

**CAREER DEVELOPMENT PROGRAM (CDP)  
FREQUENTLY ASKED QUESTIONS**

- 1. What is the Career Development Program (CDP)?** The CDP is a 12-week program designed to enhance employees' professional development, leadership skills, knowledge of the Library's service units, and knowledge of major programs and initiatives. Participants will complete assessments, receive guided tours of the Library's service units, attend workshops and work with colleagues from across the Library, allowing them to expand their professional networks.
  
- 2. Who is eligible to participate in the program?** To be eligible to participate in the program, staff must meet all of the following criteria:
  - 1) Be a Library of Congress employee with a full-time permanent, indefinite, or temporary appointment in grades GS or WG/WL/WS 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, 2017.**
  - 3) Have worked at the Library for at least one year by either of the CDP session start dates (March 2 or September 7, 2017).
  - 4) Have no disciplinary actions for two years prior to the application deadline date.
  - 5) Submit a completed application form by the established deadline, December 16, 2017.

EXAMPLES:

Question - My NTE date is December 1, 2017, am I eligible to apply for CDP 2017?

Answer: No, only staff with NTE dates after December 15, 2017 are eligible to apply.

Question - My NTE date is October 16, 2018, am I eligible to apply for CDP 2017?

Answer: Yes, because your NTE date is after December 15, 2017.

- 3. Will the Library offer the CDP on a regular basis? If so, how often will the program be conducted?** Yes, the Library will conduct two program groups each year, with up to 20 participants in each group.
  
- 4. What are the class dates for the 2017 program year?** Group 21 (March 2 – June 1, 2017) and Group 22 (September 7 – December 14, 2017)

5. **What is the deadline for submitting an application?** The deadline for applications has been extended to Friday, January 27, 2017, 4:30 p.m.
6. **May I download a copy of the application form?** Applications can be downloaded from <https://olc.loc.gov>. However, signed hardcopies of the completed application must be submitted to the Human Resources Customer Service Desk (LM-107) for consideration. Staff that work at alternative Library locations should allow time for timely submission.
7. **Where do I submit my completed application?** Completed applications must be submitted to the Human Resources Customer Service Desk in LM-107. 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, supervisor approval is required to participate in the 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 three month program, participants will be required to spend up to 15 workdays in classroom sessions.
11. **Do I need to change my work schedule to participate in the program?** During the three months, participants will remain in their current positions on their regular work schedule. However, on the days classes are scheduled, participants will report to class from 8:30 a.m. – 4:30 p.m.
12. **What benefit(s) are offered in the program? Will I be guaranteed a new position at the end of the program?** Participants will gain skills, experiences and exposure that will better prepare them for future opportunities. Participants will complete assessments, receive guided tours of Library service units, attend workshops and work with colleagues from across the Library, allowing them to expand their professional networks. This program is not a placement program leading to a new job.
13. **Who do I call or contact if I have questions about the application process?** If you have any questions, please call Sandra Smith, CDP Program Coordinator, at 7-8166 or Tonya Dorsey, CDP Program Manager, at 7-0668.

- 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 Human Resources Customer Service Desk (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 January 2017 for final candidates. Selections will be made no later than February 15, 2017. 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 in a timely manner. Emergency absences will be addressed on an individual basis.
- 17. If I am not selected for 2017, 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 Career Development Program website at <https://olc.loc.gov>. A number of useful links are included on the website to help you explore your career development independently.