

Human Resources Management (Graduate Certificate)



Meet our students

Our students can complete a variety of activities among the different human resources specialties including recruitment and selection, occupational health and safety, compensation and benefits, training and development, and human resources planning and metrics. As high-achieving graduates of universities and colleges, our students learn the skills needed to become successful members of any human resources management team.

Learn more about the classes these students take by visiting [the program webpage](#).

Core competencies and skills

- Using MS Excel, Word, and PowerPoint to analyze, report and present HR programs.
- Providing assistance in determining the feasibility of HRIS.
- Identifying different categories of HR metrics used in strategic decision making.
- Calculating HR metrics in spreadsheets and extracting data for reports.
- Creating data visualizations such as charts, graphs, and tables for effective presentations.
- Using critical thinking and problem-solving skills to solve human resources functions of the organization.
- Collaborating with others in the development, implementation, and evaluation of organizational practices.
- Communicating ideas effectively both verbally and in written forms.

Work term availability

- Winter (January – April)
- Summer (May – August)
- Fall (September – December)

Note: Students will be available for full-time hire upon completion of their work term.

Work term capabilities

- Contributing to the development and implementation of employee recruitment, selection and retention plans and processes.
- Administering and contributing to the design and evaluation of the performance management program.
- Facilitating and supporting employee and labour relations (both non-union and union environments).
- Researching and analyzing information needs, applying current and emerging information technologies.
- Presenting and evaluating communication messages and processes related to HR functions.
- Conducting job interviews and completing follow-up placement procedures.
- Investigating and researching health and safety issues in the workplace.
- Recording and preparing appropriate statistical data for government filing and actuarial evaluations.
- Assisting in the administration of company pension plans, health, and life insurance benefits.

Employer resources

- [Employer webpage](#)
- [Program information](#)
- [Program course schedule](#)

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