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, 2018. Op/Tech staff not eligible.
» 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 Mondays from 1:30 p.m. to 3:30 p.m., including one class that meets from 8:00 a.m. to 5:00 p.m.

Covered Topics

» University Organization & 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 13, 2018.

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 6, 2018.

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

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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 2018 to spring of 2020, 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 and supports the staff member’s attendance in the program’s classes and understands the ACE program requires a two-year commitment, fall of 2018 to spring of 2020, 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?