

# management **talent** exchange program

## **MTEP** Host Toolkit 2019

### Contents

#### **Part I: Tools for Getting Started – Resources**

*To support you in hosting your MTEP candidate*

- Supervisor Checklist
- Buddy Program Overview
- Onboarding Schedule
- Contact Sheet
- Project Planning Tool
- Getting on the Same Page, Page – Relationship Building

#### **Part II: Program Forms – Required**

*Forms to be submitted to program coordinator by designated due date*

- Guidelines – **September 12<sup>th</sup>**
- Participant Work Plan Template – **September 12<sup>th</sup>**
- Participant Evaluation – **December 12<sup>th</sup>**
- Program Evaluation – **December 12<sup>th</sup>**

#### **Part III: Informational – Resources**

*To get a sense of other MTEP related materials out there*

- Host Evaluation
- List of Previous MTEP assignments

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