

HUMAN RESOURCES LEADERSHIP ACADEMY SERIES COMPLETION FORM

(Please Print/Fill Out/Sign/Return)

Name: _____ Employee ID # _____

Job title: _____

Department: _____

I acknowledge that I fully participated in the following trainings in their entirety & received all of the backup documentation & policies for the designated course(s):

<u>Completed</u>	<u>Date</u>	<u>Course Title</u>
<input type="checkbox"/>	_____	HR0100- HRLA: Civil Service Rules
<input type="checkbox"/>	_____	HR0030- HRLA: Introduction to the Role of the Leader
<input type="checkbox"/>	_____	HR0052- HRLA: Risk Management: What Every Manager Should Know
<input type="checkbox"/>	_____	HR0070-HRLA: EEO: Discrimination and Harassment Laws & Prevention (Self-guided video)
<input type="checkbox"/>	_____	HR0008- HRLA: Communication & Conflict Management
<input type="checkbox"/>	_____	HR0027- HRLA: Hiring & Interview Skills
<input type="checkbox"/>	_____	HR0029- HRLA: Intro to Progressive Discipline
<input type="checkbox"/>	_____	HR0101- HRLA: Leave Administration
<input type="checkbox"/>	_____	HR0057- HRLA: SJC Performance Evaluations Guidelines
<input type="checkbox"/>	_____	HR0815- HRLA: Payroll, PeopleSoft & FLSA
<input type="checkbox"/>	_____	HR0814- HRLA: Understanding the Internal Structure
<input type="checkbox"/>	_____	HR0780- HRLA: Union Relations for Managers

I acknowledge that it is my responsibility to agree and adhere to the principles and guidelines in the training and in these policies.

Employee Signature: _____ **Date:** _____

Note:

The information on this form will be used to accurately identify employees who have received training. This form will be filed in the employee's PeopleSoft training records for the purpose of identifying which employees have been trained.

Once you have completed all of the courses in this series, please return your completed form to sicengage@sjgov.org in order to receive credit for your trainings and to be placed on the list for your program completion certificate.