**Senior Executive Service Candidate Development Program**

**Mentor Requirements and Use of Candidate Evaluation Form (Optional)**

**Purpose**

This document provides Senior Executive Service Candidate Development Program (SESCDP) coordinators with information regarding mentoring requirements and the use of the standardized SESCDP Candidate Evaluation Form (optional).

**SES Mentor Requirement**

One of the requirements of the SESCDP is a SES mentor. As stated in 5 CFR 412.302(c)(4): “A mentor who is a member of the SES or is otherwise determined by the ERB to have the knowledge and capacity to advise the candidate, consistent with goals of the SESCDP. The mentor and the candidate are jointly responsible for a productive mentoring relationship; however, the agency must establish methods to assess these relationships and, if necessary, facilitate them or make appropriate changes in the interest of the candidate.”

Candidates and mentors are encouraged to meet regularly throughout the program to provide constructive feedback, and to discuss and update the candidate’s Executive Development Plan. Candidates will receive certification from their mentor that they have or have not completed the work at the end of the program.

**SESCDP Candidate Evaluation Form**

The SESCDP candidate evaluation form can serve as the candidate’s mentor assessment included in the package reviewed by the Qualifications Review Board, or it can be used to supplement an agency’s existing assessment format. Agencies will need to provide the evaluation dates for the initial, midpoint and final. Agencies may also include examples of expert, advanced, intermediate, and basic situations for the rating scale provided in the evaluation form. Use of this form is optional.