

Engineering Training

Welcome Letter & Information



Hello!

I'd like to take a moment to introduce myself and give you some preliminary information about our upcoming Engineering training program.

My name is Jen Vacendak, and I will be your trainer for the course. I graduated from Purdue University and hold degrees in Electrical Engineering Technology (B.S.) and Mechatronics (M.S.). I have worked extensively in the fields of Automation & Technology. My roles at this company have included work as a member of the Product Support and Training teams, while also working alongside Applications to design & implement effective user interface solutions for our customers.

Now, a little bit about my family at Vance Automation...

You'll find that our teams include some of the best & brightest in the Industrial Automation field, and their success stories all began with this training program. To help you excel in the challenging course that lies ahead, as well as your career, here are some tips:

- Safety first: Keep a clean work area and be mindful of your surroundings. Industrial equipment can pose some hazards, so if you notice anything that may be considered unsafe, please bring it to my attention immediately.
- Arrive on time and ready to learn each day.
- Be an active learner: Pay attention, ask questions, take notes, and stay organized. In addition, many topics build on each other, so regularly review your work to ensure you're ready to tackle the next challenge.
- Use any idle time during the course to delve deeper into a topic on your own, explore new possibilities, and push your limit on a daily basis. Your fellow trainees could probably use your support as well.
- Occasionally, our day may run past our usual end time. The Lab Projects phase of the course is also particularly intense: It may require you to work at the office as late as 10PM and over weekends. Your dedication & hard work during the Training phase pays dividends in the Lab Projects phase, so please pay close attention.
- Provide some entertainment. The course is what you make of it, so why not make it fun?
- Should any concerns arise, be sure to speak with me, your hiring manager, or the Engineering Director. We are your support system.

Now that you know some of the secrets to success, here are the other important details...