

The Human Resources Administration Certificate Program, offered through the Faculty and Staff Development Program (FSDP), is designed for University of Pittsburgh supervisors to acquire the knowledge necessary to effectively administer policies, procedures, and guidelines relative to Human Resources within their department. Additional information about this program, including course descriptions and registration, can be found on the FSDP web page.

To complete the certificate program, participants must:

- ✓ Complete, in any order, the 8 Human Resources courses listed below and the Knowledge Mastery Test.
- ✓ Track their progress using the table below.
- ✓ Sign in at each session to validate attendance.
- ✓ After completing all eight courses, return this form to hr-odcont@mail.pitt.edu or by Campus Mail to FSDP, 500 Craig Hall – once attendance has been validated, participants will receive an email with access information to the online Knowledge Mastery Test.
- ✓ Complete the online Knowledge Mastery Test with a minimum 85% score.

Certificates are issued in January and June to those who have completed all requirements of the program in the preceding semester.

Name:	<input type="text"/>	Department:	<input type="text"/>
Email:	<input type="text"/>	Campus Phone:	<input type="text"/>
Campus Address:	<input type="text"/>		

Course 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 Pitt Worx Talent Center – 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	