

management talent exchange program

MTEP PROGRAM GUIDELINES

MTEP Participant Name:

MTEP Exchange Opportunity Location:

MTEP Exchange Opportunity Supervisor:

I. Guidelines for Home Agency Identifying Participant for Management Talent Exchange

- A. The home agency will identify and nominate candidates to participate in the exchange.
- B. Nominated candidates must be “star” performers with capacity to move up in the organization / public service.
- C. The program is not designed necessarily for a reciprocal exchange. All applicants will be pooled and participants will be assigned based on competencies and career goals.
- D. The position left vacant by home candidate may be reassigned within the agency to someone else on staff, or a candidate from the Management Talent Exchange pool may fill the vacancy (if applicable).
- E. The home agency is responsible for the salary and benefits for the employee participating in the exchange as well as any liability.
- F. The home agency is responsible for the MTEP fee for their participant.
- G. Participants are guaranteed to return to their previous position at their home agency at the end of the exchange assignment.
- H. Home agency should report problems or concerns promptly to Project Staff (FGFlores@smcgov.org)

II. Guidelines for Host Agency Accepting Participant from Management Talent Exchange Program

- A. Host agency is encouraged to provide an orientation and/or job shadowing for the exchange participant if applicable/available.
- B. The host agency must identify a specific three-month assignment including criteria for the position, competencies required, and objectives for the assignment.
- C. The position to be filled should have at least one assignment that has a beginning and an expected completion. In the final month of the program, the exchange participant will wrap up all assignments and projects.
- D. The host supervisor must provide a three-month evaluation for participant.

- E. The host agency may identify a staff member to serve as a “buddy” to assist the exchange participant.
- F. The supervisor in the host agency will attend an orientation and mentoring workshop and will be expected to mentor the exchange participant.
- G. The intention of the program is to create a learning experience and the host agency agrees to provide needed support for the exchange participant.
- H. Host agency will have an opportunity to review and interview exchange candidates recommended by project staff.
- I. Host agencies which are receiving a MTEP participant without providing a MTEP participant to another agency are responsible for paying the MTEP fee for their host agency.
- J. Host agency should report problems or concerns promptly to Project Staff (FGFlores@smcgov.org).

III. Guidelines for Exchange Candidate/Participants

- A. Participants are discouraged from scheduling vacations during program appointment.
- B. Participants will be expected to take an active part in Learning Forums before and during the assignment as well as participate in a debriefing session once the exchange assignment is completed.
- C. Participants must complete a written work plan and receive an evaluation from the host agency supervisor.
- D. At the completion of the exchange assignment, the participant will be responsible for briefing the returning host employee on ongoing work assignments.
- E. Participant should report problems or concerns promptly to Project Staff (FGFlores@smcgov.org).

IV. Role of Project Staff

- A. Project Staff will solicit, screen and evaluate candidates, and make matches.
- B. Project Staff will conduct project orientation, learning forums, and graduation
- C. Project Staff will resolve or mediate any issues that arise.
- D. Project Staff will issue a final report to all participating agencies.

Participant Signature

date

Host Supervisor Signature

date