

U.S. Fish & Wildlife Service
Leadership Development Assessment Report - ALDP

The purpose of this form is to identify and assess the current developmental needs of the graduates of the Advanced Leadership Development Program (ALDP). The Service has made a significant investment in the competitively selected graduates of these programs. In order to gain the maximum benefit from that investment, development can and should continue beyond the formal completion of the program. This form will assist in identifying those needs in order to maximize the benefit to the Service as well as provide information essential to improving our development programs. The employee and supervisor should freely discuss the contents of this form with each other prior to forwarding to a reviewer.

Employee Information:

Name: _____ Grade: _____

Telephone: _____ E-mail: _____

Duty Title: _____ Job Series: _____

Duty Station: _____

Address: _____

Employee Certification: I agree to participate in the USFWS high potential leader development program. I understand that my current and future leadership potential, developmental activities and continuing developmental needs may be assessed and discussed by my supervisor and senior leaders in the FWS. I further understand that this process in no way infers any competitive advantage or pre-selection for any positions in the future and that I have qualified for this program due to completion of a competitively selected, national-level FWS leadership development program. I understand this program is voluntary, and I may elect non-participation without penalty.

Employee Signature: _____ Date: _____

Prepared by:

Supervisor Name: _____ Date: _____

Telephone: _____ E-mail: _____

Reviewed by:

Name: _____ Telephone: _____ Date: _____

Name: _____ Telephone: _____ Date: _____

Name: _____ Telephone: _____ Date: _____

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Section 1: Assessment of Priority Executive Leadership Competencies

Instructions: Assess your employee's current level of development on the following priority Executive leadership competencies on a scale of 1 = Minimal to 5 = Expert. Choose one rating number per competency. Provide comments as necessary to explain your assessment. See the USFWS Leadership Competency Development Model for additional information. (<http://training.fws.gov/branchsites/LED/competencymodel/index.html>)

1. Vision: Takes a long-term view and acts as a catalyst for organizational change; creating a shared vision with others and influences others to translate vision into action.

Minimal					Expert
1	2	3	4		5

Comments:

2. Strategic Thinking: Formulates effective strategies consistent with the mission, vision, and priorities of the Service in a global environment. Examines policy issues and strategic planning with a long-term perspective. Determines objectives and sets priorities while anticipating potential threats or opportunities.

Minimal					Expert
1	2	3	4		5

Comments:

DRAFT

3. Political Savvy: Identifies the internal and external politics that impact the work of the organization, approaches each problem situation with a clear perception of organizational and political reality, and recognizes the impact of alternative courses of action.

Minimal					Expert
1	2	3	4	5	

Comments:

4. Decisiveness : Exercises good judgment by making sound and well-informed decisions; perceives the impact and implications of decisions; makes effective and timely decisions, even when data are limited or solutions produce unpleasant consequences; is proactive and achievement oriented.

Minimal					Expert
1	2	3	4	5	

Comments:

5. Influencing/Negotiation: Persuades others; builds consensus through give and take; gains cooperation from others to obtain information and accomplish goals; facilitates “win-win” situations; maximizes use of resources within applicable regulatory limits.

Minimal					Expert
1	2	3	4	5	

Comments:

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6. Accountability: Assures that effective controls are both developed and maintained to ensure the integrity of the organization. Holds self and others accountable for rules and responsibilities and can be relied upon to ensure that projects within their area of specific responsibility are completed in a timely manner and within budget. Monitors and evaluates plans while focusing on results and measuring attainment of outcomes.

Minimal					Expert
1	2	3	4		5

Comments:

7. Developing Others: Develops the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.

Minimal					Expert
1	2	3	4		5

Comments:

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Section 2: Leadership Development Activities

Instructions: In part A, list leadership development activities completed by the employee in the last 12 months. These activities can include, but are not limited to, training, developmental assignments, details, job swaps, shadow assignments, etc. In part B, identify the leadership knowledge, skills or abilities in which the employee would most benefit from continued development. In addition to completing this section, attach a copy of the employee's Individual Development Plan for the coming year.

A. Leadership Development Activities in the last 12 months:

B. Areas of Continued Development and Emphasis:

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Section 3: Employee Potential and Readiness for Leadership Progression.

Instructions: Write a brief narrative discussing the employee's potential for service at higher levels of leadership and current readiness for positions of higher grade and/or responsibility. Please limit your response to no more than this page.

Narrative:

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Section 4: Reviewer Comments and Recommendations.

Instructions: Reviewers within the supervisory chain may provide additional comments on the employee's current leadership development and potential as well as recommendations on additional developmental opportunities.

Reviewer Name: _____ Date: _____

Comments:

Reviewer Name: _____ Date: _____

Comments:

Reviewer Name: _____ Date: _____

Comments: