

Leadership ICMA



REFERENCE FORM

To: _____

INDIVIDUAL COMPLETING REFERENCE FORM

From: Leadership ICMA Applicant Review Panel

Subject: _____

APPLICANT'S NAME

Thank you for taking the time to write a recommendation for the Leadership ICMA applicant named above.

Leadership ICMA is a competitive, intensive, two-year program designed specifically for ICMA members committed to a professional future in local government management at a senior level. The program is intended to cultivate key competencies needed for success in local government management including: personal leadership; integrity and ethics; team building; advocacy, communication and media relations; strategic planning; negotiation skills; initiative, risk taking, vision, creativity and innovation. If the applicant from your organization is selected to participate, we believe this training will significantly strengthen the participant's contributions to your organization as well as his/her own professional development.

The participant's investment in this program will include mandatory attendance at 2–4 multi-day classes over a two year period, completion of preparatory reading materials and writing assignments, and—perhaps most significantly—full participation in one consulting project upon completion of the program. (Local governments/organizations such as yours will be asked to respond to an RFP for consulting projects to be completed by Leadership ICMA graduates for a very limited cost to the client entity.)

Please answer the following questions (on your office letterhead, if appropriate) and include your daytime telephone number. Your candid and specific responses to the questions below will be most helpful. Please sign and date your evaluation, place it in a white sealed envelope and return it to the applicant. The applicant must submit your evaluation as part of his or her application. **The application deadline is June 15.**

1. How long and in what capacity have you known the applicant?
2. What are the applicant's major strengths?
3. What do you hope the applicant will gain from this experience?
4. Please share any additional information that would be helpful.

Thank you.