

**President's Management Council**  
**INTERAGENCY ROTATION PROGRAM**

*The PMC Interagency Rotation Program enables emerging Federal leaders to expand their management skills, broaden their organizational experience, and foster networks they can leverage in the future.*

**Rotation Experience Description**

<b>Department/Agency:</b>	<i>U.S. General Services Administration</i>		
<b>Component:</b>	<i>Office of the Chief People Officer</i>		
<b>Organizational Mission/Role:</b>	<i>We enable GSA's mission accomplishment thru effective management and delivery of CPO programs including: Human Capital; Privacy; Training and Leadership Development; Presidential Transition; Delivery products and services that enable our customers to focus on their core businesses; Develop the CPO workforce to be valued business partners; Develop corporate human capital solutions for GSA; Operate at all times with integrity, honesty and accountability; and Meet our customers' needs within the framework of applicable laws and regulations</i>		
<b>Rotation Title:</b>	<i>Management Analyst</i>	<b>Required Clearances:</b>	<i>N/A</i>
<b>GS Level:</b> <i>(13, 14, and/or 15)</i>	<i>GS 13 or GS 14</i>	<b>Office Address:</b>	<i>1800 F Street NW</i>
<b>Supervisor Name, Title:</b>	<i>Michael Casey</i>	<b>Agency Point of Contact</b>	<i>Elizetta Williamson</i>
<b>Supervisor Email:</b>	<i>Michael.casey@gsa.gov</i>	<b>POC Email:</b>	<i>Eizetta.williamson@gsa.gov</i>
<b>Supervisor Phone:</b>	<i>202-694-8174</i>	<b>POC Phone:</b>	<i>202-501-0167</i>
<b>Available workplace flexibilities:</b>	<i>Telework</i>		
<b>Description of Development Opportunity: 1. Projects, Roles, and Responsibilities / 2. Anticipated Accomplishments</b>			

***The role will include designing and developing a comprehensive on-boarding program for the General Services Administration. This activity will include determining the need for successfully acclimating new employees on GSA's mission, organizational structure and policies; as well as, developing metrics to measure success. The duties will require researching and benchmarking organizations – private and public, in order to identify and determine the best approach and strategy for a successful on-boarding program. Individuals should possess keen analytical skills, project management and communication skills. It is also important for the participant to have knowledge of social media and other social technologies. The participant will work closely with staff in the Office of the Chief People Officer to develop and design a program.***

5/9/2013

**Developmental Goals:** Please select 2-3 primary Executive Core Qualifications (ECQs) that the participant may cultivate on this assignment. For more information about ECQs, please visit [www.opm.gov/ses/recruitment/ecq.asp](http://www.opm.gov/ses/recruitment/ecq.asp).

<b>ECQs (check all that apply):</b>		<b>Please provide comments about how this assignment relates to the ECQs and will provide a meaningful work experience for the participant:</b>
Leading Change	X	<b>This assignment will allow the participant to be creative in developing a business strategy for successfully on-boarding new employees in GSA. It will encourage the participant to think outside the box and use their key analytical skills. The focus of the activity covers Human Capital Management and is vital to the success of GSA's mission. Relationship building is vital to this assignment. The participant will have an opportunity to meet key players in GSA and collaborate with organizations.</b>
Leading People	X	
Results Driven		
Business Acumen	X	
Building Coalitions	X	

**The PMC Fellow will be offered the following developmental opportunities (check all that apply):**

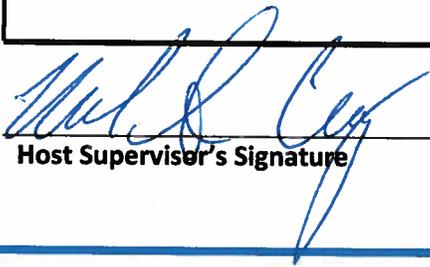
X	A Senior Executive mentor (this may be the host supervisor)
X	At least one senior-level shadowing experience
X	A peer-level work/project advisor
X	Individual Development Plan and regular check-ins on developmental progress
X	A closing assessment of accomplishments and specific recommendations for continued development
X	Access and exposure to senior-level meetings
X	Subject-specific onboarding designed to provide learning on a key skill, issue, profession, etc.
X	Participation in agency-provided training, such as online learning, workshops, speaker series, etc.
<input type="checkbox"/>	Supervisory experience
X	Cross-agency collaboration experience
X	Project management experience
<input type="checkbox"/>	Other (please explain)

**How would this opportunity benefit the participant and his/her home organization upon their return?**

*The participant will have the opportunity to build relations across GSA and learn procedures, processes that may be utilized within their own organizations. On-boarding is a process that all government agencies should have an interest in adopting for their hiring practice. Being equipped with the best on-boarding practices can make employees more likely to stay with an organization. Know how to engage a new hire is a collaborative effort between an agency and employee that ultimately leads to higher productivity, retention, and satisfaction in the workplace. On-boarding is a fundamental factor in any hiring process, with long-term benefits for everyone involved, which starts even before the new hire does. The development of an effective on-boarding program will allow the participant to bring new information back to his/her organization for possible implementation.*

**Special Requirements (if any):**

*Analytic, communication, and organizational skills*

  
 Host Supervisor's Signature

1/8/2014

Date