



COUNCIL OF THE INSPECTORS GENERAL ON INTEGRITY AND EFFICIENCY

Applying to the Senior Executive Service and Writing Executive Core Qualifications Statements presented by Emily Troutman, Senior Writer, Resume Place, Inc.

Between December 7 and 8, 2022, the CIGIE Fellows attended a two-day presentation by Emily Troutman, Senior Writer and Director of Resume Place, Inc. On day 1, the training focused on understanding (1) the format of the SES applications, (2) the application process and application formats, and (3) the differences between accomplishments and duties, and management and leadership. In addition, the Fellows completed two accomplishment activities. On day 2, Emily explained the five Executive Core Qualifications (ECQs) and their respective sub-competencies. She fielded questions from the CIGIE Fellows on how ECQs differ from Technical Qualifications (TQs), how to describe your contributions in an ECQ when you worked on a team, and the role of Candidate Development Programs.

Top takeaways/lessons learned of the Activity:

1. Senior Executive Service application addresses ECQs and competencies. The application package must address specific job requirements while demonstrating clear history of leadership experience and necessary technical expertise. The resume and structured interview are core parts of the assessment. The five ECQs are:
 - a. Leading Change
 - b. Leading People
 - c. Results Driven
 - d. Business Acumen
 - e. Building Coalitions

2. The three possible formats include traditional, resume-based and hybrid. In the traditional format, the applicant submits a resume, technical qualifications (1-2 pages each), ECQs (up to 10 pages and from the past 10 years), and a cover letter. In the resume-based format, the candidate submits a resume reflecting the 28 sub-competencies in a maximum of 5 pages. In the hybrid format, the applicant submits a 4–5-page resume and then submits traditional ECQs after selection.

3. Write your ECQ narrative in the CCAR (Context, Challenge, Action, Results) format using plain language. In TQs, describe your technical competencies in a general narrative format using technical language. Place emphasis on describing your accomplishments and how you lead versus how you manage. Focusing on 5-10 accomplishments is plenty.
4. When writing about working in a team, define your role using your job title within the team and describe your contribution and why it was critical to the success of the team and/or project.
5. OPM operates the Qualifications Review Board (QRB), which is a rotating panel of volunteer SES members who review tentative SES applications. If the QRB approves the application, it is certified. If the QRB does not approve the application, the applicant has one chance to revise and resubmit an application. If the resubmitted application is not approved, the applicant must wait one year to reapply.