**Senior Executive Service Candidate Development Program**

**Announcement Template**

**Purpose**

This document is a standardized vacancy announcement template for a Senior Executive Service Candidate Development Program (SESCDP), including required fields and example text. The vacancy announcement needs to: identify if the announcement will provide for recruitment from all groups of qualified individuals within the civil service, or from all groups of qualified individuals (the announcement cannot exclude particular grade levels); be open on USAJobs at least 14 calendar days including the day of publication; and include an announcement on USAJobs and reflect efforts to solicit applications from women, minorities, and persons with disabilities to help create and maintain a diverse SES workforce. Use of the template is optional.

**Key**

|  |  |
| --- | --- |
| **[ ]** | Insert text to build your agency’s SESCDP announcement. |
| **Example Only** | Examples are provided for each section of the announcement. It is an example only and should be modified to compliment your agency’s program. |

**Job Title:** Senior Executive Service Candidate Development Program

**Department:** ***[Insert the department name]***

**Agency:**  ***[Insert the agency name]***

**Job Announcement Number:**  ***[Insert the job announcement number]***

**SALARY RANGE:** See below.

**OPEN PERIOD:** ***[Insert dates. The announcement must be open a minimum of 14 days.]***

**SERIES & GRADE:** ***[Override job series and grade (i.e., "00") unless targeting specific series.]***

**POSITION INFORMATION:** ***[Insert the duration of the SESCDP program (number of months).]***

**PROMOTION POTENTIAL:** Not Applicable.

**DUTY LOCATIONS:** See below.

**WHO MAY BE CONSIDERED: *[Select the applicant pool:***

***All groups of qualified individuals.***

***All groups of qualified individuals within the civil service.]***

**JOB SUMMARY:**

***[Paragraph 1: Insert your agency's branding information.]***

***[Paragraph 2: Insert your agency's program information.]***

**Job Summary Example**

Agency x is proud to be ranked as a BEST Place to Work in the Federal Government.  We've earned our top ratings by creating a work environment rich in opportunity, diversity, leadership training, teamwork, and work life balance.  Begin a challenging career with agency x, where you can be part of a select group of professionals. To find out more about agency x, we invite you to visit us on the web at [www.xxx.gov](http://www.xxx.gov).

Agency x is sponsoring a Senior Executive Service (SES) Candidate Development Program (CDP) which is targeted to begin in x months.  The SESCDP prepares individuals who have demonstrated executive potential for senior leadership positions.  Participants in the program engage in developmental assignments and formal training activities to enhance their executive competencies and to increase their awareness of public policy, programs, and issues. The program promotes the development of a Government-wide, as well as an agency-wide, corporate SES culture through exposure to ideas and concepts across Government, and ensures that agency x has a sufficient pool of well qualified and diverse candidates to meet present and future executive needs.

Candidates who successfully complete the program and receive certification of their executive qualifications by an Office of Personnel Management Qualifications Review Board under the criterion of 5 U.S.C. 3393(c)(2)(B), will be eligible for noncompetitive appointment to the SES.  Participation in the program does not guarantee placement in an SES position.

**KEY REQUIREMENTS:**

***[Insert key requirements of the program.]***

**Key Requirements Example**

* You must be a United States Citizen.
* You must submit all application documents by the closing date.

**DUTIES:**

***[Insert the major duties and responsibilities associated with the program. Be as specific as possible in order to present a clear description of the program to potential applicants. It is best to avoid acronyms, abbreviations, and jargon-laden terms.]***

**Duties Example**

**Program Curriculum**

**Length of Program:**  This is an x-month, part-time program.  Participants normally continue to occupy their regular positions except while they are attending training or seminars, or while on rotational assignments.

**Orientation**:  After candidates are notified of their selection, an initial x-day mandatory orientation and assessment session is held and senior advisors who serve as candidate mentors are designated.  Each participant is provided with program requirements, policies, and expectations for the program.  If selected, one of the program requirements is that you attend an x-week off-site orientation program tentatively scheduled for the week of x date at x location.

**Individual Needs Assessment**:  Each participant completes a 360 assessment exercise prior to the orientation week, which is designed to determine those competencies which will be developed or reinforced during the program.  Results of this assessment will be discussed individually with each participant during orientation.

**Senior Advisor (Mentor)**:  Through their experience, proven capabilities, and management perspective, SES senior advisors assist participants in further clarifying their developmental objectives and in identifying developmental assignments and activities. Typically, candidates will meet monthly with their mentor to review progress on their Executive Development Plan (EDP), but also to talk through situations related to their EDPs.

**Executive Development Plan**:  An Executive Development Plan (EDP) is prepared by each participant, together with the immediate supervisor and the senior advisor.  The EDP is used to identify, track, and document completion of competency-based needs of the participants.  It is approved by the agency x’s Executive Resources Board, and is updated or revised, as needed, throughout the program.

**Rotational Assignment**:  Significantly challenging rotational assignments totaling at least x months of full-time service are required of all participants.  One assignment at the executive level must be at least 90 continuous days in a position other than, and substantially different from the candidate’s position of record.  These assignments must have executive level responsibilities and are designed to help prepare participants for the nature and scope of positions they are likely to assume in the SES.

**Interagency Training**:  The program requires at least 80 hours of formal interagency training throughout the duration of the program that addresses the executive core qualifications and their application to SES positions Government-wide.  The training experience includes interaction with a wide mix of senior managers and executives outside the candidate’s organization or agency to foster a broader perspective.  The interagency training will be conducted at x location.

**Agency External and Internal Developmental Activities**:  Candidates participate in specifically selected external and internal training events, and other planned developmental activities and tailored management seminars which will be scheduled throughout the period of the SESCDP. These seminars and activities supplement the rotational assignment and the interagency training experience.

**Progress Review:**  Progress in meeting EDP requirements is closely monitored by the SESCDP Program Manager, senior advisor (mentor), and the Executive Resources Board (ERB), and is evaluated periodically to assure timely completion of program activities.

**Candidate Certification:**After a candidate completes the program, the ERB determines if the candidate successfully completed all SESCDP requirements and demonstrated that he or she is prepared to serve as a member of the SES or if more development is needed.  Once the ERB determines that a candidate has successfully completed the program, the candidate, in collaboration with the SESCDP Program Manager, prepares all OPM-required documentation.  If the ERB determines that more development is needed, it will provide the candidate with specific recommendations for additional training or development assignments necessary to successfully complete the SESCDP.

**Cost:**  Travel and per diem costs associated with the program are paid by the agency x’s Office of Chief Human Capital Officer.  Every effort will be made to accommodate regional and external participants when scheduling group training and program activities.

**QUALIFICATIONS REQUIRED:**

***[Insert qualifications required for your program including addressing the Executive Core Qualifications (ECQs) and other qualifications if applicable.]***

**Qualifications Required Example**

The agency x’s SES Candidate Development Program requires that individuals have at least one year of supervisory/leadership experience and have demonstrated exceptional executive leadership potential.  Leadership experience is normally obtained by serving in positions at the Grade 15 level or equivalent.

Candidates must demonstrate competence or potential for development in the five SES Executive Core Qualifications (ECQs) which are the leadership criteria defined by the Office of Personnel Management (OPM) to certify candidates for SES positions.  OPM will certify candidates primarily on their demonstrated mastery of the ECQs. [OPM's Guide to the Senior Executive Service Qualifications (PDF file)](http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf) provides detailed information on the Executive Core Qualifications.

Note: The application process requires the applicant to write executive qualifications statements, write accomplishment record narratives, or address executive qualifications in a resume. Agencies will choose an option to include in the announcement.

**Option 1: Executive Qualifications Statements Example**

All applicants must submit online written statements (narrative or bullet format acceptable) describing your accomplishments against each of the ECQs.  You must address each ECQ separately and are required to respond to all ECQs.  If you fail to do so, you will be rated as “ineligible.”

When addressing the ECQs, applicants should include one or two notable examples using the Challenge-Context-Action-Result (CCAR) model:

* **Challenge:** Describe a specific problem or goal.
* **Context:** Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).
* **Action:** Discuss the specific actions you took to address a challenge.
* **Result:** Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your leadership skills.

See [OPM's Guide to the Senior Executive Service Qualifications (PDF file)](http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf) for additional information on executive qualifications statements.

**Option 2: Accomplishment Record Narratives Example**

All applicants must submit online written statements (narrative or bullet format acceptable) describing your accomplishments against each of the following competencies: vision, team building, accountability, financial management, and partnering.  You must address each competency separately and are required to respond to all competencies.  If you fail to do so, you will be rated as “ineligible.”

When addressing the competencies, applicants should include one or two notable examples using the Challenge-Context-Action-Result (CCAR) model:

* **Challenge:** Describe a specific problem or goal.
* **Context:** Talk about the individuals and groups you worked with, and/or the environment in which you worked, to tackle a particular challenge (e.g., clients, co-workers, members of Congress, shrinking budget, low morale).
* **Action:** Discuss the specific actions you took to address a challenge.
* **Result:** Give specific examples of the results of your actions. These accomplishments demonstrate the quality and effectiveness of your leadership skills.
* **Verification:** Following the instructions in the vacancy announcement, provide the name, telephone number, and email address of an individual who can verify the information in your narrative. Be sure to indicate whether this person was your supervisor, co-worker, friend, instructor, chairman of committee, etc. If you do not want your current employer contacted, do not list your employer as a verifying person. Instead, provide the name of another person who can verify your accomplishment. You should not use a spouse or close relative (father, mother, etc.) or a person who is presently a direct subordinate as a verifier. The verifier should be reachable within a reasonable period.

See [OPM's Guide to the Senior Executive Service Qualifications (PDF file)](http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf) for additional information on developing accomplishment record narratives.

**Option 3: Addressing Executive Qualifications in a Resume Example**

As a basic requirement for entry into the Senior Executive Service (SES), you must show in your resume evidence of progressively responsible leadership experience that is indicative of senior executive level management capability; and that is directly related to the ECQs. Your resume should emphasize your level of responsibilities, the scope and complexity of programs managed, and your program accomplishments, including the results of your actions.

See [OPM's Guide to the Senior Executive Service Qualifications (PDF file)](http://www.opm.gov/policy-data-oversight/senior-executive-service/reference-materials/guidetosesquals_2012.pdf) for additional information on developing your executive qualifications resume.

**HOW YOU WILL BE EVALUATED:**

***[Paragraph 1: You will be evaluated on the quality and extent of your total accomplishments, experience, and education. Your application will be evaluated by a rating and ranking panel, and highly qualified candidates may undergo an interview and a reference check. Veteran’s preference will be applied when necessary .]***

***[Paragraph 2: Insert your agency-specific evaluation process.]***

**How You Will Be Evaluated Example**

Agency x uses merit staffing procedures to evaluate and select participants for the SESCDP.

**Candidate Selection Process:**  The candidate selection process will have several phases.   
**Phase I:  Initial Review of Application Package**  
The Office of the Chief Human Capital Officer will conduct an initial review of applications for completeness, basic qualifications, and eligibility.  Applicants who submit an incomplete application or are found not qualified will be notified. Applications of qualified candidates will move on to Phase II.

**Phase II:**  **Preliminary Review and Evaluation**   
Individual agency executives will rate candidates against the Executive Core Qualifications (ECQs) and assign a tentative category rating.  To ensure fairness and consistency, all applications will be evaluated against the same set of criteria.  All qualified candidates move on to Phase III.

**Phase III:**  **Executive Resources Board Evaluation**  
Agency x’s Executive Resources Board (ERB) will convene and review and evaluate applications of all qualified candidates.  At this phase basically qualified candidates will be further evaluated on the quality and extent of their total accomplishments, experience, education, training, competencies, and potential to master the five Executive Core Qualifications.  During this process, applications will be ranked and assigned an overall score.  The ERB will determine the cutoff for the highly qualified candidates who will move on to Phase IV.

**Phase IV:**  **Assessment Center**  
Highly-qualified candidates will participate in a one-day assessment center operated by Office of Personnel Management (OPM), which will evaluate the candidates’ performance in carefully constructed scenarios and role-playing situations.  Prior to the assessment exercise, applicants will be provided information outlining the assessment process.  Highly-qualified candidates will also participate in structured interview, which will assess candidates’ competencies using targeted questions and benchmarks to evaluate responses. The ERB will consider the results of the assessment center in finalizing its selection recommendations.  Each candidate will receive written feedback from OPM.  
  
The assessment center is tentatively scheduled for the week of x date, in x location.  Candidates selected to participate must be available to attend the one day assessment center during that timeframe and must be available on their scheduled date.  Agency x will pay any travel related costs to attend the Assessment Center.

**Phase V:**  **Selection**

The ERB will make final selection recommendations based on all available information about the candidate’s qualifications, agency x’s succession planning needs, and projected future vacancies in the SES.

**BENEFITS:**

***[Insert all applicable benefits.]***

**Benefits Example**

Selected candidates who are serving in career or career-type appointments will continue to enjoy the same excellent Federal benefits including: comprehensive health and life insurance plans; Flexible Spending Account Program for health and dependent care; Long Term Care Insurance; Federal Dental and Vision Insurance Program; retirement savings and investment plan similar to 401(k) (Thrift Savings Plan); annual (vacation) and paid sick leave; family friendly leave policies; 10 paid holidays per year; and transit benefits. Benefits for selected candidates serving in other than a career or career-type appointments will be determined at time of appointment.

**OTHER INFORMATION:**

***[List any other requirements of the program, including if a Continued Service Agreement is required. As stated in 5 U.S.C. 4108(a) and 5 CFR 410.309(b)(2), an employee selected for training subject to an agency CSA must sign an agreement prior to starting the training. An agency may not require an employee to enter into a CSA after the training has begun. See:*** [***http://www.opm.gov/hrd/lead/pubs/FactSheetonContinuingServiceAgreements.pdf***](http://www.opm.gov/hrd/lead/pubs/FactSheetonContinuingServiceAgreements.pdf)***]***

**Other Information Example**

**Candidate Status**

Candidates selected from within the agency x serving in career or career-type appointments retain their grade, pay, and status of their current position while completing the program and remain employees of their current organizations.

Candidates selected from outside the agency who are currently serving in career or career-type appointments in other agencies may participate in the program while serving in their current agencies upon negotiation of a Memorandum of Understanding with the candidate’s home agency.

Candidates selected who are serving in other than career or career-type appointments (e.g. temporary appointments) are offered limited-term excepted-service appointments (comparable to a Schedule B appointment) at Grade 15 level for the duration of their participation in the program, but not to exceed 3 years.  Such appointments are made to full-time positions created for SESCDP developmental purposes and may not be used to fill regular positions on a continuing basis.  The appointments do not confer civil service status.  If an SESCDP participant serving on a limited-term excepted service appointment discontinues participation in the SESCDP for any reason, his or her employment with agency x terminates because it is authorized only for executive development positions established in conjunction with the SESCDP.  Similarly, if the participant graduates from the SESCDP, but does not obtain an SES position before the appointment expires, his or her appointment with the agency x also terminates.

**HOW TO APPLY: *[Your application must be received by x date. Insert information on how to submit applications including mailing address, hand delivery address, email and/or fax. Include information about your agency's application system, and any methods not permitted.]***

**How To Apply Example**

We strongly encourage you to read the entire announcement before you submit your application.  Your application for this vacancy must be received online via the USAJOBS application system BEFORE midnight Eastern Time on the closing date of this announcement.  If you fail to submit a complete online application, you will not be considered for this position.  Paper applications will not be accepted unless hardship circumstances can be demonstrated. Requests for extensions will not be granted.  If applying online poses a hardship for you, the Human Resources Specialist listed on the announcement will provide assistance to ensure that applications are submitted online on or before the closing date.  Applicants must contact the Human Resources Specialist before the closing date to speak to someone who can provide assistance for online submission.

We recommend that your resume and your narratives addressing the Executive Core Qualifications include examples that are clear, concise, and emphasize your level of responsibilities, the scope and complexity of the programs, activities, or services you managed; program accomplishments; policy initiatives undertaken; level of contacts; the sensitivity and criticality of the issues you addressed; and the results of your actions.

To begin the application process, select the "Apply Online” button on the right side of the screen.  Follow the prompts to login/register, submit all required supplemental documents, and complete the application process.  **Please be sure to click the ‘Finished’ button when completing your online application.**

**REQUIRED DOCUMENTS: *[Insert all required documents to make a complete application package***.]

**Required Documents Example**

**A complete application package will consist of:**

1. Online resume
2. Online responses to the Executive Core Qualifications
3. SF-50, Notification of Personnel Action, documenting your current Federal status, tenure and grade (Note:  Agency x employees applying to this announcement do not need to submit an SF-50)
4. If you are a non-Federal candidate claiming 5-point Veteran’s Preference, please submit a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility
5. If you are a non-Federal candidate claiming 10-point Veterans’ Preference, please submit an SF-15, Application for 10-point Veterans' Preference, plus the proof required by that form. You can find additional information about Veterans' Preference at <http://www.fedshirevets.gov/>.

All supplemental documents may be submitted electronically and should be submitted before the closing date of this vacancy announcement.  You have three choices for submitting your supplemental documents:

1. Use the "USAJOBS" feature to download documents from your USAJOBS portfolio;
2. Use the "Upload" feature to upload documents directly from your computer.  The following types of documents can be uploaded: .gif, .jpeg, .png, .rtf, .pfg, .pdf, .doc, .docx; or
3. Use the "Fax" feature to print the Fax Cover Sheet and fax it, along with your supplemental documents to x fax number.

If you experience a problem submitting the supplemental documents electronically, you may submit by email directly to x person. By submitting an application, you agree to fully participate in and complete all requirements of the program, if selected.  This may require rescheduling activities previously planned during the program.  Program requirements cannot be waived.  If selected as a CDP participant, one of the program requirements is that you attend a one-week off-site orientation program tentatively scheduled for the week of x date, in x location.

**AGENCY CONTACT INFO:**

***[Insert contact name.] [Insert agency name.]***

***[Insert contact phone number.] [Insert agency street address.]***

***[Insert contact email.] [Insert agency city, state and zip code.]***

**WHAT TO EXPECT NEXT: *[Our evaluation will be based on the information you supply. You should expect that we will verify performance, suitability, and security information and take that information into account in making employment offers. Insert your agency’s next steps and processes including notification, security, reasonable accomodations, etc.]***

**What to Expect Next Example**

Applicants will receive an email confirming receipt of their application upon the closing date of the announcement.  Applicants who submit an incomplete application or are found not qualified will be notified at the time of that determination.  All qualified applicants will be notified in writing whether or not they are selected for the program at the conclusion of the selection process.

Agency x provides reasonable accommodation to applicants with disabilities where appropriate.  If you need a reasonable accommodation for any part of the application or hiring process, please notify the Disability Program Coordinator at x phone number.  Determinations on requests for reasonable accommodation will be made on a case-by-case basis.  
  
Candidates other than career or career-type appointments will be required to complete a "Declaration of Federal Employment", (OF-306), prior to being appointed to determine their suitability for Federal employment and to authorize a background investigation.  False statements or responses on your resume or questionnaire can jeopardize your employment opportunity and subject you to disciplinary action, including removal from Federal service.  
  
A transferable security clearance from another agency or a background investigation leading to a clearance is required for all new hires.  To begin work at the agency x without a security clearance, you must be granted a temporary waiver of the required clearance, referred to as a 145(b) waiver.  To be eligible for a 145 (b) waiver you need favorable education verification, and reference, credit, and criminal history checks.  If a wavier is granted, the successful completion of a background investigation and favorable adjudication is required for continued employment.  If you have resided outside the U.S. for an extended period of time, the agency may not be able to (1) grant the 145(b) waiver where the required investigation cannot be completed in a timely manner, or (2) achieve timely completion of the background investigation required for a security clearance.