



# WHITE HOUSE LEADERSHIP DEVELOPMENT PROGRAM

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**2022 NOMINATION GUIDE**

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## INTRODUCTION

**Thank you for your interest in nominating candidates to the White House Leadership Development Program (WHLDP). This is an opportunity to identify high-potential career GS-15 employees or equivalent who would benefit from a unique placement and developmental experience that provides a broad Federal perspective on high-priority challenges. The program offers the opportunity for employees to gain experience with cross-agency initiatives, build the skill sets and networks to address challenges through a cross-agency lens, and implement solutions across organizational boundaries. It is also an opportunity for program participants to work outside their area of subject matter expertise and to experience different work environments and ways of driving solutions.**

For general information on the program, please visit: [www.performance.gov/whldp](http://www.performance.gov/whldp).

The following information is provided to give agencies guidance in the nomination process:

- » Candidate Nomination Overview
- » Attributes of Successful WHLDP Fellows
- » Sample Agency Nomination Letter

## NOMINATION INTRODUCTION

Agencies interested in the agency nomination path may nominate up to six candidates and are responsible for overseeing their own internal selection process, ensuring they follow applicable laws and regulations. Agencies are required to submit their selections via a single email with all of their candidates' applications.

Agencies can opt in to take part in the self-nomination path. Agencies that utilize this pathway are able to have potential candidates self-nominate with the supervisor's approval. Candidates will go through a vetting process by the WHLDP leadership team. WHLDP will then put forward a maximum of 6 candidates from each agency for interviews.

For agencies interested in taking part in the self-nomination path<sup>1</sup>, please confirm at [whldp@gsa.gov](mailto:whldp@gsa.gov).

The WHLDP is highly competitive and only accepts between 10 and 20 participants each year. Nomination by an agency does not guarantee final selection into the program<sup>2</sup>.

<sup>1</sup>Self-nomination agency applications are due 30 days prior to agency nominations.

<sup>2</sup>Detailed program information can be found in the WHLDP Guide. The WHLDP Guide and Program Application Form will be provided separately.



## **REQUIRED NOMINATION INFORMATION**

- » Candidate Resume
- » WHLDP Application Form
- » Formal Nomination Letter from Agency Deputy Secretary (if desired, the agency may include all candidates in one letter)

**NOTE: Each of the items requested above must be submitted in one email but as separate attachments. Please do not scan resumes and applications together.**

## **APPLICATION AND INTERVIEW TIMELINE**

- » **February 7, 2022 - Call for nominations**
- » **April 15, 2022 - Self-nominations per supervisor's approval due to WHLDP**
- » **May 16, 2022 - Agency nominations due to WHLDP**
- » **June 1, 2022 - WHLDP selection process begins**
- » **June 6 - June 17, 2022 - Program Interviews**
- » **June 27 - July 15, 2022 - Placement Interviews**
- » **July 25 - August 5, 2022 - Executive Leadership Committee Interviews**
- » **August 11 - August 12, 2022 - Candidate notification of selection in the program**
- » **August 15, 2022 - Onboarding process of finalist begins**
- » **October 3, 2022 - Welcome Cohort 8**

Please direct questions or requests for information to WHLDP Director Amy Bontrager at [whldp@gsa.gov](mailto:whldp@gsa.gov).



## ATTRIBUTES OF SUCCESSFUL CANDIDATES

All candidates are expected to be high-performing employees (with annual ratings of ‘exceeds expectations,’ the equivalent, or higher) with a demonstrated commitment to public service. Candidates must also have an interest in stepping outside their current function to develop an enterprise viewpoint of government and a willingness to take on a variety of roles and types of work to further the mission of the placement assignments.

Candidates selected for the program are identified as fellows. During the placement assignment, placed fellows do not hold direct supervisory positions.

The list below provides insights into some of the attributes that contribute to a successful experience. Agencies may want to consider this list in making final selections of candidates to the WHLDP.



### COMMITTED TO SERVICE

Candidates should possess a clear desire to serve in the federal government and a commitment to the spirit of public service. Candidates should have demonstrated interest in developing leadership skills to increase their ability to serve their agency as they move into positions of increasing responsibility. Candidates should also demonstrate an interest in serving at the senior executive (or equivalent) level.



### ADAPTABLE

Candidates should be comfortable working with unfamiliar and ambiguous situations, adapt quickly to new environments and cultures, and be able to work on projects without clear structure and direction.



### EXPERIENCED COLLABORATOR

Candidates should hold the belief that the government can and should work collaboratively. Candidates should have experience working on a project or program that requires coordination across multiple groups.



### **STRONG COMMUNICATOR (WRITTEN AND ORAL)**

Candidates should possess strong written and oral communications skills and be able to synthesize complex programs and information into succinct and effective written and verbal briefings. Candidates should be able to communicate with a variety of audiences and team members, including soliciting a variety of perspectives and feedback from a diverse set of stakeholders.



### **CHANGE MAKER**

Candidates should be able to build and communicate a vision of success and engage relevant stakeholders to ensure they are invested in priority goals and outcomes. Candidates should possess the ability to translate vision into action.



### **COMMUNITY BUILDER**

WHLDP will require the candidate to possess the ability to foster collaboration among diverse stakeholders, demonstrate a commitment to building networks and collaborating across boundaries to build strategic relationships and achieve common goals.



### **STRATEGIC PLANNER**

Candidates should possess the ability to understand program objectives and implement long and short-term plans consistent with organizational, individual and team goals.



### **POLITICALLY AWARE**

Candidates should be able to identify internal and external politics that affect organizations and their impact on achieving program outcomes and should be able to change plans of action accordingly.



## MOTIVATED

Candidates should be self-starters and be able to identify paths and projects that are a value-add to the placement assignment, especially in the absence of a formal structure. They should be able to position the project for future success by identifying new opportunities and by developing or improving programs, products, and services.



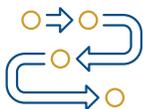
## SOLUTION DEVELOPER

Candidates should be able to identify challenges and problems that may negatively impact organizational outcomes. Candidates should also be able to identify and implement alternative solutions while taking calculated risks to accomplish project objectives.



## RESILIENT

Candidates should be able to focus on achieving objectives even in difficult circumstances, remain positive, monitor their own emotional reactions, overcome obstacles, sustain high levels of energy following a setback and withstand criticism while maintaining composure.



## AGILE

Candidates should be able to think on their feet, respond positively and quickly to unexpected events/demands, and adapt to achieve objectives in the event of changing conditions, new information, or unexpected problems.



## TEAM PLAYER

Candidates should be willing to integrate into a small team, take on any task needed to move the project forward (no task is too small philosophy), lead through collaboration, step outside of the traditional chain of command roles to find innovative ways to lead, and be friendly, approachable and trustworthy.



## **SAMPLE AGENCY NOMINATION LETTER**

On behalf of [Agency Name], it is my pleasure to nominate [Candidate's Name] to the White House Leadership Development Program.

The WHLDP provides a unique opportunity for an employee to gain experience in a placement assignment and through formal training of the skills and insight that career leaders need in order to address mission-critical challenges through a broad cross-agency perspective. While the WHLDP experience requires highly-talented individuals to enter the program, it will also allow these individuals to develop skills that will assist them and benefit their agency as they move into increasingly senior roles.

[Candidate's Name] possesses the requisite experience and traits to be an asset to the placement program as well as the motivation to develop the necessary skill sets to take on future leadership positions. Thank you for your consideration of [his/her] selection into the program.

Sincerely,

[Nominating Official]

Deputy Secretary [Position Title]

[Agency Name]



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[WWW.PERFORMANCE.GOV/WHLDP](http://WWW.PERFORMANCE.GOV/WHLDP)

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