

## Candidate for Nomination Profile Template

CANDIDATE OVERVIEW	
Candidate Name	Head of Appointments
Current Job Title	Reports to the Transition Chair
Appointment Being Considered for	<ul style="list-style-type: none"> <li>Position</li> <li>Department or Agency</li> <li>Position Type (PAS, PA, or SES)</li> </ul>
CANDIDATE BACKGROUND	
Date of birth	
Residence	
Education	<ul style="list-style-type: none"> <li>Degree, Graduate School Name, Graduation Year</li> <li>Degree, Undergraduate School Name, Graduation Year</li> </ul>
Career History	<ul style="list-style-type: none"> <li>Current Job Title, Organization, Years Served</li> <li>Recent Job #1 Title, Organization, Years Served</li> <li>Recent Job #2 Title, Organization, Years Served</li> <li>Recent Job #3 Title, Organization, Years Served</li> </ul>
Affiliations, Distinctions, and Honors	
Political Involvement	[Involvement with the candidate's campaign; other political involvement]
Analysis of Relevant Public Commentary	
CANDIDATE RECOMMENDATION	
Qualitative Comments	[Insights into candidate's qualifications for the position]
Recommended by	<ul style="list-style-type: none"> <li>Recommender #1, Title, Organization</li> <li>Recommender #2, Title, Organization</li> <li>Recommender #13 Title, Organization</li> </ul>



PARTNERSHIP FOR PUBLIC SERVICE

CENTER *for* PRESIDENTIAL TRANSITION

The Partnership's Center for Presidential Transition helps ensure the efficient transfer of power that our country deserves. The Center's Ready to Govern® initiative assists candidates with the transition, works with Congress to reform the transition process, develops management recommendations to address our government's operational challenges, and trains new political appointees.

For original transition documents and additional resources, templates and tools, visit [presidentialtransition.org](https://presidentialtransition.org).