**Senior Executive Service Candidate Development Program**

**Candidate Evaluation Form**

**Purpose**

This document is a standardized Senior Executive Service Candidate Development Program (SESCDP) candidate evaluation form to assist mentors in documenting their candidate’s developmental progress specific to the Executive Core Qualifications (ECQs) and readiness for the Senior Executive Service. Mentors must evaluate candidates and provide an assessment at the end of the program. Use of the template is optional.

**Using the Evaluation Form**

The mentor will conduct an evaluation within the first month of the program based on the candidate’s assessments, resume, and ECQ write-ups; during the midpoint (if required by the agency); and at the end of the SESCDP. The observation fields are provided for the mentor to include specific examples of observed behavior to support the rating. Mentors and candidates are jointly responsible for productive mentoring relationships. Candidates and mentors are encouraged to meet regularly to discuss and update the candidate’s Executive Development Plan.

**Candidate Contact Information**

Name:

Home Agency:

Email:

**Mentor Contact Information**

Name:

Agency:

Email:

**Signatures**

Candidate Signature:

Date:

Mentor Signature:

Date:

**Evaluation**

**Performance Levels**

|  |  |
| --- | --- |
| Expert | Applicant applies leadership competencies in exceptionally difficult situations and/or serves as a key advisor. |
| Advanced | Applicant applies leadership competencies in considerably difficult situations, generally requiring little or no guidance. |
| Intermediate | Applicant applies leadership competencies in somewhat difficult situations, requiring some guidance. |
| Basic | Applicant applies leadership competencies in simple situations, requiring close and extensive guidance. |

**Executive Core Qualifications**

**ECQ 1: Leading Change**

Definition: This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

Competencies: Creativity and Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, and Vision

**Initial** Performance Level:

Observation and Comments:

**Midpoint** Performance Level:

Observation and Comments:

**Final** Performance Level:

Observation and Comments:

**ECQ 2: Leading People**

Definition: This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent 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.

Competencies: Conflict Management, Leveraging Diversity, Developing Others, and Team Building

**Initial** Performance Level:

Observation and Comments:

**Midpoint** Performance Level:

Observation and Comments:

**Final** Performance Level:

Observation and Comments:

**ECQ 3: Results Driven**

Definition: This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

Competencies: Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, and Technical Credibility

**Initial** Performance Level:

Observation and Comments:

**Midpoint** Performance Level:

Observation and Comments:

**Final** Performance Level:

Observation and Comments:

**ECQ 4: Business Acumen**

Definition: This core qualification involves the ability to manage human, financial, and information resources strategically.

Competencies: Financial Management, Human Capital Management, and Technology Management

**Initial** Performance Level:

Observation and Comments:

**Midpoint** Performance Level:

Observation and Comments:

**Final** Performance Level:

Observation and Comments:

**ECQ 5: Building Coalitions**

Definition: 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.

Competencies: Partnering, Political Savvy, and Influencing/Negotiating

**Initial** Performance Level:

Observation and Comments:

**Midpoint** Performance Level:

Observation and Comments:

**Final** Performance Level:

Observation and Comments:

**Fundamental Competencies**

Competencies are the personal and professional attributes that are critical to successful performance in the SES. The fundamental competencies are the attributes that serve as the foundation for each of the Executive Core Qualifications. Experience and training that strengthen and demonstrate the competencies will enhance a candidate's overall qualifications for the SES. You will be assessed on each ECQ, not on the individual competencies, although you are expected to demonstrate mastery of the Fundamental Competencies somewhere within your narrative statement.

Rating Options: Demonstrates or Does Not Demonstrate

**Interpersonal Skills**

Definition: Treats others with courtesy, sensitivity, and respect. Considers and responds appropriately to the needs and feelings of different people in different situations.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Oral Communication**

Definition: Makes clear and convincing oral presentations. Listens effectively; clarifies information as needed.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Integrity/Honesty**

Definition: Behaves in an honest, fair, and ethical manner. Shows consistency in words and actions. Models high standards of ethics.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Written Communication**

Definition: Writes in a clear, concise, organized, and convincing manner for the intended audience.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Continual Learning**

Definition: Assesses and recognizes own strengths and weaknesses; pursues self-development.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Public Service Motivation**

Definition: Shows a commitment to serve the public. Ensures that actions meet public needs; aligns organizational objectives and practices with public interests.

**Initial** Rating:

**Midpoint** Rating:

**Final** Rating:

**Questions**

1. To what extent has the candidate’s participation in the SESCDP closed competency gaps identified by the ECQ Assessment at the beginning of the program?

Rating Options: completely satisfied, mostly satisfied, somewhat satisfied, or not at all satisfied

**Final** Rating:

Explanation:

2. How would you currently rate the candidate’s readiness to enter the Senior Executive Service?

Rating Options: completely ready, mostly ready, somewhat ready, not ready

**Final** Rating:

Explanation:

**Additional Comments**