



## CARE USA Peter Bell Legacy Fellowship Manager's Approval Form

The CARE USA Peter Bell Legacy Fellowship program demonstrates our commitment to exercising leadership at CARE. CARE USA Fellows will advance CARE's poverty-fighting vision and mission, and help us meet our organization's current and future goals. Fellows will be assigned to CARE country offices in the regions where we operate, in a U.S. field office, or at our Atlanta headquarters.

Before approving an employee's application to pursue a CARE USA fellowship, we encourage you to give thoughtful consideration to the short and long term implications of the fellowship on the employee's professional development, and your staffing needs.

Please refer to the following guidelines during your decision-making process:

**The CARE USA Fellowship Program was created to build leadership capacity and advance CARE's mission and vision.**

*Carefully consider the following:*

- Is the applicant a high performer with demonstrated leadership qualities and growth potential?
- How does the fellowship opportunity support the employee's current development plan?
- How would the fellow's learning experience benefit your unit/division or Country Office *after she/he returns*?

**CARE USA Fellowship assignments may last from six months to a year.**

*Consider the enabling conditions you will need to create to ensure a positive experience for your employee before, during and after a fellowship:*

- How will you fill the employee's current position when he or she accepts a fellowship?
- What are some important implications you need to discuss, if you decide to support the candidacy, after the person completes the fellowship assignment?
- How will you reintegrate the employee to take full advantage of his or her enhanced capabilities?

NOTE: If you have questions or concerns about the fellowship approval process. Please contact Yidnekachew Tessema ([fellowship@care.org](mailto:fellowship@care.org)) or Mario Lima, [lima@care.org](mailto:lima@care.org) for assistance.



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As a CARE supervisor/manager, you play an important role in the new CARE USA Peter Bell Legacy Fellowship Program. Please give thoughtful consideration to your employee's interest in becoming a fellow – including the short and long term implications of the fellowship on the employee's professional development and your staffing needs – before authorizing your employee to apply. Refer to the *CARE Fellowship Manager's Approval Guidelines* for more details.

Fellowship applicants must submit this completed form by January, 2008

Fellows will be selected and notified on or before May, 2008

<b>Supervisor/Manager's Name:</b>
<b>Supervisor/Manager's Title:</b>
<b>Contact Information:</b>
<b>Employee/Fellowship Applicant's Name:</b>
How does the fellowship opportunity fit into the employee's development plan?
How would the fellow's learning experience benefit your unit/division or Country Office after she/he returns?
<input checked="" type="checkbox"/> I understand the potential short and long-term implications of this fellowship opportunity
<input checked="" type="checkbox"/> I endorse and recommend this CARE USA Fellowship candidate for consideration
<b>Date Approved:</b>