

## Talent Exchange Program Frequently Asked Questions (FAQs)

### General Information

#### Q1: What is the Talent Exchange Program?

To create a formal agreement that exchanges talent between partners in the academia, industry, and/or government sectors to (1) enhance organizational innovation, effectiveness, and efficiency and (2) strengthen and diversify participant expertise and experiences.

#### Q2: What are the benefits of the Talent Exchange Program for the host organization?

- Parallax manages the program from start to finish to ensure a seamless and timely process is achieved.
- Host organizations improve their effectiveness and efficiency by leveraging participant subject matter expertise.

#### Q3: What are the benefits of the Talent Exchange Program for the home organization?

Home organizations expand subject matter expertise, fortify a learning culture and gain access to state-of-the-art facilities, research, and talent needed for key initiatives, products, and technologies.

#### Q4: What are the benefits of the Talent Exchange Program for the participant?

- Participants are exposed to opportunities that enhance, exercise, or refine their abilities through career and personal development and expanded professional experiences.
- Participants can build and maintain professional relationships with organizations they may not otherwise have access to.

#### Q5: Who is eligible to participate?

Exact eligibility will be decided by the host organization. However, some guidelines for participation in the Talent Exchange Program are provided below.

- Industry and Academia will require that any Employee has the knowledge, skills, and abilities to be considered subject matter experts in their occupational fields, will currently meet all established performance standards at or above the fully successful level, and will obtain any required background investigation sufficient to allow Employee to participate.
- Government Employees participating in the program must achieve a minimum career status of three (3) years, with the knowledge, skills and abilities to be considered subject matter experts in their occupational fields, and who currently meet all established performance standards at or above the fully successful level.
- Project work must be of value to all participants (Industry, Academia, Government, Exchange Participant).
- Special preferences will be given to small businesses and participants in United States business and manufacturing industries.
- US citizens (there may be exceptions to this criteria).

- NOTE: Eligibility criteria discussed during the discovery phase will ensure alignment between Talent exchange agreements and associated agreements (e.g., IPAs, CRADAs).

**Q6: How will candidates be identified?**

Parallax will conduct a discovery session with the host organization to determine required skillsets for the role. Once identified, Parallax will source viable candidates via various platforms, including talent/workforce analytics, internal/external networks, LinkedIn, associated websites and so on. The top 3-5 candidates will be presented to the organization for additional vetting and decisioning.

**Q7: How will companies, government organizations or universities be identified?**

For home organizations that express an interest in participating in an exchange, Parallax will conduct a discovery session with the potential exchange participant to capture relevant experience, type of exchange and preferred organization match. Parallax will conduct a search via talent/workforce analytics, internal/external networks, associated websites and so on. Once identified, Parallax will connect with potential organizations of interest.

## **Compensation and Benefits**

**Q8: Who is responsible for providing compensation and benefits to the employee while participating in the exchange?**

Generally, the home organization will be responsible for continuing pay and benefits unless other arrangements are made between parties. Specific details will be included in the Talent Exchange Agreement.

**Q9: How does the employee request paid time off?**

The time off balance will align with the home organization. The employee should work with their host supervisor on scheduling time off during their tenure with the organization. The employee should also inform their home supervisor of requested days off as well, so they are tracked appropriately at their home organization.

**Q10: Depending on the type of exchange, will Parallax be responsible for administration of salary or benefits to the participant?**

Compensation related activities are to be determined and managed by the home/host organizations. Parallax will not be responsible for payments or benefit plans.

## **Performance Management**

### **Q11: Will the employee be returned to their old position when the contract ends?**

It is the expectation that the home organization make appropriate arrangements to cover the employees' duties while participating in the exchange program. Upon completion of the program, the employee should be returned to their former position. However, if the home organization is unable to return the employee to their former position, they will identify a new position/assignment and will discuss reintegration with the employee no later than 90 days prior to contract end. Ideally, the individual will be placed into a position that would allow them to utilize their newly acquired skills.

### **Q12: How will the employee be evaluated during their contract period?**

The employee will continue to participate in the home organizations performance management process, if applicable. The home supervisor or HR should work directly with the host supervisor on gathering the appropriate feedback on the employee's performance.

### **Q13: Will the employee still be eligible for a raise, promotion, bonus at their home organization while participating in the exchange program?**

Yes, the employee should remain eligible for all relevant home organization processes.

### **Q14: Will the employee be promoted after participating in the Talent Exchange Program?**

Eligibility for promotion is at the discretion of the home organization.

## **Administrative Items**

### **Q15: How long will the exchange last?**

Duration of each exchange will be determined by the host and home organization but should last no less than three (3) months to ensure established business and development goals can be achieved.

### **Q16: Will the employee be required to relocate? If yes, will they be reimbursed for relocation expenses?**

Depending on the organization with which the employee works, they may be required to relocate for the duration of the exchange. If relocation is required, the terms for relocation reimbursement will be determined by the host and home organizations and will be included in the Talent Exchange Agreement.

### **Q17: How will travel or training costs be reimbursed?**

Costs associated with travel and training should be reimbursed by the organization that requires the travel and/or attendance at training events. Specific details will be outlined in the Talent Exchange Agreement.

**Q18: Will Parallax assist with the administration of the reimbursement process, including payments to participants?**

No, reimbursement of expenses will be managed directly between the home/host organization.

**Q19: What will happen if the program terminates early?**

If the program terminates early, the employee will return to their home organization as expected. Notice of the end of the arrangement should be provided to all parties as soon as able to ensure a successful transition can take place in both the host and home organization.

**Q20: Can the employee still do work for their home organization during their time with the host organization?**

It is preferred that the participant halt all work with the home organization during the exchange. However, it may be necessary for the participant to perform work for both the host and home organization. Specific details of that arrangement will be included in the Talent Exchange Agreement.

**Q21: Can the program be extended for the employee?**

Yes, the exchange can be extended if both the participant and host/home organizations agree to an extension.

**Q22: What are the roles and responsibilities for participants and supervisors?**

**The program participant** is responsible to learn and grow from this experience while completing the work outlined by their host supervisor. The expectation is that they will develop an Individual Development Plan with their home supervisor and discuss it with their host supervisor; participate in all cohort activities and trainings; maintain their relationship with their home organization; and ensure their annual performance plan includes exchange program goals.

**The home supervisor** will transition the employee's work during the exchange assignment, assist in developing their Individual Development Plan, proactively seek performance input from the host supervisor, and clearly convey how their performance will be evaluated upon return. Home organizations will continue to be responsible for their time and attendance, paying salary, and performance reviews. The home supervisor will also support the participant's meaningful reintegration into the home organization.

**The host supervisor** will ensure a meaningful on-boarding experience and developmental work assignment(s). They will provide the employees a workspace, computer, phone, building access, travel/training expenses required to achieve assignment objectives, meeting availability, etc. Regularly, they should discuss their work products and deliverables as well as give performance feedback and guidance. They are also responsible for providing formal performance feedback to the employee and their home supervisor upon completion of the exchange program.

**Parallax Advanced Research** is responsible for matching home and host organizations according to desired outcomes, assisting with contract terms and conditions and soliciting feedback throughout the exchange to ensure all business objectives are met.

**Q23: Will the employees and organizations intellectual property be protected?**

Intellectual Property rights will be discussed and included in the terms and conditions of the Talent Exchange Agreement.

**Q24: Will Parallax support international exchanges?**

At this time, Parallax is only assisting with US exchanges, but the program could expand in the future.

**Q25: Will Parallax assist host organization with paperwork completion (i.e., orientation documents, background checks, security clearances)?**

No, Parallax will not be assisting with the completion of these activities. They should be managed through the host organizations HR department.

**Q26: Will Parallax provide agreements and other relevant documents for signature to solidify the relationship between host organization, home organization, and participant?**

Yes, Parallax will provide draft templates that will be edited and signed once final terms of the exchange are agreed upon.

**Q27: Does the Talent Exchange agreement replace other standard industry agreements such as CRADA's, IPAs, and EPAs?**

No, the Talent Exchange Agreement is meant to be a compliment to the standard agreements, not act as a replacement.