Application Guide for Training, Human Resource, and Leadership Teams

This application process guide is designed for training, HR, and leadership teams reviewing Emerging Leaders Institute (ELI) and Senior Leaders Institute (SLI) applicant submissions.

Note: Applications will be in an accessible PDF format. Your agency has control over your application process and how you distribute the applications.

Phase 1: Get Connected

Join the ELI and SLI Applications Teams channel to stay connected with Enterprise Talent Development (ETD) and manage your agency's applicant data.

Complete the access request form to ensure everyone on your agency's application review and applicant support team are members of the Teams channel. You must complete this form to gain access to private folders and save applicant files.

You can also use the form to let ETD know who from your agency should be added, removed, and retained. If you don't have any access changes from last year, you do not need to complete the access request form.

Phase 2: Set Your Agency's Application Deadline

Applications are available enterprise-wide on May 1, 2025. Your agency's approved applications must be submitted to the Application Teams channel by **4:30 p.m. on June 23, 2025**.

Set an application deadline for your agency that allows time for applicants and application review teams to complete their work thoughtfully. ETD recommends an application deadline of June 6 for each agency. This allows about five weeks for applicants to respond to prompts and request recommendation letters and about two weeks for approval committees to review submissions.

Contact ETD before June 23 via email or the Teams channel after you've completed your internal process. Your agency's application deadline must be before June 23. **ETD will not accept new applications after the deadline.**

Emerging Leaders and Senior Leaders Institutes

Phase 3: Inform and Support Applicants

Share the application form

ETD provides an accessible, fillable PDF application to each agency's Human Resources and Learning and Development sections. The prompts on this PDF cannot be altered. Agencies are allowed to request additional information from applicants separate from the PDF applications, such as proof of annual training completion and work examples.

Application Forms

- 2025-26 ELI Application
    - 2025-26 ELI Information
- 2025 SLI Application
    - 2025 SLI Information

Encourage people to apply

- **Promote the programs.** Promotion is a collaborative effort between leadership, engagement, and communication teams. Ensure everyone at your agency knows about these development opportunities, how to apply, and when their application is due. Use this template to customize a promotional message to your agency.
- **Share this ELI and SLI Application Process Guide.** We've created this guide document to help your applicants stay informed and stay on track. This information can also be found on the ETD website.
- Use these tips to motivate applicants!

Provide program details

Program Cohort Schedules

ELI and SLI cohort schedules are available on the Apply for a Leadership Program webpage under the "ELI Program Schedule" and "SLI Program Schedule" sections.

- ELI Cohort 37 will meet every other Tuesday and will meet in-person on the half days and virtually on the full days, with a few exceptions. September 2025 – March 2026.
- ELI Cohort 38 will meet every other Wednesday with a few exceptions. September 2025 – March 2026.
- ELI Cohort 39 will meet every other Friday with a few exceptions, and most sessions will be virtual. September 2025 – March 2026.
- SLI Cohort 15 will meet every Friday. September 2025 – December 2025.

Program Costs

- ELI: $3,840
- SLI: $4,670

Remind applicants that they must follow your agency's procedures for encumbering funds for FY26. Most applicants should be able to ask their supervisors for assistance.

Highlight your agency's application deadline

Ensure applicants and the application review team are aware of your agency's application deadline. As noted in Phase 2, your agency's application deadline must be before June 23. ETD recommends an application deadline of June 6 for each agency.

Work with your agency's communications team to send reminders as your approach your agency's application deadline.

Phase 4: Reviewing Applications

Your agency has control over your application review and approval process. ETD encourages you to allow enough time for everyone on the review committee to reflect on each applicant submission.

ELI and SLI programs are unique opportunities with big career impact. Be intentional with your recommendations. ETD is looking for employees who can bring their diverse backgrounds and unique experiences to these cohort-based programs to nurture future leaders in state government.

Phase 5: Submitting Approved Applications

After your review process is complete, save approved applicant files to your agency's private folder within the ELI and SLI Applicant Teams channel.

How to save approved applicant files

Add approved applications to your agency's folder using the following file naming convention:

- For ELI applications: Last name_first name_ELI Application
- For SLI applications: Last name_first name_SLI Application

Add supporting documents for approved applicants to your agency's folder using the following file naming convention:

- For ELI letters of recommendation: Last name_first name_Letter of Recommendation
- For ELI letters of support (individuals): Last name_first name_HR Support Letter
- For ELI letters of support (agency): Agency name_HR Support Letter
- For SLI letters of recommendation: Last name_first name_Commissioner Letter

While there is no limit to how many applicants each agency can recommend, please be thoughtful with your final selections. Incomplete applications will not be considered.