

SAMPLE OF ONLINE APPLICATION AND RESUME BUILDER FOR THE PRESIDENTIAL MANAGEMENT FELLOWS (PMF) PROGRAM

Applicants will be required to register using their name and email address before accessing the online application. Below is a list of sections and questions that will be asked in the application. This sample is provided for applicants and nomination coordinators to use for reference purposes only. Please follow the instructions provided on the PMF webpage for applying to the PMF Program.

Applicants must complete a graduate degree (master's or doctoral-level degree) from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education during the 2004-2005 academic year (September 1, 2004 - August 31, 2005).

Items marked with an asterisk (*) must be submitted in the online application.

SECTION A. PERSONAL INFORMATION

1. *Name: First, Middle Initial and Suffix. The system will default to the last name provided when the applicant registered to apply.
2. *Present Telephone Number: 10-digit commercial phone number. Enter the number you can be reached at now. The system will allow for overseas phone numbers.
3. *Permanent Telephone Number: 10-digit commercial phone number that you can be definitely be reached at or contacted through. For example, this may be your parent's home number for students still in school, a cell phone, or permanent home phone number. The system will allow for overseas phone numbers.
4. Fax Number (if available): 10-digit commercial fax number. This may be used to exchange correspondence, Federal agencies may send you correspondence if and when you become a Finalist, etc. The system will allow for overseas phone numbers.
5. *Contact Mailing Address (do not use a post office box or university box): Enter a valid mailing address to receive correspondence. The system will allow for overseas mailing addresses. Please be sure to enter the Country if this applies.
6. Email Address: The system will default to the email address provided when the applicant registered to apply.
7. *Citizenship: Indicate whether or not you are a U.S. citizen. If not, indicate your country of citizenship. Please review the citizenship section of the Program and Application Overview for further information.
8. *Expected Date of Graduate Degree (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education): Please review the eligibility requirements and enter the month and year you expect to graduate.
9. Veterans' Preference Claim: Please review the Veterans' Preference section of the Program and Application Overview before choosing the type of preference you may or may not be claiming. For most applicants, "No Preference Claimed" should be chosen and serves as the default. If you claim Veterans' Preference AND are nominated from your college/university, you will be required to submit supporting documentation.
10. Active Military Service Dates (skip if not applicable): Enter your military service dates if this applies. If not, then skip to Question 11.
11. Indian Preference: Please review the Indian Preference section of the Program and Application Overview before choosing Yes/No. For most applicants, choosing "No" is the answer. If you claim Indian Preference AND are nominated from your college/university, you will be required to submit supporting documentation.
12. *Assessment Center Location: You will have the option to choose which Assessment Center Location you want to attend for the 1-day assessment screening. There are several locations throughout the United States to choose from, but you can only choose one location.

SECTION B. NOMINATION COORDINATOR'S INFORMATION

NOTE: Please follow the instructions carefully. It is critical that you provide correct information in order to be nominated into the Presidential Management Fellows Program.

1. ***Title of Nomination Coordinator:** You will have the option to choose from one of the following categories – Dean, Chairperson, Program Director, or Other Designated Official (such as a Nomination Coordinator).
2. ***Name of Nomination Coordinator:** Enter the first and last name of the Nomination Coordinator.
3. ***Nomination Coordinator's Email Address:** Enter the Nomination Coordinator's email address. This is the most critical question of this section. All notifications to Nomination Coordinators are conducted via email. Double check to make sure the email address is correct and current.
4. ***Nomination Coordinator's Phone Number and Extension (if applicable):** Enter the Nomination Coordinator's commercial phone number (and extension, if applicable). The system will allow for overseas phone numbers.

SECTION C. KNOWLEDGE AND EXPERIENCE

NOTE: The answers to these questions are used heavily by Federal agencies when searching and sorting Finalist resumes. Your answers must apply between now and the next 6-months. Online resumes cannot be updated. Those applicants who become Finalists are encouraged to update their resumes and bring them to the annual job fair.

1. ***Degree Information (select the appropriate box for each column below, one box per column):** Here you will have the opportunity to identify your undergraduate degree, other undergraduate degree (if any), graduate degree (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education), AND strongest area of expertise applied in a job or voluntary position, amongst several subject areas.
2. **Select the answer(s) which best reflect your work experience:** This section asks for your range of experience in the following categories – Federal, Private Sector, State or Local, Educational, Non-Profit, Military Service and Overseas.
3. **List up to three foreign languages and indicate your degree of proficiency:** This section provides for up to 3 foreign languages via a drop-down menu and asks you to rate your proficiency on a scale of 1 to 5 for both spoken and written. If you need to select a language not provided in the drop-down menu list of languages, choose "Other" in the list, indicate the degree of proficiency and enter the other language in the Other Qualifications (Section D. Education and Work Experience, #4) below.
4. **How did you hear about the PMF Program?** Choose the best option on how you heard about the PMF Program.

SECTION D. EDUCATION AND WORK EXPERIENCE

Applicants must complete a graduate degree (master's or doctoral-level degree) from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education.

NOTE: This section prompts the applicant to enter multiple education and work experience entries. However, applicants are instructed to enter from most to least recent in that order. The system does not distinguish by dates, only at what point the entry was made.

1. ***Objective:** Give a brief one or two sentence description of the type of employment or position you desire. Your response is limited to 400 characters and spaces.
2. *** Education (List schools, colleges/universities attended from most to least recent. Schools will be listed in the order entered.):** The system provides the applicant the ability to enter multiple education entries. The system will allow for overseas addresses. When prompted, the system will ask for the following information:
 - a. ***School Name:** Enter your complete college/university name.
 - b. ***City:** Enter the city of the college/university you entered from the box above.

- c. **State:** Choose from the drop-down menu box for the college/university you entered above.
 - d. **ZIP Code (+4 optional):** Enter the college/university ZIP+4 Code.
 - e. **Country (if outside the United States):** Enter the college/university country if outside the U.S.
 - f. ***Graduate Degree (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education), or Undergraduate Degree Obtained (or anticipated this academic year):** Choose from the drop-down menu box to select the degree.
 - g. **Area of Concentration for this degree:** Enter the area of concentration for this particular degree.
 - h. **Month/Year Received (or anticipated):** Enter the month and year (mm/yyyy) you received the degree this entry is reporting. If this entry is for the graduate degree (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education) you are basing your eligibility into the PMF Program, enter the anticipated degree and month you expect to receive said degree. **NOTE:** If you do not meet graduate degree requirements (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education) before the deadline for this program year, you will no longer be eligible to participate in the program. Those Federal agencies that hire current program year Finalists are responsible for verifying whether or not you have met graduate degree requirements (from an academic institution formally accredited by an accrediting organization recognized by the Secretary of the U.S. Department of Education).
 - i. **Honors/Publications (Your response is limited to 800 characters and spaces.):** Enter any honors/publications you obtained for this particular education entry. You will have the option to enter "other qualifications" later in the Education and Work Experience section of the application.
 - j. Be sure to review your entry for completeness and accuracy before "adding" to your online application.
3. ***Work Experience (Describe your paid and unpaid work experiences, beginning with the most recent. Experience will be listed in the order entered.):** The system provides the applicant the ability to enter multiple work experience entries. The system will allow for overseas addresses. When prompted, the system will ask for the following information:
- a. ***Employer:** Identify your employer.
 - b. **Street Address:** Enter your employer's street mailing address.
 - c. **City:** Enter your employer's city address.
 - d. **State:** Choose from the drop-down menu box for your employer's state address.
 - e. **Zip Code (+4 optional):** Enter your employer's ZIP+4 Code.
 - f. **Country (if outside the United States):** Enter your employer's country if outside the U.S.
 - g. ***From:** Enter the starting date of your employment.
 - h. ***To:** Enter the end date of your employment or 'Present' if still employed.
 - i. ***Job Title:** Enter your job title with this employer.
 - j. **Hours per week:** Enter the number of hours per week you work/worked for this employer. This helps determine whether you worked full-time or part-time.
 - k. **Supervisor's Name (first and last):** Enter your supervisor's first and last names.
 - l. **Supervisor's Phone Number and Extension (if applicable):** Enter your supervisor's 10-digit commercial phone number, and extension (if applicable). The system will allow for overseas phone numbers.
 - m. ***Description of Duties and Accomplishments (Your response is limited to 800 characters and spaces):** Provide a description of your duties and accomplishments with this particular employer. You will have the option to enter "other qualifications" later in the Education and Work Experience section of the application.
 - n. Be sure to review your entry for completeness and accuracy before "adding" to your online application.
4. **Other qualifications not previously identified in Education and Work Experience (Please identify any job-related training courses, skills, certificates/licenses, honors, publications, awards,**

memberships, etc. Your response is limited to 1600 characters and spaces.) If applicable, identify any other foreign language from Section C. Knowledge and Experience, #3 above.

SECTION E. ACCOMPLISHMENT RECORD

In this section, you will be asked to provide descriptions of personal accomplishments addressing 3 competency dimensions. It is critical that you read the accomplishment record instructions, found within the Online Application, before addressing the competency dimensions listed.

SAVING YOUR ONLINE APPLICATION

This section gives you the opportunity to review your Online Application, view your resume, save and continue to the next step.

VALIDATION

Upon saving and continuing to the final step in submitting your Online Application, the system will validate on whether or not the required fields have been populated or are missing information. This validation process will NOT check spelling and grammar. You will then have the option to fix any errors and continue. If there are no errors, the system will take you to the final step.

ONLINE APPLICATION CONFIRMATION

If during the validation process there are no errors, you will be taken to the Online Application Confirmation page. Here you will have one last chance to return to the online application for any adjustments before submitting for consideration by the Nomination Coordinator.

If ready to submit, you will be asked to electronically sign your Online Application and submit for consideration by the Nomination Coordinator. The system will default with the current date at the time of your electronic signature. Once you select to submit, there is no going back. Only an official Nominee will have access to their application after it has been submitted to make changes to personal contact information (e.g., phone numbers, mailing address and email address).

NOTE: Submissions must be made by Midnight, Eastern Time, October 15th. Any outstanding applications after this deadline are automatically eliminated from further consideration.

You will receive an email on or around November 1st indicating if you were selected as a PMF nominee. If your college/university Nomination Coordinator DID NOT nominate you please contact him/her for all questions concerning your application. If your college/university Nomination Coordinator DID nominate you, the PMF Program Office will use your Accomplishment Record to select Semi-Finalists. Only those nominees selected as Semi-Finalists will be invited to participate in the full-day assessment at one of the center locations that you chose in your application. Notification of Semi-Finalists status will go out around mid-December.

SPECIAL NOTICE: This SAMPLE ONLINE APPLICATION was created to assist you in preparing for the questions asked in the Online Application. If you have comments about this sample, please contact the PMF Program Office. The U.S. Office of Personnel Management (OPM) may or may not issue new regulations pertaining to the PMF Program, which may impact the Online Application. Therefore, this SAMPLE ONLINE APPLICATION is subject to change.