



Office of Graduate Fellowships

Presidential Management Fellows (PMF) Class of 2017

Introduction: The PMF Opportunity

The [Presidential Management Fellowship \(PMF\)](#) program offers an early-career on-ramp to careers in the U.S. Federal Government for candidates who are completing (or have recently completed) a graduate degree. The PMF is the most prestigious component of the Pathways Program, an initiative that prepares students for careers in public service. It is widely regarded as the premier pathway into government service, and is designed to groom fellows for positions of responsibility in the Federal Government.

Applications to the PMF program are received each year during a designated application window in the fall. Candidates apply online through USA Jobs, and must complete an Online Assessment test, which is submitted by the published deadline along with a number of supporting documents. Applicants will be notified as to whether they have been designated "Finalists" in the early part of the New Year. Finalists are granted the right to seek a PMF appointment in the department or agency of their choosing. Finalists who secure an appointment within one year of their Finalist designation officially become Presidential Management Fellows. The PMF appointment lasts for two years, during which Fellows receive a regular salary on the GS scale, plus special rotational and professional development opportunities within the U.S. Federal Government. At the conclusion of the PMF appointment, the Fellow may be converted to a regular full-time employee of the U.S. Federal Government.

The application period for the PMF Class of 2017 will be November 18 – December 1, 2016. To receive consideration, candidates must submit ALL application materials via the online application portal by 11:59 pm on Thursday, December 1, 2016.

Eligibility

You are eligible to apply to the PMF Class of 2017 if you:

- Will meet all advanced degree requirements by August 31, 2017. Acceptable degrees include all post-baccalaureate Master's and Doctoral-level programs at accredited universities – MA/MS, PhD, JD, MBA, MPP, MPA, M.Ed., etc. If your program requires a thesis or dissertation defense, the defense must take place prior to August 31, 2017.
- OR you have completed such a degree within two years of November 18, 2016 (e.g. since November 18, 2014.)

Please note:

- U.S. citizenship is NOT required; however, many of the appointments available through the PMF program are limited to U.S. citizens or permanent residents, and advancement opportunities may also be impacted by citizenship status. The PMF program generally recommends that candidates who are not U.S. citizens should be on a path to citizenship in order to maximize their chance of a successful outcome.

How to Apply – NEW FOR CLASS OF 2017 Cycle

To access the PMF Class of 2017 application, go to www.USAJOBS.gov and search for “Presidential Management Fellows.” The announcement will only be visible during the application window of November 18 – December 1, 2016.

Important changes to the PMF application process have been made beginning with the Class of 2017 application cycle compared with prior cycles. These changes can be summarized as follows:

- The In-Person Assessment phase of the PMF application process has been eliminated. There is now only one application phase – the initial online application. This means that in 2016-17 there will be no “Semi-Finalist” stage. All selection decisions will be made based on the initial online application package submitted by December 1, 2016.
- The PMF STEM track pilot program has been eliminated. Applications from STEM students / graduates are still welcomed and encouraged – indeed, some of the priority hiring areas for Class of 2017 include STEM fields. However, all applicants will go through the same application pathway; there is no longer a separate “track” for STEM applicants.
- The online application will include an essay component that is required of all candidates. The essay is not scored and is not used in determination of Finalist status; however, it may be used in hiring decisions for Finalists seeking PMF appointments.
- There will be a Help Desk to handle technical issues with the online application during the application window.

A complete application package for the PMF Class of 2017 consists of:

- Online application, including three-part online assessment exercise.
- Resume (any format)
- Transcript (from the graduate degree program you are using to qualify for the PMF).
IMPORTANT: If your transcript does not show your date of graduation OR you have not yet graduated from your program at the time of application, you must submit an additional document attesting to your expected date of graduation. This letter comes from your graduate Program Director or Dean. The Office of Graduate Fellowships can provide a template for the letter and a contact in your unit to produce and sign the letter.
- If you qualify for any U.S. Federal Government hiring preferences (Veteran, Native American), documentation supporting your eligibility for these preferences.
- Essay (part of the online application but may be prepared offline and pasted into the system)
- Certification that the application represents the applicant’s own work and has been completed without assistance (part of the online application.)

PMF Application Timeline for 2016-17

- November 18-December 1, 2016: PMF Online Application OPEN. Completed applications must be submitted by 11:59 pm on December 1, 2016.
- November 18, 2016: GMU PMF application webinar hosted by the Schar School. The webinar will be archived at: <http://schar.gmu.edu/current-students/career-services/career-resources-for-students-and-alumni/presidential-management-fellowship-program/>.
- December, 2016: Evaluation and adjudication of submitted applications.
- January, 2017: Announcement of Class of 2017 Finalists. Finalists have one year from the date of Finalist designation to secure a PMF appointment.
- February-March, 2017: Hiring Events for Class of 2017 Finalists
- August 31, 2017: Graduation deadline for PMF Class of 2017

For more information on the PMF application process and to access the 2017 PMF Assessment Preparation Guide, please visit <https://www.pmf.gov/>.

Application Tips for PMF Class of 2017 Applicants

- Ensure that the computer you will be using to complete the application meets the system and browser requirements of the PMF application. The necessary information is posted on the PMF web site: <https://www.pmf.gov/>
- Allow sufficient time (roughly 3-4 hours) to complete the online assessment. Although the system will allow you to take a break between sections of the application, OPM strongly recommends that you plan to complete the application in one sitting.
- Read the [Assessment Preparation Guide](#) carefully. The Guide is frequently updated, so be sure to check the PMF web site for updates and review all instructions before beginning the online assessment.
- Make sure all supporting documents (resume, transcripts, and documents supporting Veterans' or other preferences) are assembled, complete, and legible prior to beginning the online assessment. All documents must be in English or a translation must be provided.
- Resume: Any format is acceptable. A "Federal Resume" or USA Jobs resume is NOT required. If you are uploading a resume document, the file size may not exceed 3 MB.
- Email inquiries about the application should be directed to pmfapplication@opm.gov. Add pmf@opm.gov and pmfapplication@opm.gov to your email "safe list" so that messages will not be sent to your junk folder.
- Personal email accounts often work better with the PMF system than EDU addresses. You may wish to use/create a personal email account for use with the PMF online application.
- The online assessment test consists of three sections (not including the required essay.) It is possible to take breaks between the three sections, but OPM recommends completing the assessment in a single sitting. It is also possible to work on the essay off-line prior to pasting it into the PMF online application.
- As part of the application, all applicants must certify that the application and assessment were completed by the applicant without assistance or third-party editing. Please plan accordingly.

If You Have Additional Questions or Need Assistance

- Use the PMF Help Desk available to applicants during the application window or contact OPM at pmfapplication@opm.gov.
- Students and alumni of the Schar School may contact Duane Bradshaw at dbradsha@gmu.edu.
- All other GMU applicants may contact Kay Agoston, Director of Graduate Fellowships at kagoston@gmu.edu.