



Application Package for the 2003 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 _____

Does your agency offer developmental courses on-line? _____

Have you ever taken an on-line course? _____

Do you have access to any of the following services? TVU NetG Skillsoft Other

Immediate Supervisor's Name _____

Supervisor's Title _____ Telephone Number _____

Supervisor's Mailing Address

Agency Nominating Official _____

Title _____ Telephone Number _____

Agency Mailing Address

Purpose for Applying
(To Be Completed by the Applicant)

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?

Developmental Accomplishments
(To Be Completed by the Applicant)

Describe three career or personal developmental accomplishments that you have had within the past five 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:

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

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.

Evaluation of Performance
(To Be Completed by the Supervisor)

Narrative Evaluation of the Applicant's Performance: Please provide a written narrative of the applicant's current performance.

Attachment 3 - 4

Supervisor's Signature _____

Supervisor's Title and Telephone Number _____

Assessment of Potential
(To Be Completed by the Supervisor)

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 and Telephone Number _____

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