

The NYC Urban Fellows Program

Agency Placement Description Form

INSTRUCTIONS: Placement descriptions are shared with Fellows in preparation for applicant interviews. Please fill-out this form completely and return it via email to urbanfellows@dcas.nyc.gov by **Friday, July 29, 2016**. 'Helpful Hints' for writing placement descriptions are also included for your convenience.

Today's Date:

Agency

Agency:

Division/Unit:

Address:

Supervisor

Supervisor's Last Name:

Supervisor's First Name:

Title:

Supervisor's Phone:

Supervisor's Fax:

Supervisor's Email:

Contact Person to set up Interviews

(if different from above supervisor)

Last Name:

First Name:

Title:

Phone:

Fax Number:

Email Address:

Please respond completely to the following four statements/questions about the available position:

1. **Agency/Division/Unit:** Please describe the specific work that your unit/division does within your agency and share some stated goals for the coming year.

2. **Position Description:** What work assignments have you planned for your Urban Fellow? Please be as specific as possible considering issues such as: Project lengths - long- or short-term? Will they be expected to attend agency meetings? Will they be given writing assignments, analytical projects to complete, etc.?

3. **Fellow/Supervisor Contact:** Please describe the work relationship you anticipate with your Fellow. Will there be direct contact? Will the Fellow work as part of a team or on his/her own project(s)? How will work be assigned and monitored?

4. **Special Skills:** Please list any skills necessary to be successful in this position. Also, indicate if certain skills are preferred, but not necessary.

Helpful Hints for Writing Effective Applicant Placement Descriptions

Positives of Placement Descriptions:

- **Placement descriptions tell candidates what you are looking for.** This helps the Fellow to get a clear understanding of what the position entails and it triggers their interest in the position.
- **Placement descriptions set clear expectations.** In order to create the best possible experience for you and the Fellow, ensure that you are clear of what is expected of the Fellow in the position.
- **Placement descriptions show where the Fellow fits in.** The description makes sure the people you select are aligned with your goals, vision, and mission. Fellows should be able to visualize their place in the whole.

Some Do's and Don'ts of Writing Placement Descriptions:

| DO's | DON'Ts |
|--|--|
| Give Specifics – It is best to spell out the position's requirements. Explain the duties, logistics, expectations, and expectations for meeting deadlines. | Use subjective terms, opinions. Avoid using words that are subject to differing interpretations such as, "this job is the best one in the City." |
| Use Accurate Adjectives – Include adjectives that describe the pace of work (deadline driven, fast paced) or the work environment (enclosed area), but avoid flowery and overly long descriptions. | Use abbreviations or acronyms, vague, general wording or jargon or technical terms. Spell it out. |
| Allow for some flexibility – the placement description should never restrict supervisors from assigning additional duties not specified in the description. Don't box yourself in too much. | Gloss over essential versus non-essential duties and responsibilities. If your descriptions are fuzzy about essential functions, there possibly will be room for misinterpretation. |
| Include clear expectations for the Fellow and the supervisor. We recommend that the placement description include the expectation for meeting routinely with the Fellow and what he/she should get out of the meetings. | Use negative statements, such as "does not respond to inquiries without the supervisor's approval." |

If you have any questions, please contact the Urban Fellows Office at 212-386-0058, or urbanfellows@dcas.nyc.gov.

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Placement Funding Verification

INSTRUCTIONS: The funding must be approved before Urban Fellows placement requests are submitted. A completed copy of this form, therefore, must be signed by your agency's fiscal officer, scanned, and emailed to urbanfellows@dcas.nyc.gov.

Agency

Agency:

Division/Unit:

Placement
Supervisor's
Last Name:

Placement
Supervisor's
First Name:

Supervisor's
Email:

Supervisor's
Phone:

Agency Fiscal Officer

Last Name:

First Name:

Title:

Phone:

Fax:

Email:

Fiscal Officer
Signature: _____

Today's Date: _____

APO
Signature: _____

Today's Date: _____