

2017 Supervisory Certificate Program

Applicant Name _____

Employee ID _____

Department or Elected Office _____

Division _____

Email Address _____

Work Phone _____

In a brief paragraph, please explain why you would like to be considered for the Supervisory Certificate Program.

Commitment

The Supervisory Certificate Program consists of ten core classes and three elective classes for a total of 52+ hours of classroom instruction. All core classes will be offered twice in 2017. In addition to coursework, employees are expected to complete a County Supervisor Assessment and a Supervisor Action Plan. This assessment is a short "open book" test. Participants and their supervisor will work together on an Action Plan that defines supervisory goals to be reached by the end of the program.

It is recommended that the Supervisory Certificate Program be completed in one year. If necessary, a one-year continuance may be issued.

Participants in the Supervisory Certificate Program will no longer receive six-months of experience credit upon completion. If you are interested in receiving experience credit please review the Supervisor Credit Program requirements.

Signature and Endorsement

Applications with supervisory endorsement are due to Employees' University by January 4, 2017.

I understand the commitment involved and wish to be enrolled in the 2017 Supervisory Certificate Program.

Applicant Signature _____ Date _____

I understand the commitment involved and I am willing to support and encourage this individual's participation in the program.

Supervisor's Email _____ Date _____

Supervisor's Signature _____ Date _____

Admission decisions will be made by Department Director/Elected Official or their designee.

Elected Officials or Department

Director's Signature _____ Date _____

Elected Officials and Department Directors - Please send the completed application to Mary Van Buren at MVanBuren@slco.org or send it through the courier to HR, Employees' University, N4-700 by January 20, 2017. Successful applicants will be notified by January 25, 2017 as to the status of their application.

Mandatory 1.5-hour Supervisory Certificate Program Orientation on February 2, 2017 starting 8:30 am or 1:00 pm in the Employees' University training room, N4-850.