



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.

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.

. 2025 Timeline

Applications Opens:

May 1, 2025

Applications Due:

June 20, 2025

Interviews:

July

Placement Notifications:

July/August

Kick Off and Orientation:

August 21st, 2025 (in San Mateo County)

Placements Begin:

September 1, 2025

Placements End:

November 28th, 2025

Graduation recognition:

November 28th, 2025

Send completed application packet to **Chaten Berry** for review and authorization prior to submitting your online application:

cberry@smcgov.org

For programmatic information, contact:

Chaten Berry

Phone: (650) 599-1563

Email: info@discovermtep.org or

cberry@smcgov.org

Requesting agencies will be notified in writing of the status of their exchange assignments.

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

4. Who will supervise the exchange participant in this three-month assignment? (Please provide name, title, email address and telephone number.)

Approval by the Chief Executive: _____
Signature Date

Contact person in your agency regarding this assignment, if different from the supervisor:

Name: _____ Phone: _____
Title: _____ Email: _____

For further information, contact Chaten Berry at cberry@smcgov.org or info@discovermtep.org