



2023 Public-Private Talent Exchange (PPTe) Checklist

Phase	Timeline	What You'll Do	Mark	
Planning	May 2022 - February 2023	Participate in calls with HCI to discuss and review program details	<input type="checkbox"/>	
	June - August 2022	Circulate a call for applications or nominations internally to identify interested participants	<input type="checkbox"/>	
Nomination	June - August 2022	Develop a methodology to select applicant(s) and communicate selection timeline and any required documentation to potential applicants	<input type="checkbox"/>	
	June - August 2022	Gather participants and draft Experience Descriptions*	<input type="checkbox"/>	
Selection and Preparation	1 September 2022	Final date to submit participant nominations and Experience Descriptions to HCI: no applications will be accepted after this date	<input type="checkbox"/>	
	October 2022 - January 2023	Develop contractual paperwork***	<input type="checkbox"/>	
	October 2022 - January 2023	Finalize participant assignments and roles/responsibilities	<input type="checkbox"/>	
	October 2022 - January 2023	Hold introductory phone call with participant before exchange begins	<input type="checkbox"/>	
	October 2022 - January 2023	Prepare any onboarding/training documentation for participant	<input type="checkbox"/>	
	December - February 2023	Ensure availability of IT assets for participant	<input type="checkbox"/>	
	January - February 2023	Schedule other introductory meetings with participant and leadership, as applicable	<input type="checkbox"/>	
	January - February 2023	Document and finalize Exchange Plan**	<input type="checkbox"/>	
	January - February 2023	Ensure all required documents are completed and submitted***	<input type="checkbox"/>	
	2-3 weeks before	Complete and sign Logistics and Planning Acknowledgment Form**	<input type="checkbox"/>	
	1 week before	Draft and send welcome email to organization and leadership	<input type="checkbox"/>	
	Exchange	6 February 2023	Ensure participant and supervisor attends orientation and legal briefs; exchange begins	<input type="checkbox"/>
		Throughout exchange	Ensure participant maintains regular communication with home organization	<input type="checkbox"/>
Throughout exchange		Develop and maintain continuity files for future cohort participants	<input type="checkbox"/>	
May 2023		Ensure participant attends mid-point review	<input type="checkbox"/>	
2 weeks before end of exchange		Begin off-boarding tasks (i.e. returning IT assets)	<input type="checkbox"/>	
May - August 2023		Begin gathering participant feedback on program	<input type="checkbox"/>	
August 2023		Ensure participant attends capstone event; exchange ends	<input type="checkbox"/>	
Lessons Learned	August - September 2023	Submit lessons learned and/or feedback to HCI	<input type="checkbox"/>	
	May - August 2023	Confirm participation in 2024 cohort with HCI	<input type="checkbox"/>	

*Experience Description(s) should include: Assignment Title, Start Date, Assignment Length, Assignment Location, Host Organization, Host Organization Mission, Assignment Description, Desired Participant Competencies, and any other Special Requirements and Information.

**An Exchange Plan template and Logistics and Planning Acknowledgement Form template can be located in Appendices A and B of the PPTe Playbook.

***Only government participants must complete a Continued Service Agreement. For more information, reference the PPTe Playbook located on the HCI website.