

A★C★E
Accomplished Clerical Excellence

★ 2016 Enrollment Application
Human Resources
Leadership & Organizational Development



ACE has given me the opportunity to grow as an individual, push my boundaries, learn more about campus and make new friends and contacts.
 - DeeDee Mullen, ACE 36 Graduate

Exploring ★ Discovering ★ Learning

★ The ACE program allows participants to achieve:

- » An enhanced understanding of the University;
- » Personal enrichment;
- » Success in a professional environment;
- » A valuable University network

★ Program Requirements and Features

- » The ACE program is open to all clerical staff who have been employed for at least one year at Purdue University as well as at least six months in their current position as of June 30, 2016.
- » ACE is designed for staff members wishing to pursue a career at Purdue.
- » ACE requires a two-year commitment and attendance at all bi-weekly sessions. The commitment consists of four semesters, two fall semesters and two spring semesters.
- » ACE is a staff development program and courses cannot be used toward a degree. All courses reflect Purdue University policies and procedures.
- » ACE facilitators are committed to helping students achieve success.
- » ACE classes will meet Mondays from 1:30 p.m. to 3:30 p.m., and one class meets from 8:00 a.m. to 5:00 p.m.

★ Covered Topics

- | | |
|-----------------------------------|--------------------------|
| » University Resources | » Interpersonal Skills |
| » Communication & Public Speaking | » Continuous Improvement |
| » Written Communication | » Technology Courses |
| » Leadership Skill Building | » Networking |
| » Team Building | » Time Management |
| » Customer Service | » And more |
| » Career Planning | |

Steps to complete

- Discuss the ACE program opportunity with your supervisor and obtain approval to apply for and attend the classes.
 - Complete the application.
 - Obtain a letter of nomination from your supervisor.
 - Obtain a letter of recommendation (from a co-worker, additional supervisor, etc.).
- Send application and letters to:
 Carrie Hanson/LOD/FREH on or before
 July 1, 2016.

★ Selection Criteria

- » Convincing nature of supervisory nomination letter, letter of reference and the employee's completion of the application.
- » Applicant's seniority with Purdue University.
- » Area of the University in which the applicant works (the ACE program strives to include participants from diverse areas of the University).
- » The ACE participants will be notified no later than August 5, 2016.

★ Questions?

Send an email to lod@purdue.edu with any questions you may have.
 Use "ACE Information" as your subject line.



Accomplished Clerical Excellence

ACE Application (Please print.)

Name _____
Last First Middle Initial

Prefer to be called _____

Campus Address _____
Department Building

Campus Phone _____ Campus Email _____

Job Title and Current Level _____

Hire Date _____ Time in Present Position _____

I applied to ACE before (year) _____

Major Job Responsibilities: (Attach additional sheet if needed)

By signing below, the above individual applies for participation in the ACE program in pay status and understands the ACE program requires a two-year commitment, fall of 2016 to spring of 2018, which includes required attendance at all class sessions.

Signature _____ Date _____



Supervisor's Name _____
Last First Middle Initial

Supervisor's Campus Address _____
Department Building

Supervisor's Campus Phone _____ Supervisor's Campus Email _____

By signing below, the above supervisor nominates the staff member for participation in the ACE program in pay status. In addition, the supervisor approves the staff member's attendance in the program's classes and understands the ACE program requires a two year commitment, fall of 2016 to spring of 2018, by the staff member.

Supervisor's Signature _____ Date _____

Supervisor's signature/approval is required prior to submitting the application.

ACE Program Application (continued)

1) Are you willing/able to meet the attendance requirements? Please explain.

2) What is your expectation of the ACE program?

3) What are your standards of success in your position?

4) What other factors besides pay are most important to you in any position?