

## Guidance for Colleges and Universities

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### **1. Brief description of the Presidential Management Fellows (PMF) Program.**

The PMF Program is a leadership development fellowship designed to attract outstanding master's or doctoral-level students to careers in the Federal service. Originally created in 1977, this Fellowship is a stepping stone to highly visible and respected leadership positions in the Federal Government. On November 21, 2003, the President signed Executive Order 13318, "modernizing" the Presidential Management Intern (PMI) Program, in keeping with his emphasis on the strategic management of the Federal Government's human capital. The Executive order renamed the PMI Program to the Presidential Management Fellows (PMF) Program to better reflect its high standards, rigor, and prestige. This rigorous two-year paid program includes 80-hours of training each year, challenging assignments, accelerated promotions, and opportunities to network between agencies. Fellows are hired by agencies and given exposure to domestic and international issues in such areas as public administration, technology, science, criminal justice, health and financial management.

The PMF Program annually seeks the best and the brightest who want to make a difference in the public service. Students who will complete a graduate degree (master's or doctoral-level degree) during the **2004-2005** academic year (**September 1, 2004 - August 31, 2005**) from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education are eligible to be nominated by their schools. Please note that in previous years school nominations were limited to 10% of the degree-granting program's graduates. With the Class of 2005, the 10% cap has been removed. Schools are advised to follow the guidance that follows regarding competitive nomination processes when selecting students to nominate.

Selection begins with the nomination of the student by the school followed by a rigorous assessment process. Recruitment, application and nomination information for students, faculty, career placement professionals, and nominating coordinators is available online at [www.pmf.opm.gov](http://www.pmf.opm.gov). The PMF Program, under the auspices of U.S. Office of Personnel Management (OPM), is an integral component of succession planning strategies to meet the Federal Government's urgent human capital needs.

### **2. Guidance for Deans, Academic Chairs, Program Directors and Career Service staff to recruit and nominate students into the PMF Program.**

In 2003, the PMF Program launched a new online process that required new procedures for both student applicants and school nomination officials. The Online Application and Resume Builder, referred to as OPM Form 1300, is made available during the application period of September 1 through October 15, annually. The application is automated and available on the PMF website. The following outline

briefly summarizes the new process. Details of the application process are available at [www.pmf.opm.gov](http://www.pmf.opm.gov).

- **The Dean, Chairperson, or Program Director of each degree-granting school, college or university may designate a PMF “Nomination Coordinator” that oversees the recruitment, application and nomination process for a specific school or for multiple colleges within a university.** Together they will determine the specific nomination requirements, competitive process and deadlines for that school. Nomination Coordinators often take the lead in publicizing the PMF Program to students. Information given to students about the PMF Program should contain: (a) the name, title, email address and telephone number for the official who is to receive the application for nomination (i.e., Dean, Chairperson, Program Director, or his/her designated Nomination Coordinator), (b) the school’s nomination criteria and any applicable deadlines, and (c) the PMF website and application deadlines. The email address is critical since all communications are conducted via email.
- **Students submit PMF applications online beginning September 1 and ending at Midnight on October 15 (Eastern Time).** Students will be required to provide contact information for their Nomination Official/Coordinator as part of their application. They will also submit resume information including education and work experience, and an Accomplishment Record that will later be used in an assessment process to determine PMF Semi-Finalists. Students will receive email confirmations that their applications have been received. Students who do not have Nomination Coordinator information are encouraged to speak with their Dean, Chairperson, Program Director or Career Service staff as soon as possible to discuss the school’s nomination process.
- Based on the email contacts provided by the student, **Nomination Coordinators will receive emails from the PMF Program Office every two weeks in September and weekly in October, with a website link and instructions to register as the Nomination Coordinator for the school and to enter a User ID and Password.** After registering, they will be able to review the names of the applicants from their school and each student’s education, work experience, and resume. This website link, User ID and Password can be used multiple times (throughout the application process) from any computer to access all of the PMF applicant information from that school. To avoid duplicating the criteria used to evaluate applicants, the Accomplishment Record will **not** be included. Please note that until at least one student formally submits an application from a school, there will be no correspondence to that school’s Nomination Coordinator.
- **Nomination Coordinators will receive an alphabetical summary of all of the student applicants from their school on Saturday, October 16, 2004 and will have until Sunday, Midnight (Eastern Time), October 31, 2004, to record the nomination decisions.** Students not nominated by their school will receive no further consideration. Each school must conduct a competitive nomination process to select their highest quality candidates. Schools may start their own nomination processes before the above dates if they provide advance information to students. Criteria for school nominations must include demonstrated breadth and quality of accomplishments, capacity for leadership, and a commitment to a career in the analysis and management of public policies and programs. Each school is

encouraged to develop additional criteria for nominations, keeping in mind that grade point averages are not effective predictors of future performance and may have adverse impacts on low income or minority students. Schools with one or a few applicants can competitively nominate students by rigorously assessing the qualifications of each applicant using the above criteria.

Veterans who meet eligibility for the PMF Program and qualifications for the school's specific nomination criteria **must** be nominated (schools may require proof of status). Nomination Coordinators will need to submit a Federal Title IV School Code for each applicant, as well as the specific Department or School within the College or University the student attends. The Federal Title IV School Code is used by the U.S. Department of Education to associate schools accepting financial aid. You can find these codes at the Federal Student Aid website: <http://www.fafsa.ed.gov/fotw0405/fslookup.htm>, from your school's Financial Aid Office, by calling 1-800-4-FED-AID, or your public library. Student applicants will receive email notice of nomination decisions from the PMF Program Office on or around November 1, 2004. If nominated, the student applicant is now referred to as a nominee.

- o **Nominees will then participate in an assessment process by OPM to determine PMF Finalists.** The first step in the selection process is an assessment of the nominee's Accomplishment Record to determine Semi-Finalists. Nominees who are selected as Semi-Finalists will be notified of their status by December 31, 2004. Semi-Finalists will be invited to participate in a day-long OPM-sponsored Assessment Center process that will include a proctored written exercise, as well as an oral presentation and a group exercise. Participants will need to make arrangements to attend one of 17 Assessment Center sites across the U.S. The Assessment Center process normally begins in early January and ends by mid-February. Semi-Finalists will be notified by early March as to whether or not they have been chosen as a Finalist.
- o **Finalists participate in a process to be hired by a specific Federal agency as a Presidential Management Fellow.** Most Finalists participate in the annual Job Fair held in Washington, DC; information about the annual PMF Job Fair is posted on the PMF website. Finalists have access to an online job bank, the PMF Projected Positions System, to help them find opportunities with participating Federal agencies. Finalists that receive a job offer, subject to a security background check if required for that position, must be appointed by December 31, 2005. Once appointed, they become a Fellow.

### **3. Sample campus recruitment language:**

#### **Seeking Applicants to the Presidential Management Fellows (PMF) Program.**

The PMF Program is a leadership development fellowship designed to attract outstanding masters or doctoral-level students to careers in the Federal service. This rigorous two-year paid program includes 80-hours of training each year, challenging assignments, accelerated promotions, and opportunities to network between agencies. Fellows are hired by Federal agencies and given exposure to domestic and international issues in such areas as public administration, technology, science, criminal justice, health and financial management, to name a few.

The PMF Program seeks the best and the brightest who want to make a difference in the public service. Students who complete a graduate degree (master's or doctoral-

level degree) during the **2004-2005** academic year (**September 1, 2004 - August 31, 2005**) from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education are eligible to be nominated by their schools. Selection begins with the nomination of the student by the school followed by a rigorous assessment process. Application, nomination and selection information is available online at [www.pmf.opm.gov](http://www.pmf.opm.gov). Applicants must consult with their school's Nomination Coordinator -- insert name, title, email address and phone number here -- to compete for the school's nomination into the program. (It is critical to have the correct email address as this is how the PMF Program Office will communicate with applicants and Nomination Coordinators.)

**4. Join the PMFCampus listserv for updates.**

Simply email [listserv@listserv.opm.gov](mailto:listserv@listserv.opm.gov) using *plain text formatting* (without signature or attachments) – and in the *body of the email enter*: SUBSCRIBE PMFCampus Your School, First name Last name, Title (you will have approximately 48 spaces for your school and name information).

You will receive confirmation as a subscriber, and will then receive updates about the program on a regular basis. Any replies to the listserv will only reach the PMF Program Office. You can easily **unsubscribe** using the same procedure: simply email [listserv@listserv.opm.gov](mailto:listserv@listserv.opm.gov) using *plain text formatting* (without signature or attachments) – and in the *body of the email enter*: UNSUBSCRIBE PMFCampus (without a period).

Please encourage other academia staff at your school who are interested in the PMF Program to subscribe. We intend to use this list to communicate with you, our academic community stakeholders, to keep you informed about changes to the program. Our goal is to better serve you as an integral part of our PMF community. Thank you for helping to make the PMF Program a reality for many of your students.

**5. Website and contact information: [www.pmf.opm.gov](http://www.pmf.opm.gov).**

Please review the above website for more detailed information about the PMF Program, and consider a link to our website from your own. The website contains information about eligibility, applications, nominations, participating Federal agencies, program guidance, training opportunities, citizenship issues, veterans' preference and much more. Review the "How to Apply" page and "News" graphic on our homepage for up-to-date information. A copy of this guidance can be found on the website under the "Program Policy/Program Guidance" webpage. Additional questions about issues not covered in the website can be emailed to [pmf@opm.gov](mailto:pmf@opm.gov) or contacting us below. Thank you for your participation in this important program.

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