

Application Package for the 2002 Executive Potential Program

(To Be completed by the Applicant)

Name _____

Home Address _____

(Kept confidential upon request)

Work Address _____

Work Phone _____ Work Fax _____

E-Mail _____

Title _____ Series _____ Grade _____

Social Security Number _____ Education HS AA BA/BS
 Masters Ph.D.

Years of Government Service _____ Years of Supervisory Experience _____

***All application materials must be submitted to the USDA Graduate School through the appropriate agency channels and must be accompanied by a SF- 612, 171 or resume and an approved training form such as a SF-182, 1556 or 350. Letters of recommendation will also be accepted.**

Application Package for the

2002 Executive Potential Program

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Immediate Supervisor's Name _____

Supervisor's Title _____ Telephone Number _____

Supervisor's Mailing Address _____

Agency Nominating Official _____

Title _____ Telephone Number _____

Agency Mailing Address _____

Application Package for the
2002 Executive Potential Program
Purpose for Applying
(To Be completed by the Applicant)

Applicant's Name _____

Part A:

Please state your purpose for applying, how will your participation in the Executive Potential Program support your career goals over the next 3-5 years.

Part B:

How will your participation in the Executive Potential Program support the accomplishment of your agency's mission upon completion of the program.

Application Package for the
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Developmental Accomplishments
(To Be completed by the Applicant)

Applicant's Name _____

Describe three career or personal developmental accomplishments that you have had within the past 5 years and under each accomplishment list the self-study, on-the-job training, formal training courses, developmental assignments or other learning activities that you undertook to achieve each one. Finally explain how the accomplishment contributed to a developmental objective.

Accomplishment #1:

Accomplishment #2

Accomplishment #3

Application Package for the

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Formal Training / Awards
(To Be completed by the Applicant)

Applicant's Name _____

PART A:

Please list all formal training courses (programs) you have completed in the last five years that relate to your leadership, supervisory or managerial development.

PART B:

Please list awards and recognition you have received both on and off the job.

Application Package for the
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Evaluation of Performance

(To Be completed by the Supervisor)

Applicant's Name _____

Narrative Evaluation of the Applicants Performance

Please provide a written narrative of the applicant's current performance.

Supervisor's Signature _____

Supervisor's Title & Telephone Number _____

Application Package for the
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Assessment of Potential
(To Be completed by the Supervisor)

Applicant's Name _____

This assessment should focus on indicators of potential such as educational pursuits, self-study, formal training, developmental work assignments, membership and leadership on teams, special assignments, and involvement in voluntary civic/community activities demonstrating leadership qualities.

Supervisor's Signature _____

Supervisor's Title & Telephone Number _____