

## **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 VI (2011-2012) is no later than **July 15, 2011**.

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](mailto:marva.duvall@talberthouse.org).

Find out more about EXCEL at [talberthouse.org/training/excel.html](http://talberthouse.org/training/excel.html)

**EXCEL APPLICATION  
CLASS VI (2011-2012)**

Please provide the following no later than **JUNE 30, 2011**. Attach additional sheets, as necessary.

1. Name:
2. Contact info (organization name, address, phone, email):
3. Current job title (and description of responsibilities), how long in present position and number of employees you directly supervise:
4. Describe your most significant contribution to your organization and to the community:
5. Describe two critical decisions you have made concerning your career:



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 is mandatory for all programming (except where excused in advance or for an emergency). Scheduled dates (subject to change): 9/9, 9/16 & 17, 10/6, 10/27, 11/17, 12/8, 1/5, 2/2, 2/23, 3/15, 4/5, 5/3, 5/24, 9/13.
  3. You will select a mentor from your organization or outside your organization.
  4. You have the full support of your employer for the required time off.

**Please attach the following no later than JUNE 30, 2011:**

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.

***Application will not be process if incomplete***

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The application and references should be e-mailed to: Marva Duvall at [marva.duvall@talberhouse.org](mailto: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 July 15, 2011.**

**EXCEL Reference Form**  
**Class VI (2011 - 2012)**  
*Must be returned by June 30, 2011*

EXCEL Applicant: \_\_\_\_\_

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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](mailto: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