



University of Pittsburgh

Office of Human Resources

Organization Development

HR ADMINISTRATION CERTIFICATE PROGRAM COMPLETION AND TRACKING FORM

The Human Resources Administration Certificate Program is a series of eight workshops designed for University of Pittsburgh **supervisors** to acquire the knowledge necessary to effectively administer the policies, procedures and guidelines relative to human resources within their department. This program addresses the supervisor's role and responsibilities in key areas such as recruiting, compensation, employee relations and various aspects of compliance. All workshops required to earn a certificate in this program will be offered on a rotating basis each fall and spring through the **Faculty and Staff Development Program (FSDP)**. Participants may take these workshops in any order. Certificate requirements include completion of all courses and satisfactory completion of a Knowledge Mastery Test. Participants are expected to track their own progress and report completion of required courses to Organization Development. Information, registration and participation instructions are available at www.hr.pitt.edu/HRACP.

To complete the certificate program, participants must:

- ✓ Take the eight Human Resources courses listed below
 - Courses and registration can be found at the FSDP web page: www.hr.pitt.edu/fsdp.
 - Each participant is responsible for tracking their own progress. Please note course and date completed.
 - At each workshop, be certain to sign your name during check-in to validate attendance.

- ✓ After completing all eight courses, return this form to hr-odcont@mail.pitt.edu or by fax to 412-624-4781.
 - Once attendance has been validated, you will receive access to the online Knowledge Mastery Test.

- ✓ A certificate will be issued upon satisfactory completion (85%) of the online Knowledge Mastery Test.

Name: _____ Department: _____

Email Address: _____ Campus Phone: _____

Workshop Title		Date Completed
<input type="checkbox"/>	Talent Acquisition: Understanding the Staff Hiring Process at Pitt – for Supervisors	
<input type="checkbox"/>	Fostering Diversity and Inclusion in the Workplace – A Supervisor's Role	
<input type="checkbox"/>	Navigating PittSource for Supervisors	
<input type="checkbox"/>	Compensation Administration for Supervisors	
<input type="checkbox"/>	Managing Staff Performance: Maximizing Your Staff's Potential	
<input type="checkbox"/>	Managing Staff Performance: Addressing the Need for Improvement	
<input type="checkbox"/>	Understanding Policies and Procedures for Staff Time Off – for Supervisors	
<input type="checkbox"/>	Family and Medical Leave Act (FMLA) for Supervisors	