

A★C★E
Accomplished Clerical Excellence

★ **Application for Enrollment**
Human Resources
Leadership & Organizational Development



Beyond knowledge, information or training, ACE is an overall experience. The connections and friendships established will be invaluable to you personally and professionally.
- Catherine Holst, ACE 31 participant

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 the current position as of June 30, 2011
- » ACE is designed for staff members wishing to pursue a career at Purdue.
- » ACE requires a two-year commitment and attendance at all 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 Wednesdays from 10:00 a.m. to 12:00 p.m.

★ Covered Topics

- | | |
|-------------------------------|--------------------------|
| » University Resources | » Interpersonal Skills |
| » Interpersonal Communication | » Continuous Improvement |
| » Written Communication | » Business Writing |
| » Leadership Skill Building | » Networking |
| » Team Building | » Time Management |
| » Customer Service | » And more |
| » Career Enhancement Skills | |

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 ACE Coordinator/LOD/FREH by July 1, 2011.

★ 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, 2011.

★ Questions

Contact ACE Coordinator in Leadership & Organizational Development at lod@purdue.edu with any questions you may have.



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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 _____

Major Job Responsibilities:

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 2011 to spring of 2013, which includes required attendance at all weekly 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 weekly attendance in the program's two-hour classes and understands the ACE program requires a two year commitment, fall of 2011 to spring of 2013, by the staff member.

Supervisor's Signature _____ Date _____

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

