

Career Ambassador Program (CAP) | Roles and Responsibilities

Member	Roles and Responsibilities
Executive Sponsor <i>(Champion)</i>	<ul style="list-style-type: none"> • Ensure program efforts align with the organization’s strategic plan, workforce plan, and/or recruitment plan • Socialize the program with executives and senior management to foster awareness and ensure support • Provide oversight and guidance to Program Owner • Make sound decisions and allocate resources necessary for program success • Communicate progress to internal and external stakeholders
Program Owner <i>(Most typically Human Resources)</i>	<ul style="list-style-type: none"> • Implement the program within the organization • Oversee all program related efforts • Act as the primary contact for internal and external stakeholders • Provide necessary workforce and recruitment data to program areas • Share key knowledge and expertise about the program and human resource processes
Manager <i>(Supporter and/or Participant)</i>	<ul style="list-style-type: none"> • Consider participating in CAP to help recruit well-qualified and diverse candidates • Allow employees to participate in the program as Career Ambassadors • Provide support to direct staff who are Career Ambassadors
Career Ambassador <i>(Participant)</i>	<ul style="list-style-type: none"> • Attend recruitment events • Provide firsthand knowledge to job seekers on state careers, the state hiring process, and why state government is an employer of choice • Provide program feedback to Program Owner