

DEPARTMENT OF EMPLOYEE TRUST FUNDS  
CAREER DEVELOPMENT PROGRAM (CDP)

## IMMEDIATE SUPERVISOR'S REFERENCE

**Applicant's Name:**

**Internship applicant is applying for:**

This employee has expressed an interest in participating in the ETF Career Development Program (CDP). To meet selection criteria, your input is necessary. Please respond below or with an attachment to the following, answering all questions. This reference will be shared with the individuals involved in the review and selection process. They will be instructed to keep this information confidential.

- 1. State the applicant's classification and pay range:**
- 2. How long have you supervised him/her?**
- 3. Give your assessment of the employee's strengths which would be beneficial for this internship.**
- 4. What aspects of the employee's performance could be improved by participation in this internship?**
- 5. Please comment on the applicant's dependability and attendance:**
- 6. How would you assess the applicant's initiative?**
- 7. If this employee is selected for this internship, describe the expected workload impact on your unit?**
- 8. How would you recommend handling the work of this employee if selected? If resources are available, the Department is willing to offer overtime or LTE dollars for half of the time the selected employee is participating in the internship. For example, if the employee will be spending 400 hours in the internship, the amount that can be requested would be 200 hours times the employee's hourly rate. If you feel it is necessary to request this funding, you must complete the Overtime/LTE/Extra Hours Request (Form-8244) with supporting documentation. Do not submit the form until the employee has been selected as the intern.**
- 9. Please indicate any other pertinent information that should be considered during the selection process.**

Date (MM/DD/CCYY)	Section Chief's Signature
Date (MM/DD/CCYY)	Bureau Director's Signature
Date (MM/DD/CCYY)	Administrator's Signature

(Send the completed reference form to the Human Resources Specialist.)