



**SUPERVISOR, DEPARTMENT HEAD AND
CITY/COUNTY MANAGER OR CHIEF EXECUTIVE
RECOMMENDATION**

I recommend _____, who reports to me, to participate in the Management Talent Exchange Program (MTEP). The candidate and I have discussed the program objectives, and agree to make the following commitments to support the success of the exchange:

1. Candidate commits to fulfilling requirements of MTEP, including attending monthly learning forums with other participants and receiving an evaluation at the end of the program.
2. Candidate is guaranteed their previous position to return to at the end of the exchange assignment.
3. Supervisor does not expect candidate to continue existing duties while in the exchange position.
4. My agency will continue to be responsible for the salary and benefits for the employee participating in the exchange as well as any liability.
5. My agency will pay \$1000.00 per participant upon receipt of invoice from MTEP.

As the supervisor of this employee, please comment below on the potential of this applicant to enter or advance in executive management and why you are recommending the applicant for this program. Please use another sheet of paper if necessary.

Candidate's Supervisor Signature Date

Candidate Signature Date

Department Head Signature Date

City/County Manager (or Chief Executive) Signature Date