



LEADERSHIP EXCELLENCE AND ACHIEVEMENT (LEAP) To Be Completed Prior To Graduation

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.*

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DEVELOPMENTAL ASSIGNMENT CONTRACT

(Submit to LEAP Program Manager before Beginning Rotation)

Name of
Candidate: _____

Developmental
assignment title: _____

Host supervisor: _____ Phone: _____
Organization: _____ 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

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:

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CANDIDATE'S DEVELOPMENTAL ASSIGNMENT EVALUATION

Name of Candidate: _____

Name of Host Supervisor: _____

Title of Developmental
Assignment: _____

Dates: _____

Accomplishments:

Briefly describe key assignments completed during this developmental assignment.

Signature:

Date: