

U.S. Department of Energy
Part II – Managerial Competencies
B. Organizational Representation and Liaison

CONTENT DESCRIPTION: Emphasizes the range of external communications and public relations aspects of executive positions as found in official correspondence and documentation, as well as, formal and informal verbal communications. Major competencies within this activity area are:

- Representing (e.g., presenting, negotiating, selling, defending) the organization before a variety of people, including corporate and governmental executives, members and staff of Congress, the media, clientele and professional groups.
- Working in groups and teams, conducting briefings and other meetings.
- Establishing and maintaining working relationships within the organization (e.g., with other program areas and staff support functions) and with relevant external groups and organizations.
- Seeing that reports, memos and other documents reflect the position of the organization.

SUMMARY OF EXPERIENCE (Describe experience, include at least two specific examples):

PLEASE TYPE OR PRINT (Attach additional sheets if necessary)

SUPERVISORY CERTIFICATION

___ Current ___ Former Supervisor: _____
(Signature)

Accuracy of Response Based on Your Direct Knowledge

- Totally Descriptive Very Descriptive Descriptive Somewhat Descriptive Nondescriptive No Basis to Judge

SUPERVISORY EVALUATION (based on quality of work accomplished)

- Exceptional Overall Quality Highly Successful Overall Quality Fully Successful Overall Quality Minimally Satisfactory Overall Quality Unsatisfactory Overall Quality No Basis

Privacy Act Statement

Section 6311 of Title 5 U.S.C. authorizes collection of this information. The information requested will provide descriptions of management or related experience and allow for supervisory certification of performance in management/program administration. This information will be used to determine an individual's managerial qualifications for positions in the Senior Executive Service and to facilitate executive staffing and development activities. Routine disclosure of the information collected may be made to those who complete the form, and management or personnel officials who make human resource management decisions. Furnishing information on this form is voluntary. Failure to do so will result in staffing or development decisions made on the basis of existing personnel records and data.