

# management talent exchange program

## MTEP PROGRAM GUIDELINES

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| MTEP Participant<br>Name:     | MTEP Exchange Home<br>Agency:     |
| MTEP Exchange Host<br>Agency: | MTEP Exchange Host<br>Supervisor: |

### I. Guidelines for Home Agency 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 Host Agency 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