SUPERVISORY ASSESSMENT OF POTENTIAL (1st and 2nd Levels)

U.S. Department of Labor

Office of Inspector General

Senior Executive Service FY 2006-2007 Candidate Development Program

Applicant's Name	

Supervisor's Name and Title

Dates of Supervision

2nd Level Supervisor

ASSESSOR: The following five (5) selection criteria reflect the Executive Core Qualifications (ECQs) which the Office of Personnel Management (OPM) requires for appointment to the Senior Executive Service. Based on your firsthand knowledge or observation of the applicant's abilities or potential, please **describe the applicant's performance or** *potential* in each of these five areas of competence. Provide relevant examples, as appropriate. At the end of each of the five criteria, please check the summary line which best describes your assessment of the candidate's demonstrated experience and/or potential in this area. Please sign and date this assessment on the last page and submit to the address listed below.

United States Department of Labor Office of Inspector General **Division of Human Resources Management** Room S- 5028-FPB 200 Constitution Avenue, NW Washington, D.C. 20210 ATTN: Kimberly Lacey Telephone: (202) 693-5160 FAX: (202) 693-5193

This submission may be hand-delivered or mailed.

ECQ 1 - Leading Change:

The ability to ensure that key national and organizational goals, priorities, values, and other issues are considered in making program decisions and exercising leadership to implement and to ensure that the organization's mission and strategic vision are reflected in the Management of its people. This includes the ability to identify and integrate key issues affecting the organization including political, economic, social, technological and administrative factors; understand the roles and relationships of the Components of the national policy-making and implementation process; and exercise leadership in motivating managers to incorporate vision strategic planning and quality management principles into all aspects of the organization's activities.

Comments:

- 1. Weak _____
- 2. Satisfactory_____
- 3. Outstanding_____

ECQ 2 - Leading People:

The ability to design human resource strategies to meet the organization's mission, strategic vision, and goals to achieve maximum potential of all employees in a fair and equitable manner. This includes recruiting, developing, and retaining a diverse high quality workforce in an equitable manner; leading and managing an inclusive workplace that maximizes the talents of each person to achieve sound business results; developing and using measures and rewards to hold self and others accountable for achieving results that embody the principles of diversity; providing developmental opportunities for employees based on assessment of individual employee needs; providing leadership in setting expected levels of performance; promoting quality through effective use of leadership in setting expected levels of performance; promoting quality through effective use of the performance management system; and dealing effectively with employee/labor management relations matters including resolving conflicts, attending to morale and organizational climate issues, handling administrative, labor management and EEO issues and taking disciplinary actions when other means have not been successful.

Comments:

- 1. Weak _____
- 2. Satisfactory_____
- 3. Outstanding_____

ECQ 3 - Results Driven

This factor involves the ability to establish program and/or policy goals and the structure and processes necessary to implement the organization's mission and strategic vision. It includes ensuring that programs and policies are being implemented and adjusted as necessary, that appropriate results are achieved, and that a process for continually examining the quality of program activities is in place. Key aspects of this factor are assessing policy, program and project feasibility; formulating short and long-term goals and organizing and prioritizing work activities; anticipating, diagnosing and consulting on, and determining solutions for program-related potential or actual problems; and setting standards, establishing monitoring procedures and taking corrective action to ensure an effective, efficient and productive organizational unit.

Comments:

1. Weak _____

- 2. Satisfactory____
- 3. Outstanding_____

Name of Applicant:

ECQ 4 - Business Acumen

The ability to acquire and administer financial, material, and information resources as well as to accomplish the organization's mission. This includes managing the budgetary process; overseeing procurement and contracting procedures and processes; integrating and coordinating logistical operations; overseeing the allocation of financial resources; establishing an assuring use of internal financial systems controls; and ensuring the development and utilization of management information systems and other technological resources to met the organization's needs.

Comments:

3. Outstanding_____

^{1.} Weak _____

^{2.} Satisfactory_____

ECQ 5 - Building Coalitions/Communications

The ability to explain, advocate and negotiate with individuals and groups internally and externally as well as to develop an expansive professional network with other organizations and organizational units. Key characteristics of this factor include the ability to represent, explain, advocate, negotiate and speak for the organizational unit and its work inside and outside the agency establish and maintain working relationships with internal organizational units; develop and enhance alliances with external groups; work in groups and teams; ensure reports, memoranda and other documents represent the position and work of the organizational unit; and obtain understanding and support from high level management.

Comments:

^{1.} Weak _____

^{2.} Satisfactory_____

^{3.} Outstanding_____