

## ✔ Preparing to Apply?

A competency is an observable set of skills, knowledge, attitudes, or behaviors an individual needs to successfully perform his or her work that are aligned with the organization's mission and strategic direction.

The following are the most important competencies that should be demonstrated by those interested in participating in the Career Development Program.

**Ability to Communicate in Writing:** The ability to prepare complete and understandable responses to questions on the application.

**Ability to Communicate Orally:** The ability to speak clearly, politely, and under control to peers, staff, managers, supervisors, and external audiences to both provide and seek information. This also includes actively listening to and understanding information; and listening to and answering questions thoughtfully and completely.

**Ability to Self Develop:** The ability to acquire new skills and knowledge, share knowledge with others, seek out and use feedback to improve performance and apply learning to new situations.

**Agency Knowledge:** The ability to demonstrate awareness of and interest in the Library of Congress, current challenges and opportunities.

**Leadership:** The ability to lead self and on occasion others to achieve a goal or objective through working collaboratively.

**Ability to be work focused:** The ability to make meaningful contributions to work and take initiative to complete assignments and focus on customers.

## Developmental Activities

The following are some developmental activities that can assist those interested in strengthening the identified competencies.

- Talk to others who have excelled in their careers and ask them what they did to learn and grow
- Serve as a volunteer at work or in the community
- Read a book or article on professional development
- Enroll in classes either during or after work
- Take free online courses
- Solicit advice from a supervisor, mentor, coach, and/or family member
- Identify your strengths and weaknesses and seek opportunities for improvement
- Train others and share information with others
- Read the Gazette regularly and other Library publications
- Visit the Library's website often to learn about new initiatives

For more information visit our office in LM-654, our website at <http://olc.loc.gov> or at extension 7-6348



# Library of Congress Career Development Program

## Program Overview

The **Career Development Program (CDP)** is designed to enhance the professional development, leadership skills, knowledge of the Library's Service/Support Units, and knowledge of major programs and initiatives of the Library of Congress for eligible staff. While not a placement or promotion program, the CDP is intended to provide focused staff development that specifically supports the mission and goals of the Library's current Strategic Plan.

## Structure

The Library will conduct two (2) program groups, each with up to 20 participants each year.

During the 3 months, participants will be required to spend approximately 8 working hours per week on program activities. Participants may be required to complete program assignments on their own time.

The three month program includes:

- completion of instructor-led courses
- completion of required online courses
- participation in group development activities
- completion of individual work assignments

## Eligibility Criteria

To be eligible to participate in the program staff must:

- (1) Be a Library of Congress employee with a permanent, indefinite, or temporary appointment in grades GS or WG-2 through 9 (staff with promotional potential above the GS-9 are not eligible).
- (2) Indefinite or Temporary employees not-to-exceed date must be on or after December 15, 2015.
- (3) Have worked at the Library for at least 1 year.
- (4) Have a satisfactory work status with no disciplinary actions.
- (5) Submit a completed application form by the established deadline.

## Frequently Asked Questions

**Where do I submit my completed application?** Completed applications must be submitted to the Customer Service Center in Human Resources Services, LM107. The mail stop number for those using interoffice mail is 2200.

**Do I need my supervisor's approval to participate in the program?** Yes, you will need your supervisor's approval to participate in this program.

**Can I still be considered for the program if my supervisor doesn't approve?** No, your supervisor's approval and signature authorizes you to attend scheduled program activities during working hours.

**How long is the program? What is the allotted time I will be expected to commit to the program?** During the 3 month program, participants will be required to spend approximately 8 working hours per week on program activities. Participants may be required to complete program assignments on their own time.

**Do I need to change my work schedule to participate in the program?** During the 3 months, participants will remain in their current positions on their regular work schedule. However, on the one day per week when program activities are scheduled, selectees will report to class from 9:00 a.m. until 5:00 p.m.

**What benefit(s) are offered in the program? Will I be guaranteed a new position at the end of the program?** This program is not a placement program leading to a new job. Participants will gain skills, experiences and exposure that will better prepare them for future opportunities. Participants will also perform self-assessments, take part in group and team projects and work with colleagues across the Library, allowing them to expand their professional networks.

**Who do I call or contact if I need assistance on the application process?** The Customer Service Center (7-5627) should be able to provide answers to basic questions regarding the application process.

**Will applicants receive a confirmation receipt of their application?** Applicants will not receive a confirmation of receipt. When applications are dropped off in the Customer Service Center of Human Resources LM 107, the candidate will register the date and time that it was delivered into an application log. This log will serve as record of receipt.

## Frequently Asked Questions

**What are the requirements for successfully completing the program (e.g., attendance, participation, assignments, etc.)?** Generally speaking participants are expected to attend all sessions and complete all program assignments. Emergency absences will be addressed on an individual basis.

**If I am not selected for any of these classes, can I apply at a later time?** Yes. If you are not selected this year, we encourage you to apply again during the next application period. In the interim, you can visit the Center for Learning and Development (CLD) website at <https://olc.loc.gov>. and click on **Career Development Toolkit**. A number of useful links are included on the website to help you explore your career development independently. You can also make an appointment to discuss how to prepare for the next program year.

## The Selection Process

Applicants complete the CDP application form, which includes obtaining your supervisor's signature, by the established deadline. During this process, applicants will be selected to participate in one of two groups.

### Stage 1: Eligibility Screening

The applications are reviewed by HRS to identify applicants who meet the eligibility criteria.

### Stage 2: Application Review

Applications are rated by an HRS established panel against a set of competencies.

### Stage 3: Structured Interview

A panel interviews finalists for the program against a set of competencies.

