



2018 Enterprise Management Development Academy(EMDA)

Application, Nomination and Selection Process

An employee may apply directly or be nominated by someone else for the State of Wisconsin EMDA Program. The application, nomination, and selection 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 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, 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. ***Interested employees can self-nominate.***

The applicant/nominee must provide basic contact information, education history, past supervisory or management training courses taken, as well as a statement of 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 the scoring criteria. Applicants are encouraged to put significant thought into 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 Division of Personnel Management(DPM)

Attention: 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 **4:30pm** on **October 31, 2017**.

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 Division of Personnel Management, Affirmative Action and other qualified individuals as identified. The committee will review all nomination applications and make their selection by approximately **November 27, 2017**. Up to **thirty-two (32)** candidates will be selected to participate in the EMDA program.

Step Five: Selection Notification

Selection notices will be sent out **November 27, 2017**, via email. A selected candidate will have until **December 4, 2017**, 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 ELA website.

Step Six: Program Begins

Classes for the 2018 EMDA program will begin on January 8, 2018. The curriculum overview gives a detailed account of class meeting dates and locations for the duration of the program.

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