

Name:

# Human Resources Administration Certificate

## UW Professional & Organizational Development Curriculum Guide

### CORE REQUIREMENTS

All of the following courses must be completed.

COURSE	QUARTER & YEAR COMPLETED
<b>Interviewing Job Candidates</b> <i>(formerly "Interviewing for Excellence")</i> <b>Class Format:</b> Quarterly Course – 6 hours <b>Quarters Typically Offered:</b> summer	
<b>Managing Employee Performance</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> spring, summer, autumn	
<b>Managing Corrective Action the UW Way</b> <i>(formerly "Dealing with Workplace Behavior Problems")</i> <b>Class Format:</b> Quarterly Course – 7 hours <b>Quarters Typically Offered:</b> winter	
<b>Labor Relations Skills</b> <b>Class Format:</b> Quarterly Course – 3 hours <b>Quarters Typically Offered:</b> autumn	
<b>Employment Law and UW Policies</b> <b>Class Format:</b> Quarterly Course – 8 hours <b>Quarters Typically Offered:</b> autumn, spring	

### ELECTIVES

A minimum of five are required.

COURSE	QUARTER & YEAR COMPLETED
<b>UW Hiring Processes: Introduction to UWHIRES</b> <b>Class Format:</b> Quarterly Course – 4 hours <b>Quarters Typically Offered:</b> autumn, spring	

(ELECTIVES continued next page)

## ELECTIVES CONTINUED

COURSE	QUARTER & YEAR COMPLETED
<p><b>Building a Positive Work Culture</b>  <i>(formerly Beyond Retention: Building a Positive Work Culture)</i>  <b>Class Format:</b> Quarterly Course – 6 hours  <b>Quarters Typically Offered:</b> autumn, spring</p>	
<p><b>On-boarding “Sink or Swim” is Not A New Employee Orientation</b>  <i>(formerly Designing Employee Orientations for your Department)</i>  <b>Class Format:</b> Quarterly Course – 4 hours  <b>Quarters Typically Offered:</b> summer</p>	
<p><b>Leave Record Maintenance</b>  <b>Class Format:</b> Quarterly Course – 8 hours  <b>Quarters Typically Offered:</b> winter, spring, summer</p>	
<p><b>Compensation: The Basics</b>  <b>Class Format:</b> Quarterly Course – 4 hours  <b>Quarters Typically Offered:</b> winter, summer</p>	
<p><b>Communications</b>  <b>Class Format:</b> Quarterly Course – 6 hours  <b>Quarters Typically Offered:</b> autumn, spring</p>	
<p><b>The Ethics Law and the U</b>  <b>Class Format:</b> Quarterly Course – 3 hours  <b>Quarters Typically Offered:</b> autumn</p>	

**Please Note:**

- POD certificates are for current UW employees only. Professional & Continuing Education offers certificate programs for the general public.
- If a course is no longer offered by POD, please contact Certificate Advisor Amy Hawkins (ahawkins@u.washington.edu) for substitution possibilities.



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