

2005 UCLA CAMPUS HUMAN RESOURCES STAFF ENRICHMENT PROGRAM

APPLICATION

SEE LAST PAGE FOR INSTRUCTIONS ON COMPLETING THIS APPLICATION.

Name: _____ Employee Number: _____

Department: _____ Campus Phone: _____

Campus Address: _____

Mail Code: _____ E-Mail Address: _____

Payroll Title: _____ Working Title: _____

Length of UCLA Service: _____

Supervisor's Name and Title: _____

Supervisor's Campus Address: _____

Supervisor's Campus Phone: _____ E-Mail Address: _____

Return an original and one photocopy of the following items by MONDAY, OCTOBER 25, 2004:

1. Application
2. A current resume
3. Supervisor's Assessment Form:

Send or email to:

MARSHA COUTIN, COORDINATOR
Training and Development
Campus Human Resources
10920 Wilshire Boulevard, Suite 200
Mail Code 146548
marsha@chr.ucla.edu

4. What do you expect to learn from this program that you would be able to apply to your current position?

5. Describe ways you have chosen to enhance your career or improve your vocational/professional skills within and outside UCLA.

6. Describe how you are able to balance multiple projects and/or competing priorities and responsibilities.

7. Have you ever applied to the Staff Enrichment Program before? If so, when?

Yes

No

Date: _____

8. Was the overall rating of your last performance evaluation satisfactory or better?

Yes

No

Applicant's Signature: _____ Date: _____

INSTRUCTION SHEET FOR THE STAFF ENRICHMENT PROGRAM APPLICATION

Read the questions on the application very carefully and answer each of them as completely as possible. Type your answers in the space provided, and use additional paper as required. Be sure to provide sufficient detail in order that your responses can be thoroughly understood and properly evaluated.

The criteria used for selection will include:

1. Reasonable and attainable goals at UCLA.

Be as specific as possible regarding your career goals. Your areas of interest must be those that are reflected in positions at UCLA. Support your career goals with some reasons why you have selected them.

2. Demonstrated motivation for advancement.

Describe your involvement in such activities as civic or community organizations, volunteer activities, professional associations or attending school. Be sure to note the organization(s) and the role(s) you played.

3. Basic skills and training for advancement.

Describe all the formal education you have had since high school. Be sure to include all of the training classes, seminars, conferences, and workshops that you attended which are particularly relevant to your career goals. Identify the vocational skills that you have used in either or both your work or other related activities.

4. Reasons for applying to the program.

Specify your needs for this type of program. What is occurring in your present situation that is motivating you to apply to the program at this time? Do not include Employee Relations issues.

5. Resume.

Document your current position and two former positions. Include dates, job titles and responsibilities.

If you have questions, call Marsha Coutin at extension 40853 or email at marsha@chr.ucla.edu.

