

## **Emerging Leaders Program (ELP)**

This program is administered by the Department of Health & Human Services (DHHS). The DHHS website provides extensive information regarding the program at <http://www.hhs.gov/jobs/elp>.

### **Introduction**

If you're the kind of person who gets things done -- leading, organizing, creating -- with a thirst for knowledge and concern for your community and nation, the Emerging Leaders Program is for you. The Department of Health and Human Services (HHS) is seeking applicants who have:

- A Masters or higher level of degree,
- A capacity for leadership,
- The potential for professional growth and development,
- A keen interest in analysis and management of policies and programs, and
- A desire to improve health and human services for all Americans.

This highly selective program is a comprehensive, two-year, full-time employment and career development opportunity for recent graduates who have a superior academic record and a Masters or higher degree. Some applicants with an equivalent combination of continued education and on-the-job experience may be eligible.

### **This Program is for you if -**

- You want to make a contribution to the Federal government and become a future leader of the Department of Health and Human Services.
- You want a comprehensive, full time, two-year program that provides both personal and professional growth and development.
- You want rotational assignments throughout our Department.
- You want a mentor who can provide great professional advice.
- You want development in our core competencies: leading change, leading people, driving results, business acumen and building coalitions and communications.
- You want advanced development in your chosen field.

### **Program Structure**

The Program includes a structured orientation to the Department of Health and Human Services, its operating divisions and other Federal agencies; a blended learning environment that incorporates classroom training, web-based training, on-the-job learning activities and an introduction to corporate level competencies; diverse developmental assignments; assignment of mentors to assist with career development and the ability to choose a career path of interest to the participant. Click on "Career Paths" on <http://www.hhs.gov/jobs/elp> for a description of each path and the positions covered.

Participants will be hired by one of the Operating Divisions sponsoring this Program, i.e., National Institutes of Health (NIH), Food and Drug Administration (FDA), Centers for Disease Control and Prevention (CDC), Center for Medicare and Medicaid Services (CMS), Indian Health Service (IHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Health Resources and Services Administration (HRSA), Agency for Healthcare Research and

Quality (AHRQ), Administration on Aging (AoA), Administration for Children and Families (ACF), The Office of the Secretary (OS). Click on "Program Sponsors" on <http://www.hhs.gov/jobs/elp> to learn more about each Operating Division.

The first 12 months of the Program will expose participants to high-level officials of the Department, introduce them to the inter-relations of work within the operating divisions, provide an opportunity to gain working knowledge of the various occupations and become familiar with the overall environment of the Department.

Participants will be managed through a centralized program at the Department level during the first 12 months of the program - they will not remain in the Operating Division that selected them although they may rotate that Operating Division on developmental assignments.

The last 12 months of the Program will be devoted to work in the participants chosen career field on a full-time basis in the Operating Division that selected them.

### **Training and Development**

The training program includes personality and interest inventory assessment tools, selection of web-based training from a menu of available courses, introduction to work/life issues and training in corporate level competencies.

Participants will complete several developmental assignments within the Operating Divisions. Assignments will be selected based on participants' chosen career path and area of interest. Assignments may vary in length from 60-90 days.

### **Mentoring Program**

All participants will be assigned a Mentor to assist in preparing a career development plan that outlines assignments and training needs during the first 12 months of the program.

### **Advancement During the Program**

Based on your experience and interest, you enter the program in one of five career paths. You'll start at pay grade GS-9 and advance to GS-11 in one year (assuming satisfactory performance) with a pay raise plus a cost-of-living increase. Upon successful completion of the program, you will be eligible for employment as an Analyst, IT Specialist, Scientist, or a similar professional position within your career path in HHS at the GS-12 level.

### **Eligibility Requirements**

- **You must be a U.S. Citizen.**
- You must be able to qualify at the GS-9 level.
- Your Master's or higher level degree from an accredited college or university is qualifying for a GS-9 position or 1 year of specialized experience equivalent to a GS-7 or a combination of education and experience

### **How to Apply**

Choose a Career Path from <http://www.hhs.gov/jobs/elp> and follow the directions provided.

**E-mail Questions to:**  
emerging.leaders@hhs.gov

**For More Information on CMS's use of the Emerging Leaders Program:**  
Contact Sherri Giancola on 410-786-5512 or at [sherri.giancola@cms.hhs.gov](mailto:sherri.giancola@cms.hhs.gov).