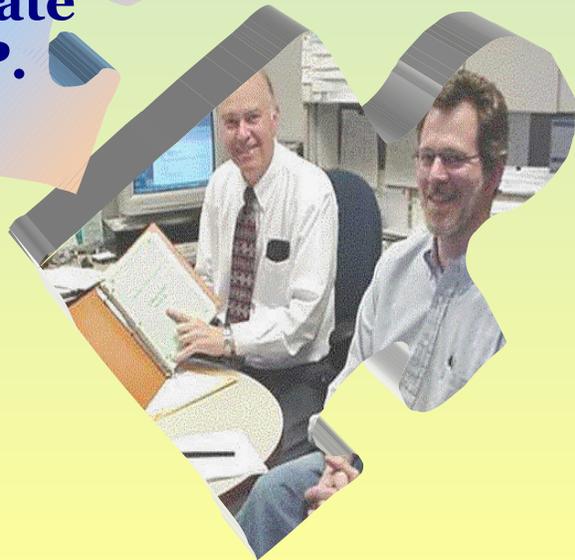


**Department of
Employee Trust Funds**

**CAREER DEVELOPMENT
PROGRAM**



**Puzzled by
Your Career?
Participate
in CDP.**



DEPARTMENT OF EMPLOYEE TRUST FUNDS

CAREER DEVELOPMENT PROGRAM

Statement of Purpose:

ETF is committed to the highest standards of conduct in public service. The agency recognizes the importance of promoting effective management of government programs and providing excellent service to our customers. This can only be accomplished through committed employees who show their dedication to this mission. By continuing to pursue and support career development and education, managers can be sure they are making the best use of their talents and those of their subordinates. Toward this end, ETF created a program to help employees develop and/or improve their knowledge and skills. The Career Development Program (CDP) is designed to:

- ☞ Assist in enhancing employees' careers.
- ☞ Prepare employees to achieve higher positions or different positions (within the agency or state service) by providing them with special training opportunities.
- ☞ Develop employees' skills and plan future training.
- ☞ Expand employees' knowledge of other areas of the organization through assistance and direction from a mentor.
- ☞ Develop employees' confidence and abilities.
- ☞ Provide a qualified pool of candidates for future openings within the Department.

What is the CDP?

CDP is a program that provides additional training and work experience to employees by matching interns with mentors for a specified period of time.

Who is eligible to be a CDP mentor?

- ☞ Any permanent ETF employee not on probation may apply.
- ☞ In order to be a supervisory mentor, the employee must be in a supervisory position.
- ☞ Supervisory mentors will typically be in classifications such as Administrative Manager, Trust Funds Supervisor, Management Information Manager, etc.
- ☞ In order to be a non-supervisory mentor, employees must be in range 11 or above.
- ☞ Non-supervisory mentors will typically be in classifications such as Employee Benefit Plan Policy Advisor, Trust Funds Assistant, Trust Funds Specialist, Accountant, Auditor, Information Systems Professional, etc.

CDP mentors should be willing and able to do the following:

- ☞ Listen.
- ☞ Be a positive role model.
- ☞ Share their knowledge and experience.
- ☞ Guide interns into discovering the results of their own behavior and actions.
- ☞ Share what they know about the future direction of the organization.
- ☞ Help interns match their skills to appropriate fields and jobs.
- ☞ Be willing to support intern and serve as a future reference contact.

Commitment needed from CDP mentor.

- ☞ Approximately a four-month commitment (mentor will make assignments and track intern's progress). This is very flexible and is generally structured on a part-time basis.
- ☞ Assist interns in development of workplan.
- ☞ Submit progress and evaluation reports.
- ☞ Meet with supervisor of intern to identify ways the intern can apply the knowledge/skills to be gained to their current position.

Benefits of CDP to mentor.

- ☞ Improve mentor's leadership and teaching skills.
- ☞ Opportunity to share knowledge, skills and accomplishments.
- ☞ Aid mentor's career development by expanding his or her network.
- ☞ Experience satisfaction and gratification by seeing someone's career advancement opportunities increase.
- ☞ Enhance the mentor's resume.

Who is eligible to be a CDP intern?

- ☞ Any permanent employee who has been in their current position for at least one year may participate.
- ☞ Employees also must have received a satisfactory rating (or higher) on their last performance evaluation. Employees who are minorities, females and persons with disabilities are encouraged to apply.
- ☞ Everyone who applies will go through the same selection process outlined later. However, employees will not be permitted to intern under someone they work directly for as one of the goals of the program is for interns to expand their knowledge of other areas of the organization.

Commitment needed from CDP Intern.

- ☞ Approximately a four-month time commitment working alongside and under supervision of mentor at the mentor's work site. This is very flexible and is generally structured on a part-time basis.
- ☞ Attend career-related training courses.
- ☞ Develop a workplan (with direction and input from mentor).
- ☞ Submit progress and evaluation reports.

Benefits of CDP to Intern.

- ☞ No guarantees of job promotions, but the program does provide the tools for interns to use to their advantage in competing for promotions as well as transfers to different positions.
- ☞ Earn a Certificate of Completion.
- ☞ Expand knowledges and skills from classes and projects.
- ☞ Attend formal training sessions. A special training budget is available.
Example of classes that may be scheduled:
 - Management/supervisor training
 - Analytical skills
 - Stress management
 - Time management
 - Writing skills
- ☞ Experience the operations of other parts of the organization.
- ☞ Improve intern's confidence, morale, and skills. Work toward intern's dreams.
- ☞ Improve intern's ability to work comfortably with people in management positions and in other work units.
- ☞ Build a network of support.
- ☞ Enhance the intern's resume.

How many mentors/interns will be selected?

Each calendar year one supervisory and one non-supervisory mentor and two corresponding interns will be selected, but this number will depend on how many qualified mentors volunteer to serve in the program.

How will mentors be selected?

Once a year we will solicit supervisory and non-supervisory mentors through an application process. These mentors will be Department employees, approved by the Secretary's Office, who have a genuine interest in sharing their knowledge and know-how with interns.

How will interns be selected?

Initially, mentors will be solicited as described above. After the approved mentors are selected, a summary of the assignment, requirements and benefits to be gained by the interns will be published in the *TRUSTY NEWS*. Interested employees can apply for specific internships. Final selection will be made by the Secretary's Office after an application screening and interview process (mentor and someone from Human Resources or another Department manager), including reviewing supervisory references.

Will salaries change?

No change in salaries occur for the mentor or the intern due to participation in the program.

Are there limitations on participation?

In order to make the CDP available to as many different employees as possible, participation will be limited to once as mentor and once as intern unless supervisory approval is granted. Some factors a supervisor might consider before granting approval for an employee to participate again are: more than three years have passed since the last participation or the nature of the internship would be very beneficial to the employee's own position.

Who will do the work in the employee's current job while he or she is participating as an intern in the program?

Supervisors of interns selected for the program will be expected to handle the workload through reassignments, overtime, LTEs, etc. Interns will return to their former jobs once the internship is over.

How will ETF know if the CDP is successful?

Mentors and interns will be asked to complete the evaluation form on page 10. Program changes and/or improvements will be made as appropriate and necessary.