

NOAA PMF Recruitment Process: An Overview for NOAA Hiring Managers

NOAA hiring managers should follow the steps below to create and advertise Presidential Management Fellows (PMF) positions:

1. Seek internal Line/Staff Office Approval to hire a PMF:
 - Determine that you have a funded, permanent billet that is or can be designated a PMF position. (Note: you must intend to convert the fellow into at the end of the two-year program into a permanent position.)
 - Obtain approval from your Line/Staff Office's Chief Financial Officer and Deputy Assistant Administrator prior to recruiting a PMF.
 - Be prepared to pay the one-time \$7,000 recruitment fee per PMF hire to OPM, due within 30 days of each PMF's entry on duty date, agree to fund 80 hours of training each year (160 hours total) and agree to support your PMF in completing two developmental assignments during the program; one that is 4-6 months and one that is 1-6 months in length.

2. Coordinate with WFMO:
 - Submit the PMF position into the RADS system. In the comment section, include that this is a PMF Pathways position and should be routed to Christopher Baron, NOAA's Pathways Programs Manager.
 - (Optional) Request access to view current finalist's resumes. Requests should be sent to Chris at: Christopher.Baron@noaa.gov.
 - Chris will work with you to develop the PMF job information/description that will be advertised on OPM's PMF Talent Acquisition System (TAS.) The TAS is a recruitment system managed by OPM specifically to advertise PMF vacancies and developmental assignment opportunities. The point of contact listed for all PMF positions must be Chris. The hiring supervisor's name will NOT appear on the TAS. Positions must be open for a minimum of seven calendar days.
 - (Optional) Reach out to PMFs who have the degree type or experience you are seeking and encourage them to apply to the vacancy on the TAS.
 - After you have received the names/contact information of vetted potential applicants from Chris, develop your interview schedule and conduct interviews.
 - After your interviews are conducted, determine which finalist you want WFMO to extend a job offer to. Let Chris know the name of the desired candidate(s.) If no match is found, let Chris know.
 - Chris will extend the official job offer to the selected candidate and inform non-selected candidates that the position has closed. If no candidate is identified for the position, he will inform all interviewees that the position will not be filled.
 - Chris will coordinate with you and the selected finalist(s) to set the PMF's entry on duty date (EOD) and will help you with preliminary paperwork, including completing a Pathways Participant Agreement.
 - Tracy Levstik, NOAA's PMF Training Program Manager, will contact the PMF the week of their EOD to welcome them and begin their training and development.

WFMO Contacts:

For PMF recruitment questions, contact Christopher Baron, NOAA's Pathways Programs Manager, at: Christopher.Baron@noaa.gov or 301-713-6340. For PMF training and development questions, contact Tracy Levstik, NOAA's PMF Training Program Manager, at: Tracy.Levstik@noaa.gov or 303-497-4231.

Due to the time sensitive nature of the PMF recruitment cycle, please coordinate closely with WFMO. This will minimize delays, ensure program requirements are met, and enable a smooth process for all. Additional PMF information can be found at: http://www.wfm.noaa.gov/pmf/pmf_fellows_supers.html.