

CENTER FOR EFFECTIVE ORGANIZATIONS

Human Capital
and Effective
Organizations
Certificate

HCEO

The Human Capital and Effective Organizations Certificate program is seeking professionals with demonstrated ability and promise. The candidate's application will be evaluated based on current responsibilities, past experiences, and organizational level as well as their career potential and executive recommendations.

HCEO Certificate Program—5 steps to apply

- Review course material
- Select tentative focus
- Identify your references
- Complete application
- Submit application

Application

Please complete all 5 sections of the HCEO application and return it to the Center for Effective Organizations. The admissions committee will review your application and respond within 2 weeks of receiving a completed application.

1) Contact Information

PLEASE TYPE OR PRINT CLEARLY

Dr. Ms. Mr.

First Name

Middle Initial

Last Name

Current Job Title

Company

Full Mailing Address *(Please include street address and mail code)*

City

State

Zip Code

Country *(if other than U.S.)*

Telephone

Fax

E-mail Address

For more information about the certificate program or to obtain an on-line application, please visit our website: <https://ceo.usc.edu/programs/certificate-programs/human-capital-and-effective-organizations/>

2) Recommendations

Applicants must be recommended to the program. Please list the names of two executives in your organization who know your skills and potential. Please inform them that we will be contacting them to discuss your candidacy.

REFERENCE # 1

Name

Title

Business Relationship

Telephone

Email

REFERENCE # 2

Name

Title

Business Relationship

Telephone

Email

3) Job experience and educational background

Please provide the following information in resume format.

- **A brief description of your current and previous jobs including:**
 - your job responsibilities, reporting relationships, and the city/country where the work took place
 - any involvement or awareness of the strategic planning process at corporate, region, or business unit
- **Degrees, certificates and management or executive development experiences**

4) Open-ended questions

Please address the following questions on a separate sheet of paper.

- **Your Motivation**
 - What attracted you to the Certificate?
 - What are your career goals?
 - What do you want to get out of the Certificate?
 - What issues are confronting your organization that you would like to address?
- **Your Proposed Certificate Course focus**

Given your current professional situation, which courses do you think you want to focus on?
- **Your Potential Contribution to the HCEO Community of Practice**

A critical part of the certificate is a community of practice (CoP). We are interested in how you can contribute to this CoP.

 - What do you bring to the community?
 - What do you consider your areas of expertise?
 - In the past year, what books, movies, or experiences have most influenced your practice?

5) Please sign and date your application below

Applicant's Signature

Date

Return your application to:

HCEO Certificate Program
Center for Effective Organizations
Marshall School of Business
University of Southern California
Los Angeles, CA 90089-0871

**Questions about the
HCEO Certificate Program?**

please contact either:

Martina Stone

Program Manager

email: martina.stone@marshall.usc.edu

Lacey Leone McLaughlin

Director of Executive Education email:

lacey.leone@marshall.usc.edu

Telephone: (213) 740-9814

Visit us at: <https://ceo.usc.edu>

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*Center for Effective
Organizations*

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