



MASTERS LEADERSHIP PROGRAM  
OF GREATER SAN ANTONIO

## NOMINATOR TIP SHEET

*“Coaching and mentoring your candidate.”*

*Competition every year among MLP candidates is extremely keen for the available 54 primary slots plus the approximately 5 alternate positions in the class. We normally have many more applicants than there are “seats on the bus and in the classrooms”, so it is important for candidates to do their best when completing the application and participating in the interview/discussion. As a nominator, you can be a big help to a candidate as a mentor in coaching him/her through completing the application, assisting them in the interview preparation and providing overall information about MLP. This sheet gives tips on how you can assist.*

### **Completing the On-line Application Form**

- First, we highly recommend that you and the applicant review [www.mlpsa.org](http://www.mlpsa.org) and especially the [Application and Selection](#) page before proceeding. Note that your candidate must be able to fully commit to attending ALL 12 full days of classes. Please ensure your nominee understands classes are *usually* every other Wednesday from October through April.
- Next, the applicant – in consultation with you -- should:
  - View the [pdf copy of the application form](#) before beginning to complete the form live on line. It would also be wise for you – the nominator – to also review the form and give advice.
  - Gather his/her thoughts before going live and filling out the form.
  - Be sure to complete all questions and fields on the form.
  - Pay particular attention to the 10 essay (100 words max each) type questions on the application. These questions should be given some serious thought as to how they are answered -- the depth of responses is extremely critical to the decision process when applications are reviewed for selection. It would be wise for the applicant to share their responses with you before finalizing.
  - Know that the applicant has the option to upload and send a 1-page addendum (NO resumes please) of additional information that further supports their application.
  - Double check their application and hit “submit”.

- Know that they will receive an email confirmation that their application has been received.
- You, as the nominator, will receive an email from MLP asking you to provide supporting comments/recommendation on your candidate.
- Finally, it cannot be emphasized enough how important it is for you as the “coach” to talk through the applicants completed form to provide input, advice and suggestions before the submit button is pushed!

### **Preparing for Candidate Interview**

- It is important for you, the nominator, to also be aware of the interview conducted with the applicant.
- All candidates will have a 30-min face-to-face interview with a MLP graduate who is a member of the Selection Committee. It is more positioned as a “conversation” than a “business type interview”.
- The purpose is to learn more about the applicant that might not be apparent from their application, to answer any questions the applicant has, to make sure the applicant is aware of the commitment/expectations of the program and to offer the applicant an opportunity to verbally add more context to their application.
- All interviewers will have reviewed the candidate’s application beforehand and will follow a discussion guide and, most likely, take notes during the conversation.
- We highly encourage the applicant dress appropriately – business casual -- for this interview, regardless if it is conducted virtually or in person.
- Interviews will be scheduled in April.

### **How the Candidate Selection Process Works**

- It is also important for you, the nominator, to be aware of how the candidates are selected.
- Selection is based on input/recommendations from:
  - You, the nominator.
  - The interviewer who is a Selection Committee member.
  - The reviewers who are Selection Committee members who review all applications.

- Interviewers and reviewers primarily base their scores on the candidate's:
  - **Availability** – is the candidate committed to attend all 12 full class days and to serve on a nonprofit board or civic commission following graduation?
  - **Background** – will the candidate bring value to a board and does their life experience or career background bring the insight and skills pertinent to board responsibilities?
  - **Character** – does the candidate demonstrate that they have a servant heart with the aptitude to care and serve? Is the candidate's motivation clearly service and not just making more friends or business contacts?
  - **Diversity, Equity and Inclusion** – MLP strives for a culture where students/graduates represent “all the diverse human differences” and where all feel welcome. Does the candidate demonstrate an understanding and appreciation of Diversity, Equity and Inclusion? Does the candidate have the fortitude and ability to promote diversity, equity and inclusion and respond to challenges against it?

Note: The 10 essay questions (mentioned previously and noted above) on the application are designed to find out from the candidate their thoughts related to these four categories.

- The Selection Committee is made up of 20 MLP graduates, staff, and Board members. Throughout March and April, they review all candidates' applications and interview each. Then, in May, the Committee meets to review scores, compare notes, and discuss each candidate. All applicants are scored on a 1 to 10 scale. They rank order each 1 thru how many candidates there are. The top 54 candidates are accepted into the program.
- Candidates will be notified of their status in mid-May.
- Competition is keen for the limited number of available slots. We normally have 65-80 applicants for 54 class slots and the approximate 5 alternates.
- Applicants not selected are highly encouraged to apply the following year.

*Prepared by the MLP Recruitment, Application and Selection Committee: 10/5/2022*

#### **MLP MISSION**

*We prepare diverse, proven leaders for nonprofit board service through skills development and a firsthand view of strengths and challenges in San Antonio and surrounding areas. In partnership with nonprofits, we provide opportunities for graduates to serve as vital contributors in creating equitable, inclusive outcomes and building a better community.*