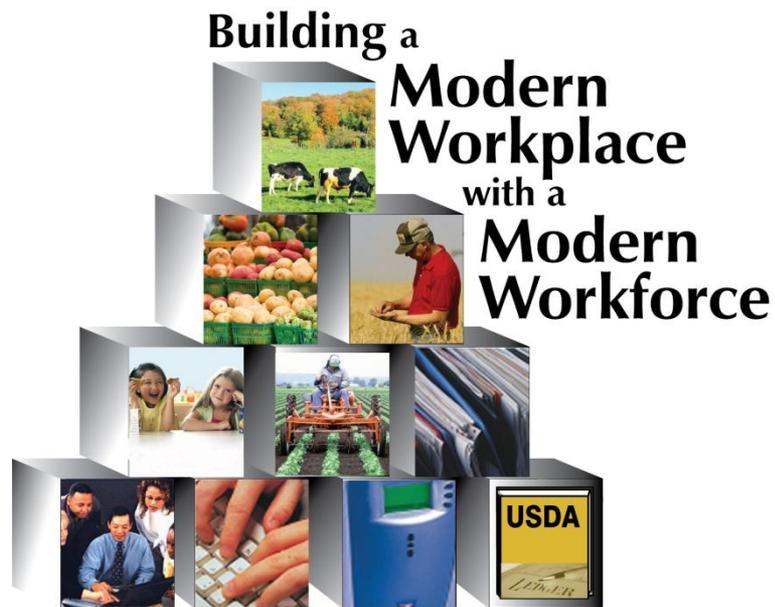


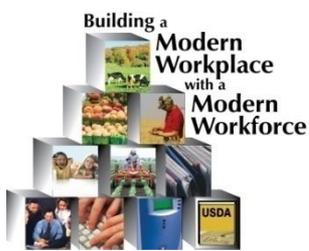


United States Department of Agriculture (USDA)

USDA Senior Executive Service (SES) Candidate Development Program (CDP)

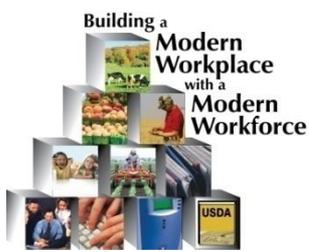
December 10, 2012





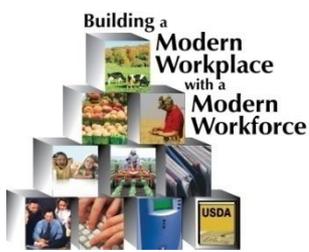
SES CDP Goals

- ◆ Meet Senior Executive Service succession planning needs with highly qualified, trained and SES Certified applicants.
 - Rigorous selection process to ensure highly qualified candidates.
 - High caliber training and development.
 - Support for Quality Review Board packet submission.
 - Placement of certified candidates in SES positions across USDA.



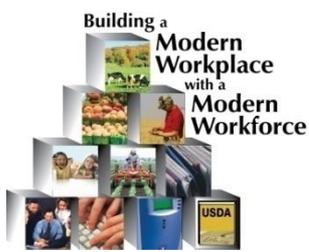
Administration and Oversight

- Oversight and Management
 - ◆ Department Level
 - Virtual University
- Virtual University Role
 - ◆ Planning
 - ◆ Budgeting
 - ◆ Selection
 - ◆ Implementation
 - ◆ Monitoring
 - ◆ Follow up



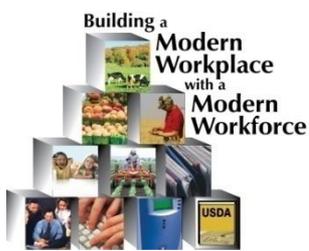
Program Overview

- Announcement
- Selection
- Training at the American University
- Executive Coaching
- 360 Assessment
- Mentor
- Developmental Assignment
- Executive Development Plan
- Portfolio Development and Submission
- USDA Database of graduates



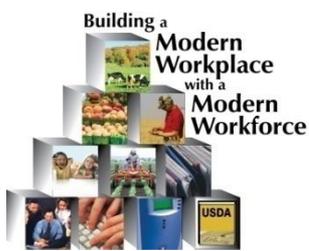
Pre-Announcement

- Collaborate with OPM to provide ECQ writing workshops in person and via webinar to all interested persons/groups
- Share workshop schedule externally to Affinity Groups, Associations, Partners



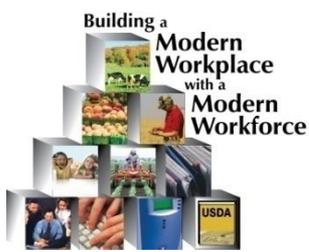
Announcement

- Publicly posted on USAJobs
- Distributed externally to Affinity Groups, Associations, Partners to post on their web sites
- Conduct 1 hour telephone information sharing sessions to answer questions about how to apply
- Distributed internally at USDA
- Open to Federal and non-Federal applicants



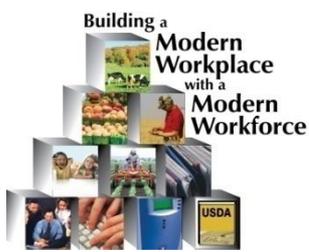
Selection Process

- Qualifying applicants
 - ◆ Federal applicants
 - ◆ Non-Federal applicants
- Phase I - ECQ Review
 - ◆ A diverse group of USDA SES serve on panels
 - ◆ Provide training and instructions on rating ECQs
 - ◆ Final Consensus Rating
- Phase II - Structured Interview
 - ◆ OPM and USDA's SES
- Phase III - Assessment Center Evaluation
 - ◆ OPM
- Notification of candidates throughout the process



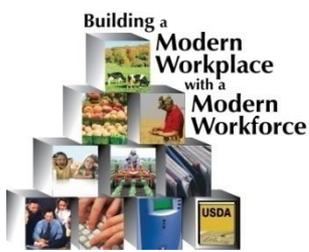
Factors Determining Class Size

- USDA Succession Planning needs (including retirement rates and occupational area gaps)
- Executive Resources Board oversight
- Agency Agreements with Federal non-USDA candidates



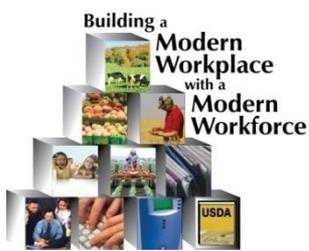
Highlights of USDA Orientation

- Leadership message
- Overview of the SES CDP
- ECQs
- Mentor Responsibilities
- Developmental Assignments
- Travel Arrangements and Expenses
- Continued Service Agreements



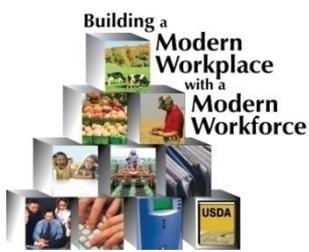
American University Course Work

- Orientation
- Graduate level credit for courses
- 8 week-long courses scheduled over @ 10 months
- Customized around the ECQs
- Written assignments graded
- 360 Assessment – pre and post program
- Executive Coach



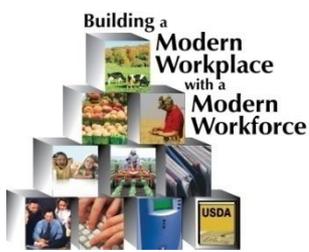
Breaks and Program and Conflicts

- Cross Cohort Attendance at AU
 - ◆ Can attend another Cohort's classes with prior approval
- Request for Extensions
 - ◆ Due to illness or family illness
 - ◆ Military Duty or Volunteering
 - ◆ Disaster Volunteering
- Follow-Up and Monitoring Challenges
 - ◆ Maintain communication
 - ◆ Assist in overcoming obstacles and challenges
 - ◆ Record contact



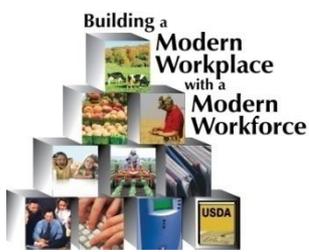
Mentor

- Mentor Selection
 - ◆ Training on effectively selecting a mentor
 - ◆ Inventory of SES Mentors who have volunteered to participate in the SES CDP
- Executive Development Plan (input from Mentor)
- Monitoring Mentor Selections



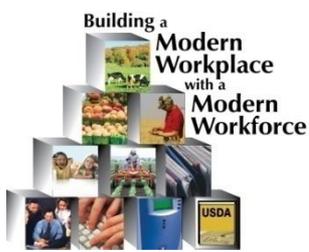
Developmental Assignment

- 4 month assignment at an executive level
- Guidance for selection
 - ◆ Consider opportunities outside of USDA
 - ◆ Focus on area that needs development
 - ◆ Obtain Mentor and Coach input
- Communication with VU, supervisor(s)
- Opportunity to delegate and develop others while candidate is on detail



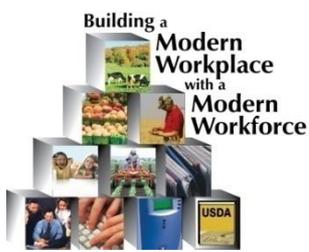
Packet Development

- Training for ECQ Writing (multiple sessions)
 - ◆ OPM training: Classroom and Webinar
 - ◆ Sample ECQs from successful candidates
 - ◆ Q & As
- USDA Training and Materials
 - ◆ Refresher Training: OPM and USDA Leadership
 - ◆ USDA SES CDP Graduate Sample Packet
 - ◆ Sample Resume
- Individualized Support
 - ◆ By Request
 - ◆ Upon Initial Submission of Packet
- Candidate is responsible for packet development



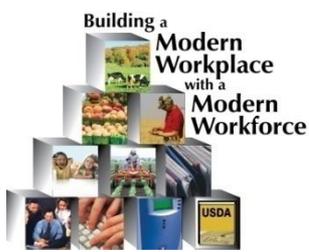
Packet Development and Submission

- **Packet Submission to USDA Hard Copy**
 - ◆ Tab 1: Transaction Sheet
 - ◆ Tab 2: Resume
 - ◆ Tab 3: Executive Core Qualifications Statement
 - ◆ Tab 4: Executive Development Plan
 - ◆ Tab 5: Candidate Training Program Evaluation
 - ◆ Tab 6: Developmental Assignment Profile
 - ◆ Tab 7: Mentor Information (Evaluation)
 - ◆ Tab 8: Candidate Evaluation of the SES CDP



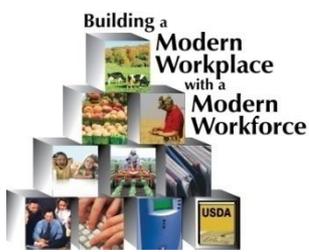
Packet Development and Submission

- Submission to OPM Electronically
 - ◆ Resume
 - ◆ Executive Core Qualifications (ECQs)
 - ◆ Executive Development Plan (EDP)
 - ◆ Mentor Evaluation



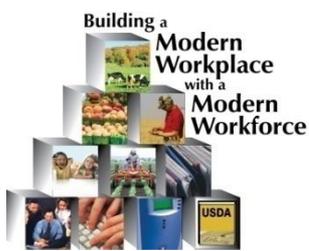
Packet Development and Submission

- Submission Process through the VU
 - ◆ Preliminary Packet Review
 - ◆ USDA's Executive Resources Board – Rotating Schedule
 - ◆ Facilitation of feedback
 - ◆ Final Review by VU Manager
 - ◆ Submission to OPM's QRB
 - ◆ Facilitate feedback from OPM's QRB



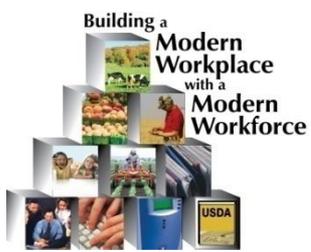
SES CDP Certified Graduates

- USDA SES CDP Graduates Database
 - ◆ Name
 - ◆ Grade
 - ◆ Email
 - ◆ Occupational Series
 - ◆ Certified Y/N
 - ◆ Date of Certification
 - ◆ Resume Upload
 - ◆ SES Date
 - ◆ Resume



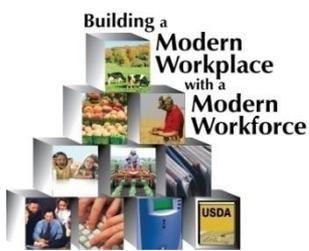
Communication, Continual Learning, and Monitoring Placements

- Executive Resources Division
 - ◆ The SES Program Manager is notified by the Executive Resources Division when a past or current SESCOEP candidate has been selected for an SES position.
- Communication with candidates
 - ◆ Continuous communication and development is encouraged among graduates. VU implements the SESCOEP Networking program, SES Continual Learning program, and the USDA SES CDP Social Networking community to maintain contact and communication with current and past graduates.



Critical Leadership Support

- OSEC
- ERB
- OHRM
- Mission Areas



Questions?

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- Zina Sutch, zina.sutch@dm.usda.gov
- Karlease Kelly, karlease.kelly@dm.usda.gov