

Department of the Treasury - Internal Revenue Service
**Senior Executive Service Candidate Development Program
Endorsement**

The endorsement form is required of all individuals applying for the Senior Executive Service Candidate Development Program (SES CDP). The applicant's package is considered incomplete if the form is not submitted by the closing date of the vacancy announcement.

Instructions:

- This form must be completed and signed by the Head or Deputy Head of Office or equivalent with knowledge of the applicant's potential success and readiness for the SES CDP. The endorser should consider applicant's proficiency in the five (5) Executive Core Qualifications (ECQs): Leading Change, Leading People, Results Driven, Business Acumen and Building Coalitions. You may visit the [OPM Website](#) to learn more about ECQs. The 12 to 24 month program is employed to help bureaus meet their succession planning and organizational mission needs.
- If the applicant is non-Federal, the endorsement form can be signed by the Head or Deputy Head of Office or equivalent (i.e., CEO, COO), who has knowledge of the applicant as described above.
- The endorsement form must be returned to the applicant to include with his or her application as described in the vacancy announcement by the closing date.
- The information provided will be vital in determining the degree of best qualified applicants, by the selecting official, to which he or she has experience to be successful in the SES CDP.

Name of applicant	Agency/Company
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Name and title of Head or Deputy Head of Office or equivalent (*print/type*)

Briefly describe the applicant's experience and readiness for the Senior Executive Service Candidate Development Program

Recommendation

How long have you known or worked with the applicant (*check one*)

- Less than 1 year
 1 to 3 years
 3 to 5 years
 More than 5 years

Based on my knowledge of the applicant

- This applicant is ready for placement in a CDP
 This applicant needs more development before placement in a CDP
 I **do not** recommend this applicant for placement in a CDP

Name/Title	Signature	Date
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