



INTERNATIONAL CITY/COUNTY
MANAGEMENT ASSOCIATION
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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, one-year program designed for those committed to a professional future in local government management at a senior level. The program aims to cultivate key competencies needed for success in local government management, including personal leadership, integrity and ethics, team building, advocacy, community building, communication, Diversity, Equity, and Inclusion, strategic planning, community engagement, initiative, risk-taking, vision, creativity, and innovation. If the applicant from your organization is selected to participate, we believe this training will significantly strengthen their contributions to your organization as well as their own professional development.

The participant's investment in this program includes mandatory attendance at two multi-day in-person classes over a one-year period. Additionally, participants are required to participate in an instructor-led course and completion of self-paced materials, including short video lessons, recommended readings, interactive content, and activities, monthly. The self-paced portion of each course consists of 60-90 minutes of mandatory content, plus supplementary activities and materials. For instructor-led sessions, participants will spend 60 minutes per course during typical working hours.

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 and return it to the applicant. The applicant must submit your evaluation as part of his or her application.

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.