Application

To participate in the *Institute* and receive a certificate of completion:

- Submit a completed application form from the System Office of Human Resources, (click here) available, signed by both you and your supervisor, indicating approval

- Attend approximately 32 hours of training within a one-year period.

- Participate in ongoing reinforcement activities.

Application on Page 2 of this document
System Office Supervisor Development Institute

Application Form

Please complete and return to:
Office of Human Resources
16 Central Street
Bangor, ME 04401
FAX: 973-3209

Name: ___________________________

Current title: ________________________ Department: _______________________

UMS address: _________________________________________________________

Email: _____________________________ Phone extension: ___________________

Date you became a UMS supervisor: ___________________

Name(s) of employee(s) you supervise: ________________________________

Supervisory experience (please list positions both with and outside of UMS, including dates):
______________________________________________________________________
______________________________________________________________________

What are your goals in participating in the Institute?
______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

If this employee is accepted into the Institute, we understand that the employee will be making a commitment to attend 12 Institute modules, which will be held approximately every 3-4 weeks.

Signature: ___________________________ Date of application: __________

Supervisor’s signature: ___________________________ Date: _________________

Supervisor’s printed name: ___________________________

The Supervisor Development Institute defines a supervisor as someone who:
• oversees the day-to-day work of another regular employee
• is responsible for annual performance assessment of one of more employees
• is responsible for disciplinary or recommendations concerning one or more employees

Questions? Please contact Sally Dobres, 973-3372