



APPLICATION PACKET

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 in these tough economic times and is an excellent opportunity for employees to gain essential skills for maximum career potential.

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 packet consists of three parts:

- ☐ Application Form
- ☐ Resume
- ☐ Recommendation Form

Application: The Application provides the basis for evaluation by describing the applicant's background and career goals.

Supervisor, Department Head and City/County Manager (or Chief Executive) Recommendation: The Supervisor Recommendation ensures the applicant's supervisor is aware and supportive of the applicant's participation in the program. All signatures must be obtained prior to submission.

Exchange Assignment Form: The Exchange Assignment describes the vacancy you are requesting to fill if the applicant is chosen for the talent pool. We will do our best to find a one-to-one match for your position; however, due to the variety of skills and experience levels of those in the talent pool, this is not always possible. The completed form must be submitted at the same time as the other application materials and must be signed by the agency's chief executive.

. 2025 Timeline

Applications Opens:
May 1, 2025

Applications Due:
June 20, 2025

Interviews:
July 2025

Placement Notifications:
July/August 2025

Kick Off and Orientation:
August 21, 2025

Learning Forums:
September/October

Placements Begin:
September 1, 2025

Placements End:
November 28, 2025

Graduation Ceremony:

November 28, 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) 599-1561

Email: info@discovermtep.org or cberry@smcgov.org

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



APPLICATION

Applicant Information:

Name: _____

Agency: _____

Title: _____

E-mail: _____

Phone: _____

Are you a: ☐ manager
☐ analyst
☐ supervisor
☐ other: _____

Supervisor Information:

Name: _____

Title: _____

E-mail: _____

Phone: _____

Which functional areas do you have an interest in?

(check all that apply)

- ☐ Administration
- ☐ Finance
- ☐ Human Resources
- ☐ Public Works
- ☐ Planning
- ☐ Sustainability
- ☐ Criminal Justice
- ☐ Other:

What are your geographical preferences?

(check all that apply)

- ☐ San Mateo County
- ☐ Santa Clara County

Notes

Please respond to the following three questions.

1. Describe your career goals and plans to accomplish them.
2. What are your strongest professional skills and competencies? What skill(s) do you want to develop?

3. How will MTEP facilitate your long-term professional goals and those of your agency?



**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.
2. Candidate will be evaluated at one and three months.
3. Candidate will participate in monthly learning forums with other exchange participants.
4. Supervisor does not expect candidate to continue existing duties while in the exchange position.
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