



## Application Checklist Emerging Leaders Institute (ELI) and Senior Leadership Institute (SLI)

- ✓ **Make sure you meet program qualifications.** You must be employed by the state for two (2) years by September 13, 2024.
- ✓ **Check out the program dates and times.** You must commit to attend all classes and complete all assignments in the program. Classes begin next in the fall of 2024.
  - [Access 2024-2025 Emerging Leaders Institute program dates](#)
    - [Emerging Leaders Institute Application Information](#)
  - [Access 2024 Senior Leadership Institute program dates](#)
    - [Senior Leadership Institute Application Information](#)
- ✓ **Follow your agency's internal application process and deadlines.** Your agency has an internal process for being nominated to apply for ELI and SLI programs. Check with your agency HR or training representative for more information.
- ✓ **Be prepared to provide letters of recommendation.**
  - **For ELI:** Two letters must be included as part of the application:
    - A signed letter from someone in the applicant's chain of leadership (supervisor, manager, director or senior leader), submitted on agency letterhead.
    - A letter from the agency's Human Resource Director that identifies the applicant has met the two years of state service requirement by 9/13/24 and has agency support for their application.
  - **For SLI:** A signed letter from the agency's commissioner, deputy or assistant commissioner, written on agency letterhead, must be included as part of the application.
  - **NOTE:** Applications cannot be submitted without a recommendation letter(s).
- ✓ **Complete the following application questions.**
  - Briefly describe the responsibilities of your current position. Please list any direct reports.
  - What qualities are important in future leaders in public service?
  - How do you exhibit these qualities in your current role?
  - What are your future aspirations or goals as a leader?

- What skills do you hope to develop by participating in the ELI or SLI program?
- Diversity, Equity, Accessibility and Inclusion (DEAI) are valued at the state. In what ways have you demonstrated a commitment to supporting or furthering DEAI initiatives at work? In what ways have you sought to increase your own self-awareness and growth in these areas?
- How will participating in this program benefit your agency and help further the State of Minnesota goals and strategic initiatives?

✓ **Review the Application Tip Sheets**

- We gathered advice from three years of selection committee members for you. [Read their advice here](#).
- If you are applying for ELI, share this [tip sheet](#) with the person who will write your reference letter.

**Questions?** Please contact [ETD's leadership development team](#).