Presidential Management Fellowship: Checklist

* 3 months before (August):
  + Go to [www.pmf.gov](http://www.pmf.gov)
  + Look up and place opening dates on calendar (in 2012, these dates were: Monday Nov. 5th - Monday Dec. 26th
  + Bookmark [this page](http://www.pmf.gov/become-a-pmf/application-process/how-to-apply.aspx) to use a roadmap for you application
  + Ensure that you WILL graduate the following May OR August but not later
  + Create your account on [USAJobs.gov](https://www.usajobs.gov/StudentsAndGrads)
    - Populate your resume completely using every keyword remotely possible without lying or spamming
    - Configure automated alert for “Presidential Management Fellow” search [here](https://www.usajobs.gov/Applicant/SavedSearches/AuthenticatedSavedSearch)
  + Understand your odds: 12000+ applicants 🡪 650+/5.4% become finalists 🡪 390/60% get a job
  + Verify that PMF is a sane opportunity given your particular “lifeway”
    - Income, location, hours, etc.
* 2 months before (September):
  + Network into PMF-affiliated staffers to learn more personally
    - [John.C.Morris@aphis.usda.gov](mailto:John.C.Morris@aphis.usda.gov)
    - Pick the top 5 relevant people from [this list](https://www.pmf.opm.gov/ACoords.aspx) and contact each personally
  + Contact program managers through official channels as well to learn more personally
    - [pmf@opm.gov](mailto:pmf@opm.gov)
    - [pmfapplication@opm.gov](mailto:pmfapplication@opm.gov)
  + Verify that openings will be going up in your chosen agencies
* 3 weeks before:
  + Alert 3 references that they will be used
* 2 weeks before:
  + Update resume again to completion
  + Ensure filesize is less than 3 MB ([source](http://www.pmf.gov/become-a-pmf/application-process/application-tips.aspx))
  + Follow all directions [here](http://www.pmf.gov/become-a-pmf/application-process/application-tips.aspx) while updating and formatting your resume
  + Name the digital file “LastName\_resume.pdf”
* 1 week before:
  + Request unofficial transcripts from [SIU registrar](http://registrar.siu.edu/alumni/transcripts.html) (grad school transcript only)
  + Scan your transcript, save as .pdf
  + Name the scanned .pdf “LastName\_transcript.pdf” ([Source](http://www.pmf.gov/become-a-pmf/application-process/application-tips.aspx))
* Week that PMF openings are listed:
  + Assemble your pile of documents needed for the application
    - Resume
    - Transcript
    - Veterans’ Preference [documents](http://www.pmf.gov/Leaving.aspx?link=http://www.opm.gov/forms/pdf_fill/SF15.pdf) (as applicable)
    - Native American Preference [documents](http://www.pmf.gov/media/973/bia_form_4432.pdf) (as applicable)
  + Assemble the software you need
    - Web browser (IE8 [recommended](http://www.pmf.gov/become-a-pmf/application-process.aspx)…?!)
    - Current version of Flash required ([source](http://www.pmf.gov/become-a-pmf/application-process.aspx))
    - MS Word
  + Follow [these steps](http://www.pmf.gov/become-a-pmf/application-process/how-to-apply.aspx) in order
  + Go to [www.USAJobs.gov](http://www.USAJobs.gov), search for “Presidential Management Fellows” to bring up the announcement
  + Follow the instructions in the announcement to populate your application
  + Complete the online assessment (2-3 hours)
  + Certify and submit application
  + Double check all contents by reviewing your application
* Week after you apply
  + Log back on, triple check everything
  + Change or update anything that needs it – you are battling a 95% rejection rate at this step
* 2 weeks after you apply (late December)
  + Receive notification you are eligible
  + Receive notification of selection Semi-Finalist
    - Schedule in-person assessment ASAP
* 1-3 months after you apply (Jan-March)
  + In-person assessment conducted (closest office is Chicago)
* 4 months after you apply (April)
  + Notified of Finalist status
* 5 months after you apply (May)
  + PMF job fair held online