GUIDELINES FOR DEVELOPMENTAL ASSIGNMENT

PURPOSE

During the 12-month program, each LEAP candidate is required to complete significantly challenging developmental assignments totaling four months of full-time service.* The purpose of a developmental assignment is to provide you with the opportunity to broaden your managerial and leadership experiences while learning more about the Department of Justice (DOJ). A developmental assignment must be outside your current position of record, and preferably outside of your Component. You will negotiate your own developmental assignment in coordination with your mentor and your supervisor.

IDENTIFY ASSIGNMENT

Although assistance will be provided from the L&D team and Components, it is the overall responsibility of each participant to seek out, identify and secure potential developmental assignments and to contact prospective offices and explore the possibility of an assignment. Your supervisor, mentor, and the LEAP program manager may have helpful suggestions.

COMPLETE CONTRACT AND SUBMIT TO PROGRAM MANAGER

Before you begin your developmental assignment, you and your host supervisor must complete a developmental assignment contract (see attached document) that communicates the objectives and duties of your assignment. After you, your mentor and your supervisor sign the contract, please submit it to the LEAP program manager.

COMPLETE EVALUATIONS AND SUBMIT TO PROGRAM MANAGER

After you complete your assignment, you and your host supervisor are responsible for evaluating your experience. A format for the Host Supervisor’s Evaluation is also attached.

*Note: You may participate in additional developmental assignments with the approval of your supervisor.
LEADERSHIP EXCELLENCE AND ACHIEVEMENT (LEAP)

DEVELOPMENTAL ASSIGNMENT CONTRACT
(Submit to LEAP Program Manager before Beginning Rotation)

Name of Candidate: ____________________________________________

Developmental assignment title: ________________________________

Host supervisor: ____________________________________________

Organization: _____________________________________________

Phone: __________________________

Email: _________________________

Duration of assignment: Begins: ____________ Ends: ____________

( ) 60 days ( ) 120 days

Goals of developmental assignment: Identify the ECQs that this assignment will address.
(Briefly describe the assignment).

Competencies to be addressed (i.e., conflict management, strategic thinking, political savvy)

Assignment duties/activities you will perform:

Flexibility Clause: If evaluation of the candidate’s progress dictates a change, the assignment objective will be modified. If the assignment plan does not provide facilities to achieve the objectives, the developmental assignment can be terminated with mutual consent.

Approval:

__________________________________________  ____________________________

Candidate Date Host Supervisor Date

__________________________________________  ____________________________

Supervisor Date Mentor Date

LEADERSHIP EXCELLENCE AND ACHIEVEMENT (LEAP)
HOST SUPERVISOR’S DEVELOPMENTAL ASSIGNMENT EVALUATION  
(Summarize the overall performance of the candidate and identify executive core qualifications and competencies addressed)

Name of Candidate: ___________________________________________________________

Title of Developmental Assignment: ____________________________________________

Dates: ______________________________________________________________________

1. Do you think the candidate met his/her objectives for this rotation? Please explain.

2. Did the candidate formulate effective strategies to fulfill his/her assignment and specific duties? Please explain.

3. Describe how the candidate used resources (i.e., human, financial, information systems,) to fulfill assignment and specific duties.

_________________________________________  ____________________________
Signature:                          Date:
Name of Candidate: ____________________________________________

Name of Host Supervisor: _______________________________________

Title of Developmental Assignment: ________________________________

Dates: __________________________________________________________

Accomplishments:
Briefly describe key assignments completed during this developmental assignment.

Signature: ________________________________________ Date: __________