ONE EPA SKILLS MARKETPLACE

Developing a Skills Marketplace Project Announcement

Guidelines

The Skills Marketplace project announcement template is designed to help project supervisors comprehensively describe their proposed projects. This information is important to help project reviewers get a sense of the proposed project's scope and suitability for posting on the Skills Marketplace. This information is also important for potential applicants and their supervisors to understand the scope of the work and the time commitment that may be required as well as alignment of the project with an employee's skills or professional development goals. So it's important that project supervisors sufficiently and succinctly describe their proposed projects using the template guidelines below.

Filling out the Project Announcement Template

Field Title	Field Description
Project Title:	**Definition:** A title that describes the scope of the project. **Guidelines:** Mandatory field; Free text ; character limit of 200 characters **Example:** *Open Pit Mining Environmental Impact Statement*
AAship/ Regional Office	**Guidelines:** Mandatory field; Select from a drop down menu of offices **Example:** *Region 8*
Office/Division/Branch/Section:	**Guidelines:** Mandatory field; Free Text ; character limit of 100 characters; avoid acronyms **Example:** *Office of Ecosystems Protection and Remediation/ NEPA Compliance & Review Program*
Brief Overview of Project:	**Definition:** Please include a brief overview of the work to be accomplished as part of this project, how it relates to the work of the organization, how the project aligns with the agency's mission and goals. **Guidelines:** Mandatory field; Free Text ; word limit of 300 words **Example:** *The employee will be responsible for reviewing an Environmental Impact Statement (EIS) in Region 8 and propose mitigation strategies to protect underground sources of drinking water from mining contamination. The employee will work with other team members in Region 8 and with other Federal and State Agency partners. The project supports Region 8's priorities of protecting America's waters.*

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Anticipated key milestones, outputs and outcomes:	**Definition:** Please include a brief description of the anticipated key milestones, outputs/ products and outcomes of the work that will be accomplished. **Guidelines:** Optional field; Free Text ; word limit of 100 words **Example:** *The employee will develop a report that provides detailed comments on the EIS and proposed mitigation strategies.*
Number of project slots available:	**Definition:** Some projects may allow for participation of more than one Skills Marketplace participant. **Guidelines:** Mandatory field; Enter a number **Example:** *1*
Anticipated Start Date	**Guidelines:** Mandatory field; MM/DD/YYYY **Example:** *05/13/2013*
Anticipated End Date	**Guidelines:** Mandatory field; MM/DD/YYYY **Example:** *10/11/2013*
Expected time commitment:	5 %_____ 10% _____ 15% _____ 20% _____ **Guidelines:** Mandatory field; select one
How will the time be spent (e.g. 1 day pay period, etc)?	**Definition:** Please use this field to indicate whether the time spent on the project will be consistent throughout the project duration or if there will be variability (e.g. higher levels of activity during certain periods, as long as the average is no more than 20% of the employee's time over the course of the project. **Guidelines:** Mandatory field; Free Text ; character limit of 200 characters **Example:** Project activity will consistently require 1 day of work per pay period
Type of Project	**Guidelines:** Mandatory field **Please select one:** ☐ Skills 'Transfer' Project (applicants need to have had direct experience with similar work) ☐ Skill 'Development' Project (applicants don't need direct experience but should have minimum skills required) **Type of work to be conducted by selected employee. Please select one or more:** ☐ Administrative ☐ Contracts/ Grants

	☐ Financial ☐ Generalist (e.g. Environmental Protection Specialist or Program Analyst or Project Management) ☐ Human Resources ☐ Information management ☐ Legal ☐ Policy ☐ Science/ Engineering ☐ Other
Competencies/Skills:	**Guidelines:** Mandatory field **Please select from a menu of core competencies/ technical competencies:**

Competencies/ Skills	**Required**	**Optional**
Core/ cross-functional competencies		
Change Management	☐	☐
Collaborating / Coalition Building	☐	☐
Decision-Making	☐	☐
Interpersonal Skills	☐	☐
Leadership	☐	☐
Oral Communication	☐	☐
Problem Solving	☐	☐
Project Management	☐	☐
Teamwork	☐	☐
Written Communication	☐	☐
Other		
Technical competencies:		
Administrative Specialist	☐	☐
Attorneys	☐	☐
Environmental Engineers/Mechanical Engineers/ Architect	☐	☐
Financial Resource Management: • Grants Specialists • Accountants/Auditors	☐	☐

	• Financial Specialists • Contract Specialists	☐ ☐ ☐	☐ ☐ ☐
	Program and Management Support: • Information Technology • Environmental Protection Specialist • Human Resources Specialists • Training and Learning Management • Public Affairs /Information Specialists • Meeting planning and facilitation specialist	☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐
	Scientist: • Toxicologists • Geneticist • Ecologists • Biologists • Economists • Chemists • Physical Scientists • Health Scientists	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
	Other (Free text field to provide further information on specific subject matter areas/ disciplines)		
Credentials and Certifications Required	**Definition:** Please use this field to indicate any credentials or certifications that may be required to work on the project. **Guidelines:** Optional field; Free Text ; character limit of 100 characters **Example:** *COR Certification required*		
Additional information that should be included in employee application	**Definition:** Please indicate any additional supporting materials or information that you would like applicants to provide in their application (e.g. full resume, writing sample, cover letter/ statement of interest) **Guidelines:** Optional field; Free Text ; character limit of 200 characters **Example:** *Applicants should include a writing sample in their application*		

Project Supervisor and contact information (telephone and email)	**Definition:** Information about the manager who will supervise the work **Guidelines:** Mandatory field
Project point of contact (if different from project supervisor) and contact information	**Definition:** Information about additional employee who can serve as point of contact for the project **Guidelines:** Optional field
Date project submitted	**Guidelines:** Mandatory field; MM/DD/YYYY
Deadline for submission of employee applications	**Guidelines:** Mandatory field; MM/DD/YYYY

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