

Step 1: Online application

Candidates must complete a number of personal and professional questions during Step 1 of the process.

To apply, please follow the instructions below:

- ▶ Go to the **Apply now** section of the National CEO Program website.
- ▶ Complete the application, taking care to answer all questions. This should take you no longer than 8-10 minutes.
- ▶ After answering all questions, tick the boxes at the bottom of the form to confirm that:
 - The information provided is accurate.
 - If selected for the program, you will commit to attending the entire seven weeks of the program, including four weeks of international travel. (The precise time commitment is 34 days over a period of one year.)
 - Your CEO or Chairman supports your participation (see note below).

Note: if your application fits the program's pre-requisite criteria, you will need to obtain and provide a Support Letter from your CEO or Chairman within four days of submitting the online application. Please see Step 2 of the process for more details.

- ▶ Click **Submit** to complete Step 1 of the application process.

You will receive an automated email acknowledging receipt of your application. This message will include your application reference number, which must be quoted in any future communications.

In the unlikely event that you do not receive an email acknowledgment, please contact us on webmaster@ceo.om.

Within 48 hours, you will be informed whether your application has met the pre-requisite criteria for the program or not. In the event that your application is successful, the email will include instructions for Step 2 of the process.

Step 2: Written essay and supporting documents

Step 2 must be completed **within four days** of receiving the application acceptance email and includes two requirements:

An essay (in English) – You are kindly required to submit an essay (400-750 words) that provides a brief about your background and why you should be selected to participate in this program. It should cover the below mentioned points:

- a) Key professional achievements in your career
- b) Brief description of your career ambitions
- c) How will your participation in this program impact you at an individual/organisational level and so help you contribute to the growth of the private sector in Oman at a national level?

Supporting documents (in English) – Please provide the following three items (preferably as PDF files):

1. **Your CV/resumé** – including an executive summary, your personal details, educational qualifications and certifications, professional/work experience, key achievements, any similar training programs you have attended and your contact details. Your CV should be between 1-2 pages in length.
2. **A scan of your valid Omani National ID card.**
3. **A Support Letter from your CEO or Chairman** – a template that should be used for your Support Letter can be obtained from the website.

Please complete these steps to fulfil these requirements:

- ▶ Write (or copy/paste) your essay into the 'Essay panel' section of the form provided and click **Continue**.
- ▶ Attach the three supporting documents.
- ▶ Tick the box at the bottom of the form.
- ▶ Click **Submit** to complete Step 2 of the application process.

You will receive an automated email acknowledging receipt of your submission.

By April 22, 2015 you will receive an email advising if your application has been short-listed for the program or not. In the event that you were successfully nominated, the email will provide instructions for Step 3 of the process.

Step 3: Psychometric test, first and second interviews

Candidates must complete three requirements in step 3 of the process:

Online psychometric test – We will provide a link to the online test, which should take you no more than 12-15 minutes. You must complete and submit the test **within two days**.

First interview – Our email will also give the time, date, and location of your interview, which will be conducted in English by an independent assessor over 90 minutes. This first interview seeks to identify your behavioural leadership capabilities in an organisational context. It will take place in the week beginning **Sunday, April 26, 2015**.

Within the next day, you will receive an email outlining the time, date, and location of your second interview.

Second interview – The final step of the selection process will entail a 30-minute interview with a panel of three experts that are an integral part of the program:

- An IMD Professor
- A partner of McKinsey & Company
- An independent Advisor to the National CEO Program

This second interview seeks to understand your past achievements, future aspirations, and how you may benefit from the program and contribute to your company and the national economy in the future. It will take place starting **Tuesday, April 28, 2015**.

Note: the interview times will not be negotiable or changeable, so please ensure that you make yourself available in Muscat during your interview period from April 26 to May 3, 2015.

Official announcement – first intake (Spring 2015)

The 30 successful candidates for the National CEO Program will be notified by email or telephone on **May 6, 2015**. Their names will also be published on the program's website.

Module 1 will begin in Lausanne on **May 31, 2015** and Module 6 will end in Muscat on **May 26, 2016**.

Online application for the second intake (Autumn 2015) will be announced at a later time.

KEY DATES

