2017 Enrollment Application
Human Resources
Leadership & Organizational Development
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, 2017.
» 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 Thursdays 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
» Communication & Public Speaking
» Written Communication
» Leadership Skill Building
» Team Building
» Customer Service
» Career Planning
» Interpersonal Skills
» Continuous Improvement
» Technology Courses
» Networking
» Time Management
» And more

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/KPTC, Ste 1100 on or before July 3, 2017.

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 4, 2017.

Questions?
Send an email to lod@purdue.edu with any questions you may have. Use "ACE Information" as your subject line.
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 2017 to spring of 2019, 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 2017 to spring of 2019, 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?