

# Presidential Management Fellow - 301

## **Successful completion of rotational assignments**

- Assigned work completed meets deadlines and quality requirements
- One deliverable for each rotation
- Internship/rotational responsibilities balanced in accordance with supervisor requirements; work schedule communicated to supervisor/office
- One of two core administrative rotation completed
- Rotational evaluation from supervisor submitted to program manager; timeliness ensured through follow-up with rotational supervisor
- Rotational agreement submitted to program manager (Supports HHS Objective #5: Advance Medical Research)

## **Professional development**

- Completed Individual Development Plan submitted to program manager and mentor by deadline; quarterly delivery of updates
- Relationship with mentor established by deadline; mentoring meetings held at least monthly to identify personal learning need sand establish ways to accomplish them
- Voluntary individual training accomplished to support Individual Development Plan and career goals
- Two-thirds of Management Seminars and Brown Bags attended

## **Skill Development - Demonstration of progress in developing key skills as specified in the Individual Development Plan in two of the following areas:**

- Written communication skills: one meeting attended to record minutes; one Standard Operating Procedure, paper, article and/or announcement written
- Oral communication skills: one presentation given
- Project management: participate as an organizer of one Management Seminar; Management Seminar feedback report and peer evaluation element submitted to program manager within two weeks after Seminar date

- Teamwork: participation on one committee or workgroup; problems solved by collaborating with team members to successfully complete project
- Leadership: one opportunity for leadership development identified and pursued