



University of Pittsburgh

*School of Social Work
Child Welfare Education and Research Programs
The Pennsylvania Child Welfare Resource Center*

403 East Winding Hill Road
Mechanicsburg, PA 17055
717-795-9048
Fax – 717-795-8013

DATE:

Dear Training Participant:

In preparation for the *501: Writing Effective Performance Standards* training, we ask that you bring with you a copy of a job description for an employee who you supervise. This job description will be used as a tool during the training.

In advance, we thank you for your efforts. If you have any questions, please contact the Resource Center.

Sincerely,

Resource Center Staff

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Phone: (717) 795-9048
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www.pacwrc.pitt.edu