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
		- 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
		- 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