MANAGEMENT TALENT EXCHANGE PROGRAM

MTEP PROGRAM GUIDELINES

MTEP Participant Name:	MTEP Exchange Home Agency:
MTEP Exchange Host Agency:	MTEP Exchange Host Supervisor:

I.   Guidelines for <u>Home Agency</u> Identifying Participant for Management Talent Exchange

The Home Agency:

A.   Will identify and nominate qualified candidates to participate in the exchange.

B.   May temporarily reassign the position within the agency to someone else on staff, or a candidate from the Management Talent Exchange pool may fill the vacancy (if applicable).

C.   Will continue to be responsible for the salary and benefits for the employee participating in the exchange as well as any liability.

D.   Will pay the $1,000 MTEP fee for their participant.

E.   Must guarantee the participant their previous position to return to at the end of the exchange assignment.

F.   Should report problems or concerns promptly to Project Staff (FGFlores@smcgov.org)

II.   Guidelines for <u>Host Agency</u> Accepting Participant from Management Talent Exchange Program

The Host Agency:

A.   Must identify a specific three-month assignment including criteria for the position, competencies required, and objectives for the assignment.

B.   May review exchange candidate application materials for participant recommended by project staff.

C.   Must attend an orientation and mentoring workshop

D.   May identify a staff member to serve as a "buddy" to assist the exchange participant.

E.   Will provide an orientation, training, and/or job shadowing for the exchange participant.

F.   Should assign the participant at least one assignment that has a beginning and an expected completion.

G.   Should mentor and provide support to the exchange participant.

H.   Must provide a three-month evaluation for participant.

I.   Will pay the $1,000 MTEP fee for their participant.

J.   Attend participant graduation/MTEP Recognition Event

K.   Should report problems or concerns promptly to Project Staff (FGFlores@smcgov.org).

III.   Guidelines for Exchange Candidate/Participants

Exchange participants:

A.   Are discouraged from scheduling time off during program appointment.

B.   Must take attend program activities – orientation, learning forums, and graduation

C.   Must develop a written work plan

D.   Must complete projects assigned by host supervisor

E.   Must complete end of assignment evaluation

F.   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.

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Participant Signature   date

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Host Supervisor Signature   date