

Management Skills Assessment Program (MSAP) 2009 Assessor Application

Instructions

Assessor applicant: please complete and sign this application form.

By March 31st, submit signed application via campus mail, in person or by fax to:

Rene Jackson, Director
Human Resources
University of California Office of the President
1111 Franklin St., 5th Floor, 5208
Oakland, CA 94608
(510) 987-0879
Rene.Jackson@ucop.edu

Questions on the MSAP Program can be directed to:

Don Diettinger, Manager
Human Resources/Development & Training
Laurel Heights Campus, Box 0834
3333 California (between Presidio and Laurel), Suite 305
San Francisco, CA
Zip Codes: 94143-0834 (US Mail); 94118 (UPS, FedEx, etc.)

Email: don.diettinger@ucsf.edu
Phone: (415) 476-4841
Fax: (415) 476-6276

MSAP Schedule

Each Assessor commits to participating in these program components:

- 1) Orientation Program:** **April 6, 2009, 9:00 a.m. - 3:00 p.m., Laurel Heights, Room 308**
Essential preparation for the residential program
Required for Assessors, Assesseees, and Alternates
- 2) Residential Program:** **April 26-May 1, 2009, Asilomar Conference Center, Pacific Grove, CA**
Assessors arrive Sunday, April 26, mid-morning
Assesseees arrive Monday, April 27, early afternoon
Intensive (day & evening) interactive assessment of management skills
Required for Assesseees and Assessors
- 3) Assessors' Follow-up:** **1– 2hr. mtg. Mutually acceptable date to be determined.**
Evaluation of MSAP experience; application of learning on job
Required for Assessors

Enter all program components on your calendar now!

UCOP Assessor Qualifications & Information Guide

Please review the complete MSAP web site to familiarize yourself with all aspects of MSAP: <http://msap.ucdavis.edu>.

Benefits of Serving as an Assessor:

- Reinforce your analytical and observational skills
- Deepen your understanding of management competencies and skills
- Enhance your ability to provide honest and constructive feedback
- Increase your ease in coaching to reinforce and improve performance
- Enhance your group facilitation skills
- Develop a more realistic perception of your own management skills
- Improve your awareness of the needs of UC's emerging managers
- Encourage and support retention and development of UC's top new managers
- Network and build lasting bonds with fellow assessors from other UC campuses, laboratories, medical centers, and Office of the President.

Qualifications of Assessors:

- Senior UCOP Leader: in Senior Management Group (SMG) or Managers & Senior Professionals (MSP) personnel programs
- Minimum of one year at UCOP
- Perceived by peers and direct reports as an excellent leader & manager
- Skilled in providing objective performance feedback and coaching
- Actively supportive of employee development
- Comfortable leading and facilitating teams/groups
- Astute regarding political and business complexities of the University
- Eager to enhance own management and leadership skills
- Firmly committed to participate fully in MSAP Orientation, Residential Program and Assessors' Follow-up Meeting (see MSAP schedule on Page 1.)

What you will Do as an Assessor:

- Observe and analyze the behavior of 3 assessees as they participate in individual and small group work simulations; provide daily simulation-specific assessments, as well as a summary assessment at program's end
- Facilitate the small group work simulations and lead follow-up discussions
- Work closely with another assessor as the two of you share the assessment of a small group of 6 assessees

How you will be Trained to Assess:

- You will engage in 2 days of training and preparation by skilled and experienced Assessor Trainers prior to beginning the actual assessment process
- You will work very closely with peer assessors, whose skills complement yours, throughout the assessment week
- You will receive on-going training, coaching and support from the Assessor Trainers throughout the assessment program

Assessor Information Sheet

The information you provide on this application will be used to compile a roster of participants. **IT IS VERY IMPORTANT THAT YOU FILL IN ALL INFORMATION AS COMPLETELY AS POSSIBLE.** Please type or print clearly. Thank you!

Applicant's Last Name: _____	First Name (or Nickname): _____
Employee ID#: (9 digits beginning with 02): _____	
Working Title: _____	
Payroll Title: _____	Personnel Program: _____
Department: _____	
Organization: _____	
Phone (with your area code): () _____	Fax: () _____
E-mail (please indicate "no e-mail" if you have none): _____	
UCOP Internal Mailing Address: _____	
Time in present position: _____	Total Years with UC: _____
If selected, would you like to receive vegetarian meals at Asilomar? Yes No	
External Mailing Address (Please provide a complete address written as you would give it to someone sending mail to you through the U.S. Postal System:	
Name: _____	
Department: _____	
UC Campus, Lab or Medical Center: <u>UCOP</u>	
Address (with Box # if appropriate): _____	
City, State, Zip+4: _____	

Breadth of supervisory experience:

Number of full-time employees I supervise <i>directly</i> :	_____
Number of employees I supervise <i>indirectly</i> :	_____

Past participation in UC Management Skills Assessment Program (MSAP) or Professional Skills Assessment Program (PSAP): Assessee Assessor Assessee's Supervisor

MANAGEMENT SKILLS ASSESSMENT PROGRAM (MSAP)

This program is partially supported by Staff Development funds from the Office of the President. To assist us in complying with federal and state reporting requirements, please check all of the following categories that apply. Completion of this section is voluntary. This information will be kept confidential.

Please identify the appropriate categories by placing an "x" in the corresponding description label.

<input type="checkbox"/> Female	<input type="checkbox"/> Asian & Pacific Islander	<input type="checkbox"/> Disabled*
<input type="checkbox"/> Male	<input type="checkbox"/> Black	<input type="checkbox"/> Special Disabled Veteran
	<input type="checkbox"/> White	<input type="checkbox"/> Vietnam-era Veteran
	<input type="checkbox"/> Hispanic	
	<input type="checkbox"/> Native American	
	<input type="checkbox"/> Mixed Ancestry	

*If you require an accommodation, please contact Don Diettinger at don.diettinger@ucsf.edu so that appropriate arrangements can be made.

Signature:

If selected to serve as an assessor, I will participate in all of the program components. I understand that during the MSAP residential week, having delegated my daily UCSF responsibilities to capable managers and staff, I will devote my full energy, day and evening, to the assessment process.

Yes

Before signing please review the dates and times of all MSAP components (and mark your calendar).

Signature _____ Date _____