



**SPECIALIZED
STUDY PROGRAM**

FOUNDATIONS OF HUMAN RESOURCES

*REINFORCE YOUR
PENCHANT FOR
PEOPLE*

Modernize your approach to employees, both present and future, and discover new practices for an efficient HR system.

- Study the essentials of human resources management and how to balance organizational goals with internal and external factors
- Learn tasks and considerations involved in interviewing, conducting tests and background checks, securing references, creating a job offer, and more
- Understand legal perspectives of the recruitment process
- Examine best practices for analyzing retention measures

Advance your career. Enroll now.
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UCR | Extension
Professional Studies

SPECIALIZED STUDY
PROGRAM IN

FOUNDATIONS OF HUMAN RESOURCES

ONLINE PROGRAM

“Supporting individuals in keeping pace with the changing requirements of the modern work environment is at our core. Collaboration, partnership, and community drive us to provide accessible, affordable education, and training for working adults. Whether you are an individual looking to advance your career, or an organizational leader interested in investing in your workforce, we are here for you.”

—Kasey Wilson, Ed.D.

Director of
Professional Programs
UCR Extension
Riverside, CA

IMPROVE YOUR MANAGERIAL CAPACITY

People are the only business that will never be outmoded. As the hub between employer and employee, it's your duty to know the latest in human resources management to effectively initiate and maintain that long-term relationship. Start here to either boost your knowledge or begin a new set of skills for a new management position.

Engage with the core of human resources management and understand ways to balance employees' needs, the impact of factors both internal and external to the company, and the company's goals. Immerse yourself in the recruitment process and reinforce your understanding of preparing a new position for applications.

Understand new approaches to interviewing, determining candidacy, conducting tests and background checks, and gathering references. Bolster your knowledge of hiring, and the legal side of the recruitment process. Review global issues as they pertain to retention, training, and “fit.” Put your lessons directly to work and be the asset that both employees and your employer need you to be.

WHAT YOU'LL LEARN

- Essentials of human resources management and strategic approaches to organizing and balancing environmental and cultural factors affecting employees
- Review of the recruitment process, from preparing the job description to providing new hire paperwork
- Legal factors involved in recruitment
- Analysis of retention issues such as training and turnover

WHO CAN BENEFIT

This program is for human resource managers, lead supervisors, operations managers, or staffing agencies of consultants. Those who will soon be involved in human resources-related duties or advancing into a management-level position are also encouraged to apply.

ADMISSION

Take individual courses or fulfill all of the requirements to complete your UCR Extension certificate. Whichever you choose, you will gain the personal power that comes through learning new skills. Be assured that you are receiving education that is backed by the UC tradition of excellence.

HOW TO EARN THIS AWARD

Individuals must complete a total of 6 quarter units, with a grade of C or better.

HUMAN RESOURCES MANAGEMENT 3 UNITS

**EMPLOYEE RECRUITMENT, SELECTION AND RETENTION
3 UNITS**

- This program can typically be completed within 3 months.

PROGRAM INFORMATION

Prices, requirements and courses are subject to change. For the most up-to-date information:
Phone: 951.827.4105
Email: prodev@ucx.ucr.edu
Website: extension.ucr.edu



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