PRESIDENTIAL MANAGEMENT FELLOWS (PMF) 
APPLICATION AND ASSESSMENT PROCESS

The Presidential Management Fellows (PMF) Program is the premier program for succession planning and 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 2016-2017 academic year (September 1, 2016 through August 31, 2017) are eligible to apply. In addition, alumni who have graduated between September 2, 2014 and August 31, 2016 are eligible to apply.

APPLICATION PROCESS

- OCS announces the application deadline and offers orientation workshops.
- To apply, please review the “How to Apply” instructions listed at www.pmf.opm.gov. The application period is open from November 18 through December 1, 2016. To avoid potential website problems, use Internet Explorer.
- 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 including - Columbia’s FAFSA School Code: 002707
  2. Take the un-proctored, timed, online assessment; and
  3. Write an essay on an assigned topic. Each of these three steps may be completed separately, but all must be done by 11:59 pm, EST on December 1, 2016. During the initial step, students will need to complete a questionnaire as well as submit a resume, an unofficial transcript and a PMF Verification Letter, which OCS will provide. The letter should contain your name, degree and anticipated graduation date.
- Subsequently, students will complete an online assessment. Finalist status will be determined by the score achieved in the online assessment. Once finalists are hired by an agency, they will become Fellows.

INSTRUCTIONS FOR DOWNLOADING TRANSCRIPTS AND OBTAINING VERIFICATION LETTER

In order to verify your degree and expected date of graduation for the PMF application, you must submit both your Transcript AND a PMF Verification Letter. You should submit your transcript under the document type/label "Transcript" and the Verification Letter under the document type/label "Other."

Below are the step-by-step instructions for acquiring your Transcript and the letter.

2. Select "Transcripts" under "Academic Records."
   - Select "Order Transcript."
   - Select "eTranscript" and complete order. The transcript delivery will not cost anything.
   - A link to a secure electronic Transcript will arrive in an email from "Columbia University in the City of New York: Parchment Delivery Service."
   - When you receive the email, click on the link to access the secure document (i.e., your transcript) and request a Transcript Access Code. You cannot access the document without the Access Code.
   - The Access Code will arrive in your email. Enter the code into the secure document link.
   - Select "Download" to access the PDF version of transcript.
   - Save document as "First name_Last name_Transcript" (e.g., Jane_Doe_Transcript).

3. Email sipa_ocs@sipa.columbia.edu with SUBJECT - Request for PMF Verification Letter. Provide the following:
   1) Applicant Name
   2) Qualifying Degree (MIA or MPA)
   3) Anticipated Date of Graduation

OCS will email you the PMF Verification Letter within 24 hours during business hours.
Do not wait until the last minute. If you think you will apply, send in the request to OCS ASAP. You will submit this in addition to your transcript to prove your graduation date. The application tips provide instructions on how to add this letter to your transcript to upload as one document or you can submit it as a separate document under “Other”.

**FINALIST STATUS**

- Finalists are invited to participate in a virtual job fair in February 2017, 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.
- 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” on the PMF website.

**ASSESSMENT OVERVIEW**

<table>
<thead>
<tr>
<th>SCHEDULE DATE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, November 18, 2016</td>
<td>○ Application for the PMF Class of 2017 opens via a vacancy announcement on USAJOBS or as a link under the “How to Apply\PMF Application” section at <a href="http://www.pmf.opm.gov">www.pmf.opm.gov</a></td>
</tr>
<tr>
<td>Thursday, December 1, 2016</td>
<td>○ Application for the PMF Class of 2017 closes at 11:59 pm Eastern Standard Time (EST)</td>
</tr>
<tr>
<td>Up to 4–6 Weeks After Announcement Closes</td>
<td>○ Applicants notified of eligibility</td>
</tr>
<tr>
<td></td>
<td>○ Selection of Finalists</td>
</tr>
<tr>
<td>Up to 2-4 Weeks After Finalists Announced</td>
<td>○ Virtual Job Fair for Class of 2017</td>
</tr>
</tbody>
</table>

**ON-LINE ASSESSMENT**

<table>
<thead>
<tr>
<th>Assessment Sections</th>
<th>Number of Items</th>
<th>Time Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part A: Situational Judgement</td>
<td>54</td>
<td>60 minutes</td>
</tr>
<tr>
<td>Part B: Life Experience</td>
<td>40</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Part C: Critical Thinking Skills</td>
<td>42</td>
<td>50 minutes</td>
</tr>
</tbody>
</table>

The online assessment is designed to uncover evidence of the following competencies that are critical to success on the job across all PMF occupations:

- Adaptability
- Integrity
- Motivation to Serve
- Problem Solving
- Interpersonal Skills
- Oral Communication
- Written Communication

Descriptions for each assessment part, including instructions and sample questions, are described in the Assessment Preparation Guide at pmf.gov.

Updated 11/16/2016