

## **Career Development Program (CDP) Frequently Asked Questions**

### **1. What is the Career Development Program (CDP)?**

The Career Development Program (CDP) is designed to enhance employees' professional development, leadership skills, knowledge of the Library's Service Units, and knowledge of major programs and initiatives. Library of Congress permanent, indefinite, temporary staff in grades GS-2 through GS-9 and WG-2 through WG-9 are encouraged to apply.

### **2. Who is eligible to participate in the program?**

To be eligible to participate in the program staff must be:

- Library of Congress permanent staff in grades GS-2 through GS-9 and WG-2 through WG-9 (staff with promotional potential **above** the GS-9 level are **not eligible**)
- Library of Congress permanent staff must have worked at the Library for at least 1 year
- Indefinite or Temporary employees with a not-to-exceed date after December 15, 2015
- Have a satisfactory work status with no disciplinary actions
- Submit a completed application form by the established deadline

#### **Examples:**

Scenario #1 - Question: My NTE date is 12/18/15, am I eligible to apply for Group 17 or 18? Answer: No  
Only staff NTE dates AFTER 12/15/15 are eligible

Scenario #2 – Question: My NTE date is 10/15/16, am I eligible to apply for Group 17 or 18?  
Answer: Yes. Because your NTE date is AFTER 12/15/15, you are eligible.

### **3. Will the Library offer the Career Development Program on a regular basis? If so, how often will the program be conducted?**

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

### **4. What are the class dates for the 2015 program year?**

Group 17 (March 26 – June 25, 2015); Group 18 (September 10 – December 3, 2015)

### **5. What is the deadline for submitting an application?**

The deadline for applications is Friday, February 6, 2015.

### **6. May I download a copy of the application form?**

Applications can be downloaded from <https://olc.loc.gov>. However, signed hard copies of the completed application must be submitted to the Human Resources Customer Service Center (LM107) for consideration. Staff that work at alternate Library locations should allow time for timely submission.

### **7. 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.

### **8. 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.

**9. 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.

**10. 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.

**11. 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. – 5:00 p.m.

**12. 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, group and team projects and work with colleagues across the Library, allowing them to expand their professional networks.

**13. Who do I call or contact if I have questions about the application process?**

The Customer Service Center (7-5627) should be able to provide answers to basic questions regarding the program.

**14. 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.

**15. What are the next steps in the selection process?**

Interviews will be scheduled and conducted in February for finalist candidates. Selections will be made no later than March 1, 2015. Those selected and their supervisors will be notified.

**16. What are the requirements for successfully completing the program (e.g., attendance, participation, assignments, etc)?**

Generally speaking participants are expected to meet all program expectations outlined in the 'Welcome Memorandum' provided on day one. They are required to attend all sessions and complete all program assignments on a timely basis. Emergency absences will be addressed on an individual basis.

**17. 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 are encouraged to visit the Center for Learning and Development (CLD) website at <https://olc.loc.gov>. A number of useful links are included on the website to help you explore your career development independently.