

EXCEL APPLICANT SELECTION CRITERIA

A successful applicant will be high potential management member with minimum experience equivalent to bachelor degree and five years experience in management of significant area of his or her organization's business, including personnel, budget, policy and procedure, and program integrity.

An applicant must be nominated by an executive of the applicant's organization, have the full support of his or her employer, and be provided with a mentor from the applicant's own organization unless the applicant plans to secure someone outside the organization.

Selection of participants is made based on written application and nominations. The successful applicant will be open to assessment, challenge and support and a high performer (defined by the Center for Creative leadership as "AAE").

- Ability – innate characteristics and learned skills used to perform daily work;
- Aspiration – extent to which applicant wants the prestige rewards, hard work; and
- Engagement – emotional and rational commitment to the process and to the organization.

The selection process will also seek to ensure a diverse group in personal background, organizations represented and functional area of responsibility.

Attendance at all sessions is expected. Participants failing to fulfill attendance expectations may be asked to withdraw.

The total cost is \$2,450. Due to the generosity of the United Way of Greater Cincinnati and other sponsors, the cost is \$1,450 for the year-long program.

Deadline for applications for Class V (2010-2011) is no later than **July 19, 2010**.

Questions about EXCEL can be directed to Marva Duvall, The Institute of Training and Development at Talbert House, (513) 751-7747 or at marva.duvall@talberthouse.org.

Find out more about EXCEL at talberthouse.org/training/excel.html

10. Describe a typical three-day period of your life:
11. **OPTIONAL:** We wish to achieve balance in the class. It would be helpful if you would supply your race, age and gender:
12. State you are familiar with the requirements of EXCEL, including
1. Payment of the tuition.
 2. Attendance at all programming (except where excused in advance or for an emergency). Scheduled dates (subject to change): 9/17, 9/20, 10/15, 11/4, 12/3, 12/16, 1/6, 1/27, 2/17, 3/10, 3/31, 4/28, 5/19, 9/15.
 3. Your organization will provide a mentor for you unless you are planning to secure someone outside your organization.
 4. You have the full support of your employer for the required time off.

Please attach the following no later than July 19, 2010:

1. An updated résumé, including educational background
2. Reference from your supervisor (or board chair if you are an executive director) on the form provided
3. Reference from either within your organization or from an external person on the form provided.

The application and references should be e-mailed to: Marva Duvall at marva.duvall@talberhouse.org or by hard copy to

Marva Duvall
Talbert House
Institute of Training and Development
2600 Victory Parkway
Cincinnati, Ohio 45206

All information will be kept strictly confidential. You will be notified of acceptance by August 10, 2010.

EXCEL Reference Form
Class V (2010 - 2011)
Must be returned by July 19, 2010

EXCEL Applicant: _____

The above named individual has applied to be a participant in EXCEL (Executive Curriculum for Emerging Leaders), a leadership development program, and has recommended you as professional reference. Please answer the questions below. Attach additional sheets of paper, as necessary. Thank you!

Please return completed form to:

Marva Duvall
Talbert House
Institute of Training and Development
2600 Victory Parkway
Cincinnati, Ohio 45206.
or by e-mail to marva.duvall@talberthouse.org

1. How long have you known the applicant and what is the nature of your relationship to the applicant?

2. What are the first words that come to mind to describe the applicant?

3. Have you witnessed the applicant in a leadership role, and, if so, what was the role and how did the applicant exhibit strong leadership skills?

4. *This question is for applicant's supervisor only.* Do you fully support applicant's nomination and if applicant is selected, will you and your organization fully support applicant's complete participation in the program, including attending twelve full day sessions? Please explain why or why not.

5. What are the applicant's strengths? challenges?

6. Are you aware of any information about the applicant that might make him or her unsuitable for the program?

7. Please provide additional information you think is important about this applicant. We welcome information that will help us to better understand applicant's leadership abilities.

All information will be kept strictly confidential.

For the person completing the reference:

Your Name: _____ Title: _____

Phone Number: _____

Signature