



PEOPLEADMIN

Certified Administrator Program

Want more training expertise? Become a PeopleAdmin Certified Administrator

The PeopleAdmin Certified Administrator Program will equip you with the knowledge it takes to make a strategic impact on your institution using your solution. Completing this four-week course places you in an elite category as a PeopleAdmin expert user and trusted partner.

What is PeopleAdmin Certified Administrator Training?

The PeopleAdmin Certified Administrator program is a training designed to give you expert-level Hire knowledge. It includes:

- 12+ classes spread out over an average of four weeks
- Access to an expert trainer
- 24-plus hours of in-depth training
- Ongoing engagement
- Access to a specialized forum in the Community, PeopleAdmin's customer portal
- Networking opportunities to share questions, concerns and innovative ideas
- Greater access to self-service tools
- Quarterly PACA gatherings to keep you informed of the latest product releases and topics of interest submitted by your peers

"Since I became a Certified Administrator and learned how everything works behind the scenes, I've been able to spot when an issue is a user error and when there's a workaround I can develop. It's been very valuable to have that knowledge and in-depth training."

Alex Ortiz
Compliance Coordinator
University of Kentucky



During PeopleAdmin Certified Administrator Training, you will learn:

- Advanced navigation of the system
- 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 tips
- Self-service configurations
- More about your PeopleAdmin partnership



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For more information, please call 877.637.5800
or visit peopleadmin.com