



2016

Enterprise Management Development Academy Application, Nomination and Selection Process

An employee may either apply directly, or be nominated by someone else, for the State of Wisconsin Enterprise Management Development Academy (EMDA) Program. The application, nomination, and selections steps are as follows:

Step One: Identify Potential Participants

Potential participants will be State of Wisconsin employees who are aspiring managers, or new/newer State of Wisconsin managers or supervisors.

Please refer to the Nomination and Selection Criteria for additional guidance on the well-qualified candidate.

Step Two: Complete Application/Nomination Form

Potential participants can apply directly, or they can be nominated by a supervisor or other agency employee who is in a position as a manager or supervisor at the 81-03 pay range or higher, or in a counterpart position, or an unclassified administrator.

For self-nominations, the interested potential participant completes all relevant sections of the Application/Nomination form. For potential participants nominated by someone else, a qualified nominator will ensure that all relevant sections of the Application/Nomination Form are completed. The nominee will still need to provide information as indicated on the form.

Final approval of the application/nomination must be by signature of the agency head.

Note: For EMDA, interested employees are allowed to self-nominate.

The applicant/nominee must provide basic contact information, education history, past supervisory or management training courses taken, as well as a statement as to what the applicant believes he or she will gain from and can contribute to the EMDA program. **Applicants' statements will be a significant portion of scoring criteria. Applicants are encouraged to put significant thought into this part of their submission.**

Step Three: Submit Application/Nomination Form and any necessary attachments

Upon completion of Nomination and Application Forms and with agency head approval, submit the completed form (with any attachments) to:

**State of Wisconsin, Department of Administration
Division of Personnel Management -- Attn: EMDA
INTER-D: 101 E. Wilson Street, 4th Floor -or-
U.S. Mail: P.O. Box 7855, Madison, WI 53707-7855**

All nominations and application forms must be received by close of business on **January 27, 2016**.

(Continued next page)

EMDA Mission: To develop and enrich future state managers and supervisors who are diverse, global-thinking, visionary, and committed to excellence in state government.

"EMDA - Developing Collaborative, Dedicated Management for Wisconsin's Future"

Step Four: Selection Process

The Selection Committee may be comprised of representatives from: the Certified Public Manager program, the Office of State Employment Relations, Affirmative Action and other qualified individuals as identified. The committee will review all nomination applications and make their selection by approximately **February 5, 2016**. Up to **thirty-six (36)** candidates will be selected to participate in the EMDA program.

Step Five: Selection Notification

Selection notices will be sent out approximately the week of **February 8, 2016**, via email. A selected candidate will have until **February 15, 2016**, to provide formal, written acceptance of their reserved place in the EMDA class. Selected candidates will continue to receive more information as the program start date nears via email, inter-departmental mail or updates to the EMDA website.

Step Six: Program Begins

Classes for the 2016 Enterprise Management Development Academy program will begin on March 15, 2016. The curriculum overview gives a detailed account of class meeting dates and locations for the duration of the program.

EMDA Mission: To develop and enrich future state managers and supervisors who are diverse, global-thinking, visionary, and committed to excellence in state government.

"EMDA - Developing Collaborative, Dedicated Management for Wisconsin's Future"