**1. Describe (including a numerical estimate) the potential respondent universe and any sampling or other respondent selection methods to be used. Data on the number of entities (e.g., establishments, State and local government units, households, or persons) in the universe covered by the collection and in the corresponding sample are to be provided in tabular form for the universe as a whole and for each of the strata in the proposed sample. Indicate expected response rates for the collection as a whole. If the collection had been conducted previously, include the actual response rate achieved during the last collection.**

The respondent universe for the Presidential Management Fellows (PMF) Job Fair Survey is estimated at 400 individuals. The data is collected from the entire universe of PMF Finalists on record with no stratification or representative sampling applied. Response rates range from 30% to 50%, with the most recent collection having a response rate of 41.35% (798 surveys sent; 330 responses returned

**2. Describe the procedures for the collection of information including:**

Data collection methodology varies depending on the project. For online administrations of the survey, email lists will be obtained according to the specific criteria for the survey such that the email list will represent the population of interest. In this case source of sampling is usually not randomized from a large universe, but carefully segmented on the basis of lists acquired from private firms, publications or associations. Hence there has been some selective filtering prior to administering the survey.

Data collection involves no sampling with the being offered to the entire universe of respondents (all PMF Finalists in a given Class year). Data collection occurs by emailing a hyperlink to the entire universe of respondents. Those who opt to complete the survey do so online.

- **Statistical methodology for stratification and sample selection,**

N/A

- **Estimation procedure,**

N/A

- **Degree of accuracy needed for the purpose described in the justification,**

N/A

- **Unusual problems requiring specialized sampling procedures, and**

N/A

- **Any use of periodic (less frequent than annual) data collection cycles to reduce burden.**

The PMF Job Fair survey must be conducted annually since there is a new cohort of Finalists every year. No respondent receives a subsequent Job Fair survey.

**3. Describe methods to maximize response rates and to deal with issues of non-response. The accuracy and reliability of information collected must be shown to be adequate for intended uses. For collections based on sampling, a special justification must be provided for any collection that will not yield "reliable" data that can be generalized to the universe studied.**

The PMF Job Fair survey is open for 14 days with reminder emails sent to respondents every 3-5 business days.

**4. Describe any tests of procedures or methods to be undertaken. Testing is encouraged as an effective means of refining collections of information to minimize burden and improve utility. Tests must be approved if they call for answers to identical questions from 10 or more respondents. A proposed test or set of test may be submitted for approval separately or in combination with the main collection of information.**

No procedural tests are planned at this time.

**5. Provide the name and telephone number of individuals consulted on statistical aspects of the design and the name of the agency unit, contractor(s), grantee(s), or other person(s) who will actually collect and/or analyze the information for the agency.**

Consultation on statistical aspects of the survey design was provided by the Succession Planning Programs Director, Dr. Leslie Pollack, PhD, (202) 606-1426. Data is collected using an online tool, Metrics that Matter (MTM®), which owned by KnowledgeAdvisors, Inc. KnowledgeAdvisors is a contract organization hired to facilitate survey administration, data collection, and reporting functions. Analysis of the data is performed by the PMF Program Office.