

## **Talent Exchange Program**

### **Roles and Responsibilities**

#### **Parallax – Program Manager**

1. Solicit relevant candidate and organization information from interested parties.
2. Actively recruit qualified candidates and organizations for consideration.
3. Provide names of candidates and/or organizations with pertinent background information to host sponsor.
4. Facilitate completion of the Talent Exchange Agreement and Commitment.
5. Conduct regular check-ins with participants and sponsors.
6. At the conclusion of the assignment, conduct a formal evaluation of the experience.
7. Goal: Foster partnerships between Academia, Industry, and Government to build a pipeline of talent to fulfill ongoing business needs.

#### **Host Organization - Supervisor**

1. Update participant on job security requirements/procedures, conflicts of interest, confidentiality issues, etc.
2. Provide necessary resources (workspace, computer, phone, building access, travel/training expenses, etc.).
3. Agree on work schedule and flexibilities (e.g., office, remote).
4. Provide a beneficial on-boarding experience to accelerate the participant's ability to perform on the job.
5. Craft meaningful work plans and developmental assignments and evaluate participant progress throughout the term of the exchange.
6. Give frequent feedback/coaching to participant and provide performance review input to home supervisor.
7. Host organization should also consider potential financial impacts (e.g., participant salary, travel, equipment).

#### **Home Organization – Supervisor**

1. Assist in developing the participant's Individual Development Plan.
2. Remain actively engaged with Employee throughout exchange.
3. Seek performance input from host supervisor.
4. Implement plan to transition the participant's work during the rotational assignment.
5. Stay available to participant and continue to maintain employee records (e.g., payroll, personnel).
6. Support the participant's meaningful reintegration into the home organization.
7. Home organization should also consider potential financial impacts (e.g., participant salary).

**Participant**

1. Prepare for the exchange.
2. Create an Individual Development Plan with the home supervisor.
3. Perform the assigned work.
4. Alert home organization and Parallax project team contact if problems/issues occur.
5. Establish relationships and expand his/her network.
6. Participate in a comprehensive evaluation of the program.