

CAREER DEVELOPMENT PROGRAM FREQUENTLY ASKED QUESTIONS

1. What is the Career Development Program (CDP)? The CDP is a 14-week professional development program that offers an opportunity for eligible Library of Congress employees to enhance workplace skills, improve career management, develop leadership skills and deepen knowledge of the Library. Participants must be full-time Library of Congress staff members with a permanent, indefinite, or temporary appointment in grades GS or WG/WL/WS 2 through 9. Participants will 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.
- 2) Have worked at the Library for at least one year (cumulative or continuous) by either of the CDP session start dates (March 5 or August 27, 2020).
- 3) If indefinite or temporary the employee's **not-to-exceed date must be on or after December 24, 2020**.
- 4) Have no disciplinary actions for one year prior to session start dates (March 5 or August 27, 2020).

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 20 participants in each group.

4. What are the class dates for the 2020 program year?

- Group 27 (March 5 – June 18, 2020) and
- Group 28 (August 27 – December 17, 2020).

5. What is the deadline for registering for the program? The deadline for registration forms is Friday, December 20, 2020, close of business. However, there are only forty 2020 CDP slots. Openings will be filled on a first come, first serve basis as the registration forms are received.

6. May I download a copy of the registration form? Registration forms can be downloaded at <https://olc.loc.gov>.

7. How do I submit my completed registration form? To submit registration forms either:

- a. Scan the completed registration form with your signature and your supervisor's and send it by email to Program Manager Sandy Smith McBee at sasmi@loc.gov, or
- b. Deliver or mail signed hardcopies of the completed registration form to the Program Manager Sandy Smith McBee LM 654, mailbox number 2100.

8. Do I need my supervisor's approval to participate in the program? Yes, supervisor approval is required to participate in the program. Your supervisor will sign your registration form.

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 14-week program, participants will be required to meet weekly on Thursdays, from 8:30 a.m. to 4:30 p.m.

11. 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. However, participants will gain skills, experiences and exposure that will better prepare them for future opportunities. After participating in the program, participants will:

- Be familiar with the Library's Strategic Plan and how their role contributes to its success.
- Learn about the Library's service units, major programs and initiatives.
- Self-assess professional strengths and areas for opportunity.
- Identify and utilize training resources available to them at the Library.
- Enhance oral and written communication skills.
- Learn federal employment application best practices (e.g. writing KSAs and federal resumes, interviewing techniques).
- Learn workforce performance management best practices at the Library.

12. Who do I call or contact if I have questions about the registration process? If you have any questions, please call Sandra Smith, CDP Program Manager.

13. What are the next steps in the registration process? A panel will meet with those who have submitted completed registration forms in small groups in a casual environment to determine group assignment. Notifications of assignment will be made no later than February 15, 2020 to CDP participants and their supervisors.

14. 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.