

**The Presidential Management Fellows Program: Entrée to Prestigious Non-Attorney Federal Government Positions
2011 NALP Annual Education Conference – April 28, 2011**

Website: <http://pmf.gov/>. See Academia tab and information in particular.

Overview: Since 1977, the PMF program has been a great leadership training ground for the federal government, whether prospective students want a career in public service or elsewhere. PMFs perform valuable service to the American people while jump-starting their careers, and get full salary and benefits as well as challenging assignments, formal professional training, rotations to other agencies, feedback on their work plus an opportunity to make government run more efficiently. This rigorous two-year paid program includes:

Formal classroom training of 160 hours; Mandatory four to six consecutive month developmental assignment; Optional rotations of one to six months in duration; Challenging work assignments; Potential for accelerated promotions; and Opportunities to network with other future leaders.

6-Step Selection Process:

1. Application: Online application process through USAJobs.gov
2. Nomination: Separate school nomination process
3. On-line assessment for eligible nominees (those who completed online application process successfully)
4. In-person assessment for PMF Semi-Finalists (those with qualifying scores from online assessment) in 4 cities (Atlanta, Chicago, DC and San Francisco)
5. PMF Program Job Fair in Washington, DC for PMF Program Finalists (not required but is the primary means of securing a PMF Program Appointment)
6. Appointment (PMF Finalist accepts a PMF position with a federal agency)

Marketing the PMF Program: See Publicizing PMF on Campus in Academia tab which includes the information required to be given to students, sample campus recruitment language for use in your communications to students, flyers for posting, and a PowerPoint presentation to use in informational programs about PMF Program.

Selection Process and Suggested Programming Timeline (based on Class of 2011 selection process):

- August: Attend PMF Program Office Academic Stakeholders Meeting in DC (can attend in person or via Webinar)
- September: Hold first student program introducing PMF Program before the online application period opens on USAJobs.gov. Invite PMF Program alumni to participate if possible.
- October 1-15: Online application process through USAJobs.gov
- October 16-31: Schools conduct nomination process and forward nominations to PMF Program Office by faxing student nomination forms *individually*. Schools publicize results of nomination process.
- Mid-November: PMF Program Office officially notifies students of eligibility and nomination status and Nominees notified of online assessment. Schools advise students to carefully review the PMF Program Assessment Preparation Guide (http://www.pmf.gov/media/34042/2010_pmf_assess_prep_guide_01-28-11_final.pdf).
- Mid-December 2010: PMF Program Office notifies Nominees of semi-finalist status via email.
- Early-January 2011: Schools conduct program about in-person assessment for Semi-Finalists. Try to involve recent graduates who are PMFs or were PMFs (in-person, by phone, Skype).
- Mid-January/Late-February 2011: Assessments conducted nationwide for Semi-Finalists
- Mid to Late-March 2011: Semi-Finalists notified of Finalist status via email
- Early-April: Schools hold program for Finalists about PMF Program Job Fair
- Mid to Late-April 2011: PMF Class of 2011 Finalists Job Fair (Washington, DC, metro area)

Best Practices for Mounting a Successful PMF Program Nomination and Application Process

- Review the PMF Program Web site information carefully. Join the PMF Campus Listserv for updates NOW.
- The Nomination Official is the Dean, Chairperson, or Academic Program Director of the student's accredited degree-granting college or university graduate program. *The school's Career Services Department (or equivalent) may not sign the PMF Nomination Form.* Coordinate school nomination process with your dean and build in enough time for dean to sign ALL nomination forms. Students must submit these as part of the on-line application and school nomination processes.
- Consider enlisting others (faculty/administrators) to serve on a nomination committee.
- Keep your dean apprised of developments throughout the selection process.
- Although Career Services officers may not officially nominate students, they often otherwise serve as their dean's designee and administer the school's nomination process.
- For examples of resources for students see the attached handouts: 1) UCLA School of Law's student handout; 2) DePaul University College of Law's application for nomination; 3) William & Mary School of Law's tips for finalists re: securing a PMF Program Appointment.
- Advice for In-Person Assessments: See the PMF Program Assessment Preparation Guide for information about the logistics and substance of these assessments - a 3-part evaluation consisting of: 1) Individual Presentation, 2) Group Discussion, and 3) Writing Exercise. Panels of federal officials will observe and evaluate applicants' presentations and interactions. Agencies want candidates who can advocate on their behalf AND build consensus among multiple parties. Note: Students will receive no feedback and have lots of downtime between assessments.
- Follow up with your graduates who become PMFs to obtain information and assistance with marketing the Program and preparing current students during application process.

Information from March 2011 Focus Group on Pathways program:

- OPM is in talks with UCLA and USC for a potential west coast job fair in an effort to increase PMF placement rates.
- New programs will take effect next year- one more cycle of the old.
- OPM is again changing the assessment process to allow for more diversity. They are worried about screening out good applicants. They are also trying to get away from being so DC-centered.
- After this next year, no more school nomination process - a switch to self-nomination.
- OPM is focusing on SES reform, as 90% of current SES employees are eligible to retire in the next 5 years.

PRESIDENTIAL MANAGEMENT FELLOWS (PMF)

WHAT IS PMF?

- Premier program for leadership development in the Federal government.
- Provides paid fellowships to graduate students from all academic disciplines.
- Opportunity for a two-year, paid, full-time job in an administrative or policy position in a federal government agency.
- Administered by "OPM."

WHERE WILL I BE WORKING?

- Selected PMF finalists will apply for agency openings to become a Fellow. More than 80 agencies currently partner with the PMF program office.
- Most PMF appointments are located in the Washington DC area although they occur in a number of cities, including: Philadelphia, Seattle, Boston, San Francisco, Denver, Houston, New York, Dallas, Baltimore, Atlanta, Honolulu, Kansas City, Chicago, Miami, Other Cities, Foreign Countries...

WHY SHOULD I APPLY TO BE A PMF? WHAT ARE THE BENEFITS?

- You may end up with a two-year, paid, full-time position with a federal agency.
- The work can be unbelievably fascinating, exciting, and intellectually stimulating.
- You can get a job in a government agency that might not be available to non-PMF applicants.
- Generally there's a permanent position after you graduate from the PMF program.
- PMFs have the option to do rotations (one to six months duration). These positions can be in other offices in your same agency, a different agency, or sometimes even outside the federal government. Often these rotations provide for a job offer from the other office as well.
- Although the pay may start low, there is rapid advancement through the GS pay scale. While salary can start as low as General Schedule (GS) level 9, after one-year anniversary, the PMF may be eligible for GS11. Upon program completion may be eligible for GS12.
- There is significantly less emphasis on grades, and more on experiences and extracurriculars.
- Can we say job security?
- Full benefits.
- Potential for agency participation in the Federal Student Loan Repayment Program.
- Training and professional development.
- The PMF Alumni Network.

WHAT ARE REASONS FOR NOT PURSUING THIS FELLOWSHIP?

- Limited Attorney Opportunities. There are few actual attorney positions available. This path may not be for you if you're seeking a litigation rather than policy career. BUT ... there are a number of occupations for which a law degree and/or legal experience are qualifying and valuable, but not necessarily required. Examples include, but are not limited to: Paralegal Specialist; Hearings and Appeals Specialist; Contract Specialist; Labor Relations Specialist; and Estate Tax Examiner.
- AND... many PMF attorneys hired in non-attorney positions take rotations in legal jobs, which can often lead to a permanent offer in a legal position later on.
- No Commitment to Public Service. If you're not committed to public service and are not

interested in pursuing career as government manager, this may not be for you.

- **Unwilling to be in DC.** Most (though not all) PMF positions are in DC.
- **Salary.** You might start at a slightly lower salary than entry-level attorney positions. Most starting attorneys in the federal government start at the GS-11 grade, and PMFs can start as low as GS-9. But no PMF stays at GS-9 for more than a year before promotion.

WHO IS ELIGIBLE?

- Those who will complete an advanced degree from a qualifying college or university during current academic year. They must also be nominated by their school.

WHAT IS THE PROCESS OF BECOMING A FELLOW?

- **FIVE STAGES:**
 - Applicant (apply through USAJobs)
 - Nominee (nominated by UCLA School of Law)
 - Semi-Finalist (selected after un-proctored written assessment)
 - Finalist (selected based on assessment center scores)
 - Fellow (offered a PMF position by an agency)

For the Class of 2010, 10% were selected as finalists out of 8700 applications.

- **STEP 1:** Tailor your resume, which you will be uploading onto USAJOBS as part of your application. And then link your resume to the vacancy announcement. Remember, these are policy orientated jobs so your typical legal resume needs to be tailored for this application to highlight:
 - Commitment to Public Service;
 - Leadership/Management;
 - Analytical Thinking;
 - Interpersonal and Team Skills.

Don't limit yourself to law school! Use extracurricular activities, work experiences, etc. Include experiences that pre-date law school.

- **STEP 2:** Complete an online application between Friday, October 1 and Friday, October 15. The Application/ Qualifications Questionnaire includes information about:
 - Biographical and contact info (including Veterans' and Indian Preference);
 - Language fluency;
 - Undergraduate/Graduate degree & subject area;
 - Preferred assessment and employment geographic locations;
 - Date degree requirements will be met;
 - How you heard about program;
 - Citizenship;
 - Key skills/ competencies.
- **STEP 3:** Print the PMF Nomination Form and see Dean of Students, Liz Cheadle
 - Upon submission of your online application, a personalized Nomination Form will be available for you to print from the USAJobs website.
 - Print & sign the form.

- Take the completed form, a copy of your resume, *a short (1 page maximum) essay on your interest in PMF*, and a copy of your USAJOBS application to the school's nomination coordinator, Dean Cheadle.
- UCLA School of Law will evaluate applicants for:
 - Breadth and quality of accomplishments;
 - Capacity for leadership;
 - Commitment to excellence in the leadership and management of public policies and programs.
 - Grades are only one factor of many, and anyone interested should apply and see Dean Cheadle for nomination.
- **STEP 4: Successfully Complete the Un-Proctored Online Assessment**
 - OPM selects Semi-Finalists based on an Online Written Assessment, which will be objectively scored and then ranked.
 - There will be samples on the PMF website. Topics will be randomized among the applicants.
 - Assessment components include:
 1. Situational Judgment Test – Requires applicants to indicate how they would respond in a given situation.
 2. Life Experience – Requires applicants to respond to questions regarding their training, experience, education and life history.
 3. Writing sample – Requires applicants to write an essay in response to a prompt or target topic.
- **STEP 5: Successfully Complete the In-Person Assessment**
 - Semi-Finalists will participate in a day long assessment consisting of:
 - Individual presentations (have 25 minutes to prep a 5 minute presentation);
 - Group activities;
 - Proctored writing exercise.
 - Evaluated on critical competencies: Adaptability, Integrity, Interpersonal Skills, Motivation to Serve, Oral/Written Communication, Problem Solving.
 - Only four locations will host the Semi-Finalists assessment centers, and the applicants are responsible for their own travel costs. The center closest to UCLA is in San Francisco.
 - OPM will select finalists based on assessment center scores.
- **STEP 6: Become a Fellow**
 - Finalists have 12 months from the date they are selected to be appointed to agency positions.
 - Finalists are invited to attend a PMF Job Fair in the Spring, attended by participating Federal Agencies (~80).
 - Agencies start interviewing BEFORE Job Fair.
 - Finalists have access to an online PMF Projected Positions System (PPS) to identify agency positions.
 - What agencies look for:
 - Professionalism;
 - Language skills;
 - Commitment to agency mission;

- Experience (work and academic);
- Academic credentials;
- Interest in policy not litigation.

FAQS AND PITFALLS

- You may only apply ONCE per degree unless you formally withdraw before assessment phase.
- S.J.D.s and LL.M.s can apply.
- Non-U.S. citizens can apply (but must be U.S. citizens by end of two-year fellowship).
- You cannot defer agency job for a judicial clerkship.
- #1 problem: invalid email address.

PMF CLASS OF 2011 SCHEDULE:

- October 1-15, 2010.....Application Period
- October 1-31, 2010.....Nomination Period
- November\December 2010...Un-proctored Assessment (Phase I)
- January\February 2011.....In-Person Assessment (Phase II)
- February\March 2011.....Finalists Announced\Job Fair

TO-DO LIST

- Visit www.pmf.opm.gov for more information
- Create USAJOBS account
- Revise and update your resume
- Request supporting documentation for your veterans' preference claim
- Gather information about agencies
- Network and build contacts with agencies

Nomination Process
Presidential Management Fellows Program
U.S. Office of Personnel Management

1. All third year students in good standing at the DePaul University College of Law (COL) are eligible to apply for the Presidential Management Fellows (PMF) Program.
2. The purpose of the program is to attract to federal government service outstanding men and women from a variety of academic disciplines and career paths who have a clear interest in, and commitment to, excellence in leadership and management of public policies and programs. Due to the commitment of COL students to public interest and public service careers, there are many students that are viable candidates for the PMF Program. Eligibility is limited to those students in good standing that are graduating between September 1, 2011 and August 31, 2012.
3. Individual COL students who have potential interest in the Program should visit the website, <http://www.pmf.opm.gov/index.aspx>, to determine if they wish to apply.
4. To be nominated, you must complete the USAJOBS application process online at USAjobs.gov and return the nominating form to the LCS with the rest of your application materials. **PLEASE NOTE: even though the application period is open from OCTOBER 1-16, 2011 on USAJobs, you must complete and submit the nomination form to Law Career Services with the materials indicated in step #5 below by Noon on Friday, October 16, 2011. This is a strict deadline and will be enforced as such.** If the form appears blank or you encounter technical difficulties, you can access a blank version, and fill in the blanks. Both versions are acceptable. Hand-written submissions must be in print, all caps, and legible for the fax software to read the nomination.
5. In addition to completing the online application process, interested students are required to submit the application form below accompanied by your resume, a statement of interest in the PMF Program (not to exceed 500 words), two letters of recommendation, an unofficial transcript and the official PMF nomination form from the USAJobs website, to Law Career Services (960 O'Malley). The letters of recommendation may be forwarded directly to Alisa Rosales, Associate Director of Public Service Law (arosale3@depaul.edu). It is highly encouraged that one letter of recommendation come from an external, non-COL source to show your commitment and understanding of public service. All these materials must be submitted to the Law Career Services **no later than Noon on Friday, October 16, 2011. This is a strict deadline and will be enforced as such.**
6. Once COL students have submitted an application through www.U.S.AJOBS.gov, and provided all of the other materials to the Law Career Services, they will be considered for formal nomination by the Dean of College of Law and his designees according to the following competitive nomination criteria:
 - Students in good standing graduating between September 1, 2011 and August 31, 2012
 - Review of student's academic record since admission to the COL
 - Review of all application materials, including the letters of recommendation
 - Review of the student's participation, performance, and leadership in service, civic, and extracurricular activities
 - Review of the student's knowledge of, and commitment to, public service leadership
 - Review of the student's commitment and understanding of the ethical and legal dimensions of public service
 - Review of the student's oral and written communication abilities
 - Review of the student's appreciation of, and commitment to, the U.S. Constitution and the Bill of Rights

DePaul University College of Law PRESIDENTIAL MANAGEMENT FELLOWSHIP APPLICATION FOR NOMINATION

Name: _____

Current Address: _____

Phone: _____ E-mail: _____

Recommender #1: Name: _____ Recommender #2: Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

E-mail: _____ E-mail: _____

Please attach to this application a statement of interest, 500 words or less, regarding your interest in the Presidential Management Fellowship and how your past experiences will make you a good candidate. With this application, you are also required to include a resume, an unofficial transcript, and your nomination form from USAJobs, as well as have two letters of recommendation submitted to the LCS. Please have your recommendations sent directly to Alisa Rosales, Associate Director for Public Service Law in 960 O'Malley. Your internal application for nomination is due to the LCS by **NOON on FRIDAY, OCTOBER 16, 2011. NO EXCEPTIONS!!**

I, the undersigned, give permission to the Assistant Dean of Law Career Services, or her designee, to verify that I am a third year student in good standing at DePaul University. I also grant permission to the Assistant Dean, or her designee, to contact my recommenders for additional information as needed. Furthermore, I attest that all information included in this application (including the information in my on-line application to www.USAJOB.S.gov) is accurate and complete.

Signed

Dated

William & Mary School of Law Office of Career Services

Tips for Securing a Presidential Management Fellows (PMF) Program Class of 2011 Appointment

William & Mary School of Law Presidential Management Fellows Class of 2011 Finalists: list students

- Read the PMF Program's Memo to Class of 2011 Finalists and all the Presidential Management Fellows (PMF) Job Fair information on the PMF Program Web site. Update your online PMF Program resume as necessary.
- PMF appointments must be made within 12 months of the official announcement of a nominee's selection as a Finalist.
- Pursue multiple methods to secure your appointment.
 - Research agencies and contact directly the Agency PMF Coordinators at any agency for whom you'd like to work, even if they have not yet advertised a PMF position. Explain that you're a PMF Finalist and the type of work you're interested in doing.
 - BEFORE _____, you must RSVP whether you plan to attend the Job Fair via the PMF Program's online RSVP system.
 - Attend the 2011 PMF Job Fair at the Walter E. Washington Convention Center, 801 Mount Vernon Place, NW, Washington, DC 20001, scheduled for _____.
- GENERAL JOB FAIR ADVICE: Schedule as many interviews as you can before the job fair (by contacting the agency representatives in advance) and arrive at the Job Fair early so you can sign up for any interviews that are available only on a first-come, first-served basis during the job fair.
 - Make your travel reservations as soon as possible. I've included the names of your fellow Class of 2011 PMF Finalists above in case you want to coordinate your travel arrangements with others.
 - Try to stay at a hotel within walking distance so that if you become fatigued, you can return to your room to rest. You want to make the best impression possible on your future employers, so it is important to feel refreshed.
 - The first day is an orientation of sorts that explains many ins and outs of the program. There is a lengthy discussion about security clearances as well. This day is best spent taking in information and refining your plan of attack for the next two days. The Job Fair can be an overwhelming experience, so you must budget your time in order to speak with all of the agencies that you are interested in. Bring a bag large enough to fit not only all of your resumes, but all of the handouts and trinkets that you will amass at the fair. Wear comfortable shoes. Also bring a bottle of water and snacks.
 - Pace yourself! Although many PMFs have already secured interviews, there are many opportunities at the Fair to interview for positions. Try to use time management to space your interviews out, and be sure to take breaks often.
 - Don't put all of your eggs in one basket. Leave time to learn about some of the agencies that you might have overlooked. Educate yourself on the different agencies before the Job Fair.
- INTERVIEW ADVICE: Treat your interviews as a two way process. Have a list of questions you would like addressed. Ask about each agency's placement of fellows: how large is their PMF network? Do they have events solely for those in the PMF program? Also ask about any recruitment incentives, whether they will pay certain relocation costs, and what restrictions that they have on external rotations.

- Effectively articulate the transferable skills you offer by describing them in a way non-lawyers will understand and appreciate. For example, if an interviewer says a PMF position involves lots of researching and writing and producing articles, reports and news updates for the agency's Web site, don't just say, "Great, I am the Articles Editor for a journal at my law school. I can do that." The interviewer won't necessarily know that you've honed your research, writing, proofreading, editing, and possibly people-management skills serving first as a staff member and then on the editorial board of your journal over the past two years.
 - Explain in more detail what you did, when you did it, how often you did it, and the product you helped deliver to effectively demonstrate that you really have developed the skills necessary to do the job.
- Make sure to emphasize your dedication to public service - agencies are very concerned that people with such high qualifications will leave for higher paying jobs once the economy turns around.
- The vast majority of agency representatives at the Fair will be non-lawyers. Don't assume that all interviewers will be impressed by your being a law student. Some interviewers may be suspicious of your motivations for becoming a PMF and may assume that you only want to be a practicing attorney. Accordingly, convince interviewers you are genuinely interested in their agency's work by being as enthusiastic and knowledgeable about their work and mission as possible.
- For information on the Federal Student Loan Repayment Program, see the U.S. Office of Personnel Management's Web page at <http://www.opm.gov/oca/pay/studentloan/index.asp>. To determine which agencies have participated in the Student Loan Repayment Program in the past, see the Calendar Year 2009 Report to Congress which includes a table summarizing Federal agencies' use of the Federal Student Loan Repayment Program. As of today, this is the most current report available.
- Even though you do not need a bar license to work as a PMF, you are encouraged to take a bar exam this summer in case you want to practice law in the future. Federal government attorneys can practice law so long as they are licensed to practice in a state.
- Take advantage of the Presidential Management Alumni Group's resources. The non-profit Presidential Management Alumni Group (PMAG) was organized in 1981 to advance the professionalism of public service and augment the education and career development of those who have served in or assisted the PMF Program. PMAG is not sponsored by OPM. The membership is comprised of former and current Fellows, and other individuals interested in recruitment and development of Federal Government career managers. PMAG sponsors professional and social activities, maintains a network among the over 3,500 former Fellows, and provides support to maintain the PMF Program as the Federal Government's premier mechanism for recruiting future managers. Current Fellows are welcome to participate in PMAG and can get more information by visiting the website at www.pmag.org.