MVA Workforce Development Working Group

Applicants for the Workforce Development and the Employee Lifecycle Working Group should be jurisdiction members with the following experience:

- Proven experience leading or supporting workforce functions in an MVA or DMV, such as recruitment, hiring, onboarding, training, coaching, or performance management
- Demonstrated workforce outcomes such as retention, onboarding, training effectiveness, performance management, or employee engagement
- Experience developing guidance, templates, or training resources that other jurisdictions can adapt, including approaches such as stay interviews, cross training, or knowledge transfer

Members serve until the working group delivers its final draft to the AAMVA International Board of Directors.

PURPOSE

Each jurisdiction manages the full employee life cycle on their own, and many have strong practices at one stage or another. This working group will build guidance, templates, and shared resources that bring that expertise together for every jurisdiction, covering recruitment and attraction, hiring and selection, onboarding, training, professional development and coaching, performance evaluation, succession planning, stay interviews, and separation and transition. A shared toolkit is especially valuable for roles that are hard to recruit and fill or have frequent turnover.

By collaborating across jurisdictions, we will identify successful approaches, analyze what works well in diverse contexts, and develop adaptable frameworks that a jurisdiction can take in whole or in part. This is guidance and shared resources to draw on as needed, not a mandated program. Together, we will create practical, usable tools that help leaders attract, develop, and keep the people who serve our customers.

This project represents an opportunity to learn from each other's expertise, celebrate innovations in workforce development, and build a collective knowledge base that strengthens our entire community of practice.

Please complete this form if you are qualified and interested in serving on this Working Group.

APPLICANT INFORMATION

Name	Click here to enter text.
Title or Rank	Click here to enter text.
Agency or Organization	Click here to enter text.
Name of Organizational Unit Within Agency	Click here to enter text.
Street Address	Click here to enter text.
City, Jurisdiction, Postal Code	Click here to enter text.
Work Phone Click here to enter text.	Email Address Click here to enter text.

APPLICANT QUALIFICATIONS (check all that apply):

☐ I am an MVA/DMV workforce subject matter expert with experience in one or more stages of the employee life cycle, including recruitment, hiring, onboarding, training, professional development and coaching, performance evaluation, stay interviews, or separation and transition.

☐ I am an MVA/DMV subject matter expert who has helped improve workforce outcomes such as retention, onboarding, training effectiveness, or employee engagement

☐ I am looking to serve the working group representing the following role (select one)

☐ General Regional Representative (AAMVA Regions 1-4) ☐ Training Manager ☐ Human Resources

☐ MVA Field Manager or Supervisor

I have experience developing or delivering workforce resources such as training, onboarding, or hiring tools:

☐ Yes ☐ No

	None	Fair	Good	Advanced
Analytical & Strategic Skills	☐	☐	☐	☐
Report Writing Experience	☐	☐	☐	☐
Collaborative and receptive to new ideas	☐	☐	☐	☐
Takes initiative to complete tasks	☐	☐	☐	☐

APPLICANT RESUME: Please attach a current resume

APPLICANT EXPECTATIONS

Applicants chosen to be a member of the Working Group must be willing to travel. It is anticipated that there will be both virtual meetings and an in person meeting during FY2027. Working Group members will also be given writing and/or research assignments to complete. It is expected that members who volunteer for this Working Group will complete the work in the amount of time agreed upon. In addition, conference calls are scheduled once a month and additional calls will be scheduled on an as needed basis. Members are required to make a good faith effort to attend and actively participate in all meeting(s) and conference calls and complete their assigned work.

AGREEMENT AND SIGNATURE

As applicant, I affirm that I meet the qualifications and am willing to serve if selected.

Applicant Name (printed)	Click here to enter text.	
Applicant Signature	Click here to enter text.	Date: Click here to enter text.

As supervisor, I authorize this applicant to serve if selected and I understand and support the applicant traveling to Working Group meetings and select AAMVA conferences. And as much as possible, to other conferences and meetings as needed to represent the Working Group.

Supervisor Name (printed)	Click here to enter text.	
Supervisor Signature	Click here to enter text.	Date: Click here to enter text.

As chief administrator, I authorize this applicant to serve if selected and I understand and support the applicant traveling to Working Group meetings and select AAMVA conferences. And as much as possible, to other conferences and meetings as needed to represent the Working Group.

Administrator Name (printed)	Click here to enter text.	
Administrator Signature	Click here to enter text.	Date: Click here to enter text.

OUR POLICY

It is the policy that all applicants must obtain the permission of their supervisor and chief administrator prior to submitting the application. INCOMPLETE APPLICATIONS or APPLICATIONS NOT INCLUDING A SIGNATURE OR ACCOMPANYING AUTHORIZATION WILL NOT BE ACCEPTED. Electronic signatures are acceptable.

APPLICATION SUBMISSION

Please return the application to Member Services at committees@aamva.org. If you have any questions about the Working Group, please contact Darcy Doty at ddoty@aamva.org.