

Evaluation of Executive Potential and Endorsement

SES Candidate Development Program

(To be completed by External Applicants only)

Part I: Current Position Level and Appraisal Information

Name	Social Security Number	Office phone number
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Current position title

Current position level

<input type="checkbox"/> Employee	<input type="checkbox"/> Front -Line Manager	<input type="checkbox"/> Senior Manager
<input type="checkbox"/> Management Official	<input type="checkbox"/> Mid-Level or Department Manager	

Current summary rating

<input type="checkbox"/> Outstanding	<input type="checkbox"/> Met/Fully Successful	<input type="checkbox"/> Not Met/Unacceptable
<input type="checkbox"/> Exceeded/Exceeds Fully Successful	<input type="checkbox"/> Minimally Successful	

Part II: Executive Level Review and Evaluation

(Ratings should reflect potential for the Candidate Development Program rather than actual performance; past as well as current experience should be considered.)

Executive Core Qualifications (ECQ)	Ready Now	Ready in 1-2 years	Ready in 3-6 years
Leading Change -The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leading People - The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Results Driven - The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Acumen - The ability to manage human, financial, and information resources strategically.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Coalitions -The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on a review of this candidate's application package and my personal knowledge of and discussions with the candidate, I have determined that he/she has demonstrated the experience and capabilities to fulfill the Executive Core Qualifications as annotated above.

I recommend the applicant for the Candidate Development Program (CDP)

- | | |
|--|---|
| <input type="checkbox"/> Now | <input type="checkbox"/> In three to five years |
| <input type="checkbox"/> In one to two years | <input type="checkbox"/> I do not recommend the applicant |

Name	Title
Signature	Date signed

Instructions for completing Form 9517-E, Evaluation of Executive Potential and Endorsement

Applicant

Please complete Part I and forward Form 9517-E *with the required application paperwork* to your supervisory executive.

Executive Level Reviewer

Please complete Part II, check the appropriate assessment and recommendation boxes, sign and date the form, and return the package *directly to the applicant*.

Applicant

It is the responsibility of the applicant to forward the endorsement form along with the required paperwork to:

**Jacqueline J. Whitaker
Director, Executive Services
Internal Revenue Services, OS:HC:S
Executive Services - CDP Program
1111 Constitution Avenue, NW - IR-3511
Washington, DC 20224
Fax Number 202-622-4548**

If you have questions concerning this process, please contact Carolyn Rhynes at 202-927-3425

Privacy Act Notice

The Office of the Executive Services need the information requested in this form and in the associated vacancy announcements to evaluate your qualifications and readiness for the Candidate Development Program. We request your Social Security Number (SSN) under the authority of Public Law 104-134 (April 26, 1996). This law requires that any person doing business with the Federal government furnish an SSN or tax identification number. This is an amendment to title 31, Section 7701. Failure to furnish the requested information may delay or prevent action on your application. We use your SSN to seek information about you from employers, schools, banks, and others who know you. We may use your SSN in studies and computer matching with other Government files. If you do not give us your SSN or any other information requested, we cannot process your application.