

Tips for Completing the Graduate Study Program Endorsement

1. If a conversation has not already taken place, consider having a meeting with the candidate relating to their participation in the program and their career goals to make sure you are both on the “same page.”
2. Learn about the specifics of the candidate’s proposed program of study for you are asked to indicate not only about the relevancy of the program to present and future organizational competencies and strategic needs, but also specifically which competencies it addresses.
3. Give specific examples of what, you believe, will be the candidate’s growth potential as a result of their participation in the proposed program of study and link to NASA’s strategic needs and goals.
4. In describing the applicant’s aptitude, initiative and demonstrated ability for the proposed course of study, give examples of observed past behaviors, performances, successful outcomes or any other indicators from the candidate’s experiences that are predictors of possible success in the program.

Generally:

1. Allow plenty of time to complete the endorsement and for signature endorsement for each upper level manager.
2. Keep on point, answer the question and keep your response relevant.
3. Respond concisely but with enough details and examples to prove the point you are making.
4. The Graduate Study Program is highly competitive and strength of the endorsement will weigh significantly in the candidate’s overall rating.
5. Remember as you write the endorsement, NASA is trying to get an idea on what their return on investment will be from the candidate’s participation in the program. Therefore it is important that you link your responses, where applicable, to NASA’s competencies, needs, and their strategic needs and goals.
6. Review your endorsement for completeness, spelling, typos, omissions, relevancy to questions asked, and overall strength of responses.