at 11:59pm (ET)</td>
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<tr>
<td>Wednesday, December 19, 2012</td>
<td>Deadline for applicants to submit supporting documentation for any claims for Veterans' Preference.</td>
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| Mid-December 2012           | • Semi-Finalists selected and notified
• Semi-Finalists start scheduling their in-person assessment |
| January/February 2013       | In-person assessments conducted for Semi-Finalists                                               |
| March 2013                  | Semi-Finalists notified of Finalist status via email                                             |
| Spring 2013                 | PMF Class of 2013 Finalists Job Fair (Washington, DC, metro area)                                |
SIPA 2011 PMFs

- Bureau of Land Management
- Center for Army Analysis, Dept. of Army(2)
- Department of Defense – OSD
- Department of Education
- Health and Human Services
- USAID (4)
SIPA 2012 PMFs

- Department of State
- Office of Regulatory Affairs
- Office of Global Criminal Justice
- Nuclear NonProliferation Graduate Program (not PMF)
- White House Fellow (not PMF)