

Want more
SelectSuite
expertise?

Become a SelectSuite Certified Administrator



Unlock the
full potential
of SelectSuite



Be the
expert



Manage with
confidence



Consult
effectively



Make a
strategic
impact

PeopleAdmin's SelectSuite Certified Administrator Program (SSCA) will equip you with the knowledge it takes to make a strategic impact on your institution using SelectSuite. Completing this four-week course places you in an elite category as an expert SelectSuite user.

What is SSCA Training?

The SSCA program is a training designed to give you expert-level SelectSuite knowledge. It includes:

- 12+ classes spread out over an average of four weeks
- Access to a SelectSuite expert trainer
- Access to a specialized forum in the Community, PeopleAdmin's customer portal
- Quarterly SSCA gatherings to keep you informed of the latest product releases and topics of interest submitted by your peers
- Greater access to self-service tools
- Ongoing engagement

During SelectSuite Certified Administrator Training, you will learn:

- Advanced navigation of SelectSuite
- Forms and workflows
- Organizational structure and user management
- Template and posting management
- The applicant experience
- Application review and the selection process
- Position requests, modifications and approvals
- Creating performance programs and managing employee reviews
- Fundamentals of site administration
- Troubleshooting in SelectSuite
- Self-service configurations
- More about your PeopleAdmin partnership