

Talent Exchange Program Discovery Questionnaire - Host Agency

Contact Information	
Contact Name	
Contact Phone Number	
Contact Email Address	
Organization	
Department	
Talent Exchange Program Information	
Prospective Incumbent Title	
Number of Roles (if roles are different, collect details in separate Discovery Documents)	
Work Location Address	
Supervisor Name	
Supervisor Title	
Supervisor Email	
Supervisor Phone	
General Requirements	
Education (Minimum, Desired, Preferred)	
Years of Experience	
Industry/Expertise	
Capabilities/Competencies	
Certifications	
Are there specific key words that will aid in research for qualified candidates?	
Are there specific source publications for the designated research area that we can reference to find contacts?	
How would the organization define success for this opportunity?	
Are their preferred organizations to recruit from (Academia, Industry, Government)?	
Is a security Clearance required? If yes, what level?	
Is a background check required?	
What is GS or equivalent Level?	
Are there any medical requirements for this role?	

What resources will be provided to the employee? Facilities, computers, software, etc.	
Will the employee be required to supply their own computer?	
Will the employee be able to work with their home organization while participating in the exchange?	
Are there any obligations for the employee after the exchange period ends?	
How should time and attendance be monitored?	
Opportunity	
Project	
Role and Responsibilities	
Expected Outcomes (including deliverables)	
Project Duration	
Is there an option to renew the agreement?	
Are there travel/relocation requirements? If relocation, who is responsible for the reimbursement of costs?	
Who is responsible for travel and training reimbursements?	
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	