

# Management Talent Exchange Program - Host Application

The purpose of the Management Talent Exchange Program (MTEP) is to give small and medium sized local government agencies employee exchange opportunities so that participants can develop new experiences, competencies and relationships. The program is designed specifically to address the problem of preparing the next generation of senior managers in public agencies. It's an excellent opportunity for employees to gain essential skills for maximum career potential.

We are looking for agencies to host MTEP participants. Host must identify a specific 3-month assignment including criteria for the position, competencies required, and objectives for the assignment. The host will also be asked to attend an orientation session, coach the participant throughout the exchange, attend the graduation ceremony, and provide a three-month evaluation at the completion of the assignment. For a full listing of Home and Host Agency Guidelines, please visit: [www.discovermtep.org](http://www.discovermtep.org).

Applicants for the program must submit a completed application, be recommended by their organization and be selected as a participant by the MTEP placement committee. Applications will be reviewed and matched with prospective exchange opportunities. The application consists of a current resume, supplemental questions, and a recommendation.

The MTEP placement committee will make matches based on host criteria and participant interest area.

General Program Timeline:

Application Period: April 1, 2019 - May 3, 2019  
Application Screening: Week of May 6th  
Interviews: Week of May 20th  
Notification of Placements: June 2019  
Kick-off Meeting: August 2019  
Exchange: September 2 - December 6, 2019  
MTEP Learning Forums - TBD  
MTEP Graduation: December 19, 2019

For questions for additional information, please visit [www.discovermtep.org](http://www.discovermtep.org) or email [info@discovermtep.org](mailto:info@discovermtep.org).

\* Required

1. **Email address \***

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## Application

Please provide information regarding your agency's exchange opportunity. The contact information should be of that of the individual who will be supervising the exchange participant. There is an opportunity to add an additional contact person at the end of the form.

2. **Name \***

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3. **Agency \***

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4. Title \*

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5. Department \*

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6. What is the three-month management assignment in your agency for which you are seeking an exchange participant? (Please provide title, description, and department.) \*

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7. What are the minimum skills and competencies required for the assignment? \*

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8. What are the objectives to be accomplished by the exchange participant in this three-month assignment? \*

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9. The following executive has approved the agency's participation in MTEP. (Please provide name and title). \*

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A copy of your responses will be emailed to the address you provided