Presidential Management Fellows Program
Class of 2016

SIPA

Office of Career Services
Overview

• Two-year “management training” program (post-graduation), emphasizing career development.
• Assigned to senior level mentor.
• Individualized career development plan (IDP)
• May convert to civil service or term appt. after two years.
• Agencies prefer to hire PMFs.
• Created in 1977 by President Carter.
• Changes – Pathways Program.
• Two-year applicant eligibility window for Class of 2016.
• Open to advanced degree graduates of any discipline.
Overview

• Statistics
  – Received 7,000+ applicants for class of 2015
  – 1,500 made semi-finalist status after online assessment
  – 500+ finalists after one day assessment
  – Career Fair was scheduled in August 2015

• SIPA PMF History
  – 2010: 148 applicants/ 18 finalists
  – 2011: 126 applicants/ 18 finalists
  – 2012: 121 applicants/ 8 finalists
  – 2013: Unknown applicants/ 22 semi-finalists/ 14 finalists
  – 2014: Unknown applicants/ 16 semi-finalists/ 5 finalists 2/5 appointed
  – 2015: Unknown applicants/ 12 semi-finalists/ 9 finalists

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

• Rates were increased in January 2015. Had been frozen at 2010 levels until then.
  – GS-9: $52,668 - $68,465
  – GS-11: $63,722 - $82,840
  – GS-12: $76,378 - $99,296
  – GS-13: $90,823 - $118,069
Overview

• All federal employee benefits

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

• 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.

• Tracks – Traditional, Finance Fellows

• Introduced in 2014 STEM – Science, Technology, Engineering and Mathematics. 20% were finalists

• Historically over 50 agencies hire PMFs, including departments of: Agriculture, Commerce, Defense, Energy, Environmental Protection, State, Treasury.

• 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 developmental assignment (4-5 months), although certain agencies, like the Office of Management and Budget, do not allow for this. May pursue rotational assignments (1 month – 4 months) 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).
Eligibility/Application Process

• Complete all academic requirements between September 1, 2015 and August 31, 2016.

• Class of 2016 graduates will have the opportunity to apply for the class of 2017 and 2018.

• Apply at www.usajobs.gov or www.pmf.gov

• Application open from Monday, September 28 to Tuesday, October 13 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, Unofficial Transcript and Academic Profile. You will be asked for the school code.

• Columbia’s FAFSA School Code is: 002707

• Notified in November of status.

• Complete Online Assessment and 3 essays.

• Successful Semi-Finalists invited ½ day In-person Assessment in Washington, DC at your expense.
Application Process: Transcripts/Academic Profile

In order to verify your degree and expected date of graduation for the PMF application, you must submit both your Unofficial Transcript AND your Academic Profile from SSOL. You should submit your transcript under the document type/label "Transcript" and your Academic Profile under the document type/label "Other." Below are the step-by-step instructions for acquiring your Transcript and your Academic Profile:


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. Select "Academic Profile" link under "Academic Records."
   - Under "Viewing Options," select "Show my name and personal data," and "Update view"
   - Verify correct information and expected date of graduation.
   - Copy information about Name, Identifiers, and Registration, General Information, Program of Study, and Registration History.
   - Paste into a Word document and save as a PDF with the following title: "First name_Last name_Other" (e.g., Jane_Doe_Other)
   - You will submit this in addition to your transcript to prove your graduation date.
Assessment Process for Class of 2016

• Online Assessment in Fall 2015.

• Applicants will be evaluated on the following critical competencies:
  – Adaptability
  – Personal Accountability
  – Motivation to Serve
  – Problem Solving
  – Interpersonal Skills
  – Oral Communication
  – Written Communication

• Semi-Finalists:
  – Based on test score, students invited to one-day in-person assessment in January/February 2016.
Online Assessment

Part two of application is the online un-proctored assessment

On-line assessment includes:

• **Video-based Situational Judgment Assessment**
  – Applicants indicates how they would respond in given situations

• **Personality Test**
  – Applicants respond to behavioral questions – Be consistent!

• **Written Exercise**
  – Write 3 personal essays (Not counted in initial assessment, but factored into the in-person assessment for semi-finalists)
  – 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 is online at pmf.gov
In-Person Assessment

• Students responsible for transportation to the testing center in Washington, DC).

• Assessor panels of two - three members.

• Individual Behavioral Interview, Group Interview, Proctored written exercise.

• Evaluated on key competencies:
  – Adaptability
  – Personal Accountability
  – Motivation to Serve
  – Problem Solving
  – Interpersonal Skills
  – Oral Communication
  – Written Communication

• 2016 Assessment Preparation Guide is posted under “Become A PMF/Assessment Process” section at www.pmf.gov
In-Person Assessment

• Assessor panels of several representatives

• Rigorously Evaluated on:
  – *Individual behavioral interview* – competencies – essays
  – *Group exercise* - (Past) gave a lot of information on walls and on computers (video) and each person had a different task. Group then came together and individuals advocated/argued for their own agenda. Other years assessors observed group discussing an assigned topic (policy-related) and reporting on the group’s conclusions to *assess problem solving, interpersonal communications, and oral communication skills*
  – *Writing exercise* - timed and proctored on assigned topic/s.
Appointment Process

• Agencies notified shortly after Finalists are selected
• Finalists invited to attend PMF Job Fair (Spring/Summer ‘16)
• Finalists search for agency positions on-line via the PMF website & Network, Network, Network
• Available positions change throughout the year
• PMF Finalists are NOT guaranteed positions; you must actively apply to jobs that interest you! Have one year from announcement to obtain position. (‘15 -3/26/2016)
• Employment policies and incentives determined by individual agencies - Relocation/Loan Repayment/Developmental Assignment/Rotations – Ask!!!
PMF Application Tips

• Use Internet Explorer 8 or Firefox 4+ ONLY
• Use a computer – Not an iPad or tablet.
• Do NOT wait until October 13 to apply.
• Have resume, unofficial transcript and academic profile ready to submit, complete questionnaire.
• Those applying for Veterans preference will be asked to submit supporting documentation.
• List graduation date as Dec. 2015, May 2016 or Aug. 2016.
• Withdraw from the process if you are not finishing coursework before 8/31/2016. Must be done in writing to PMF.
• Allow 3 hours to prepare, review and submit prior to announcement closing.
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](http://www.pmf.gov)

- Presidential Management Alumni Group: [www.pmag.org](http://www.pmag.org)

- Govloop.com [www.govloop.com](http://www.govloop.com) (Path to PMF):

  - [http://pathtopmf.com/pmf-application-process/?elq=b1671cfe65da4500b6858effe3336934&elqCampaignId=7551&elqaid=9036&elqat=1&elqTrackId=3afa95321897481bb227c3287dc2c9a7](http://pathtopmf.com/pmf-application-process/?elq=b1671cfe65da4500b6858effe3336934&elqCampaignId=7551&elqaid=9036&elqat=1&elqTrackId=3afa95321897481bb227c3287dc2c9a7)

- Situational judgement (free) practice exercises: [https://www.jobtestprep.co.uk/practice_situational_judgement](https://www.jobtestprep.co.uk/practice_situational_judgement)
Stay Connected

Problems/Questions

pmfapplication@opm.gov  - Very responsive
# 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 Description</th>
</tr>
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<tbody>
<tr>
<td>Monday, September 28, 2015</td>
<td>Application for the PMF Class of 2016 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>Tuesday, October 13, 2015</td>
<td>Application for the PMF Class of 2016 closes at 11:59pm (ET)</td>
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<td>Mid-November 2015</td>
<td>• Semi-Finalists selected and notified</td>
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<td></td>
<td>• Semi-Finalists start scheduling their in-person assessment</td>
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<td>January/February 2016</td>
<td>In-person assessments conducted for Semi-Finalists</td>
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<tr>
<td>March 2016</td>
<td>Semi-Finalists notified of Finalist status via email</td>
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<tr>
<td>Spring/Summer 2016</td>
<td>PMF Class of 2016 Finalists Job Fair</td>
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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)
SIPA 2013 PMFs

- Federal Emergency Management Agency (FEMA) (Two)
- USAID

SIPA 2014 PMFs

- USAID
- State Department
- Withdrew to accept a position with the Presidential Personnel Office

SIPA 2015 PMFs

- USAID
- Office of Management and Budget
- Withdrew to accept a position with Accenture