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# Evaluation of Executive Potential and Endorsement SES Candidate Development Program

*(To be completed by External Applicants Only) - Optional*

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## Instructions

### **Applicant**

Fill in your name, phone, and current title, series and grade, and forward the entire application to your first level supervisory executive.

### **Executive Level Reviewer**

Complete Part I and Part II. Be sure to check the appropriate recommendation boxes, sign and date the form, and return the entire package *directly* to the applicant.

## Applicant

When the package has been returned to you, and the final endorsement decision has been discussed, complete Part III. You must sign the appropriate block, acknowledging the endorsement has been discussed with you.

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE US WITH THE ENDORSEMENT FORM.**

**You can submit an electronic version of this form by clicking on this URL: <https://www.hr-services.org/usasonlineapp/usasonlineapp.aspx>. If you do not have an electronic version, you may send it by facsimile to 1-478-757-3144. You must use a special application cover page found at the following URL: <http://staffing.opm.gov/pdf/usascover.pdf>. Make sure that you include the 8-character vacancy identification number, and your name in the blocks provided or we will not be able to associate your form with the rest of your application.**

If you have questions concerning this process, please contact Carolyn Rhynes at 202-622-6320.

# Evaluation of Executive Potential and Endorsement

## SES Candidate Development Program

(To be completed by External Applicants only) - Optional

Name	Office phone number
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Current position title	Series	Grade
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### Part I: Current Position Level and Appraisal Information

Current position level	<input type="checkbox"/> Employee	<input type="checkbox"/> Front -Line Manager	<input type="checkbox"/> Senior Manager
	<input type="checkbox"/> Management Official	<input type="checkbox"/> Mid-Level or Dept. Manager	

Current summary rating	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Met/Fully Successful	<input type="checkbox"/> Not Met/Unacceptable
	<input type="checkbox"/> Exceeded/Exceeds Fully Successful	<input type="checkbox"/> Minimally Successful	

### Part II: Executive Level Review and Evaluation

(Ratings should reflect potential for the Candidate Development Program rather than actual performance; past as well as current experience should be considered.)

Executive Core Qualifications (ECQ)	Ready Now	Ready in 1-2 years
<b>Leading Change</b> - This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Essential to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leading People</b> - This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Essential to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Results Driven</b> - This core qualification involves the ability to meet organizational goals and customer expectations. Essential to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Acumen</b> - This core qualification involves the ability to manage human, financial, and information resources strategically.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Coalitions</b> - This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.	<input type="checkbox"/>	<input type="checkbox"/>

**Based on my personal experience and discussions with this candidate, knowledge of his/her past performance, and review of the candidate's performance appraisals and application package:**

A) I endorse that the candidate is ready for the Candidate Development Program (CDP).

Now .....

In one to two years .....

B) I do not recommend at this time .....

Name of First Level Executive and Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part III: Signature of Applicant

This assessment has been discussed with me.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_