PRESIDENTIAL MANAGEMENT FELLOWS (PMF)
APPLICATION AND ASSESSMENT PROCESS

The Presidential Management Fellows (PMF) Program is the premier program for leadership development in the Federal Government and one of the best ways for a graduate student to enter Federal Government service. There are many PMF positions available each year for which finalists may apply. Once hired, finalists are offered enhanced professional development opportunities and are quickly promoted. The PMF Program is open to US citizens and anyone who will possess US citizenship by the conclusion of the two year fellowship. Graduate students graduating during the 2012-2013 academic year (September 1, 2012 through August 31, 2013) are eligible to apply. In addition, alumni who have graduated between November 5, 2010 and August 31, 2012 are eligible to apply.

APPLICATION PROCESS
• OCS announces the application deadline and offers preparation workshops.
• To apply, please review the “How to Apply” instructions listed at www.pmf.opm.gov. The application period is open from November 5 through November 19, 2012. To avoid potential problems, use a computer (not an iPad) and the latest version of Internet Explorer (not Safari).
• The application process is comprised of three parts which can be done in either one sitting (allow three hours to complete all three parts) or completed part by part: 1) Complete the online application; 2) Take the online assessment; and 3) Write three essays on assigned topics. Each of these three steps may be done separately, but all must be completed by 11:59 pm, EST on November 19, 2012. During the initial step, students will need to complete a questionnaire as well as submit a resume and an unofficial transcript.
• Semi-finalists will be invited to participate in a one day in-person assessment at an assigned location. Based on a score, selected Semi-finalists become Finalists.

FINALIST STATUS
• Finalists are invited to a job fair in mid-to late March, but students should not wait until the fair to express their interest in a position. Immediately after receiving a finalist notification, students should monitor the positions advertised on the PMF website. Contact appropriate individuals as well as SIPA alumni working at agencies that interest you. Your interview will take place at the job fair. About 500 people attend. Every agency has a booth and conducts brief interviews in their cubicles. Interviews last 20-30 minutes and include questions like: Where do you want to be in five years? What are your achievements? Give me an example of teamwork.
• It is advisable to bring references, writing samples, resumes, and graduate and undergraduate transcripts with you.
• Try to meet as many people as possible working at the agencies of interest to you.
• You have one year from your time of selection to get hired as a PMF.
• If hired, you will start at the GS-9 level or above depending on the agency’s policy and your experience. PMFs get promoted quickly; thus, after five years, you will likely be at the GS-14 level.
• Students should network within their agencies of interest in addition to submitting formal applications.

PREPARATION TIPS
• Go through the “Assessment Preparation Guide for Nominees” on the PMF website.
ONLINE ASSESSMENT OVERVIEW

The assessment is divided into 2 parts:

1. **Situational Judgment.** Requires applicants to indicate how they would respond in a given situation.
2. **Life Experience.** The majority of the questions fall into the following categories:
   - **Supervisor Questions** – Examples:
     - If asked, your supervisor would say that your ___ skills were: a) superior, b) better than most, c) average, d) below average, e) I don’t know.
     - If asked, your supervisor would say that you were best/worst at: a) writing a persuasive report, b) learning new things, c) getting along and working well with others on your team, d) giving presentations, e) working well under pressure.
   - **Peer Questions** – Example:
     - If asked, your peers would say that your ___ skills were: a) superior, b) better than most, c) average, d) below average, e) I don’t know.
   - **Statements about government, work styles, personality and/or personal habits** – Examples:
     - If a person does not consider cleanliness to be an important priority in life, he or she is probably disorganized: a) strongly agree, b) agree, c) neither agree nor disagree, d) disagree, e) strongly disagree.
     - I try to exercise: a) 4 or more times a week, b) 2-3 times a week, c) once a week, d) occasionally, e) never.
     - In government, in order to achieve the best result for the public, sometimes you have to cut out the superfluous side issues: a) strongly agree, b) agree, c) neither agree nor disagree, d) disagree, e) strongly disagree.
     - The same question will be asked several different ways; be sure to be consistent in your answers.

The third part of the application process is to write 3 short essays (200-300 words) on an assigned topic. Please note the essays are only factored into the scoring for the Semi-Finalists.

### SCHEDULE

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<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>Monday, November 5, 2012</td>
<td>- Application for the PMF Class of 2013 opens via a vacancy announcement on USAJOBS or as a link under the &quot;How to Apply\PMF Application&quot; section at <a href="http://www.pmf.opm.gov">www.pmf.opm.gov</a></td>
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<tr>
<td>Monday, November 19, 2012</td>
<td>- Application for the PMF Class of 2013 closes at 11:59 pm Eastern Standard Time (EST)</td>
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<td>Wednesday, December 19, 2012</td>
<td>- Deadline for applicants to submit supporting documentation for any claims of veterans’ preference</td>
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<tr>
<td>Mid-December 2012</td>
<td>- Semi-finalists selected and notified</td>
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<td>- Semi-finalists begin scheduling their in-person assessment</td>
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<td>January/February 2013</td>
<td>- In-person assessments conducted for Semi-finalists</td>
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<td>March 2013</td>
<td>- Semi-finalists notified of Finalist status via email</td>
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<tr>
<td>Mid- to Late March 2013</td>
<td>- PMF Class of 2013 Finalists Job Fair (in the Washington, DC metro area)</td>
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