

Talent Exchange Program Discovery Questionnaire - Home Organization

Contact Information	
Contact Name	
Contact Phone Number	
Contact Email Address	
Work Location Address	
Academic Institution or Company	
Department	
Title	
Talent Exchange Program Information	
Home Supervisor Name	
Home Supervisor Title	
Home Supervisor Email	
Home Supervisor Phone	
General Requirements	
Education	
Years of Experience	
Industry/Expertise	
Capabilities/Competencies	
Certifications	
What would make this exchange successful? What would the benefit be to the employer? Employee?	
Are their preferred organizations to recruit from (Academia, Industry, Government)?	
Does the employee have a security clearance? If yes, what level?	
What is GS Level or equivalent, if applicable?	
Will the employee be able to supply their own resources (computer, software, office space, etc.), if needed?	
Will the employee be able to work with their home agency while participating in the exchange?	

Will there be any obligations to remain with organization post exchange? If yes, how long? Will a separate agreement be required to facilitate this obligation?	
How should time and attendance be monitored?	
Opportunity	
Project	
What opportunities are the employee and organization seeking?	
Role and Responsibilities	
What outcomes do you want them to achieve? (Training and development, subject matter expertise, completion of a specific deliverable, etc.)	
What are your expectations of the employee while they are away – do you need them to work on home projects as well?	
How long can the employee be away from the home organization? (Minimum requirement is 3 months)	
Is there an option to renew the agreement?	
Are there travel/relocation requirements? Who is responsible for reimbursement?	
Are there training requirements? Who is responsible for reimbursement?	
Who will be making compensation payments?	
Who will be providing benefits?	
Will employee be eligible for a bonus?	
Who will be paying for housing, if needed?	
Will any stipends be provided? If yes, amount and timing of payment?	
Will a Non-disclosure Agreement (NDA) need to be signed?	
Type of Exchange	
Research & Development	
Intellectual Property	
Training with Industry	
Sabbatical	
Legislative Fellowship	
Fellowship	
Internship	

Other	
Physical and Occupational Demands	
Operation of Machinery	