The Field of Talent Acquisition
Talent acquisition is a significant function of the HR discipline that involves a variety of strategies to help an organization meet its current and future staffing needs. As technology and social media platforms revolutionize the practice, it is increasingly important for HR and talent acquisition professionals to update their training and skills in order to deploy effective strategies that attract and acquire the best-performing candidates for employers.

Program Overview
UC San Diego Extension’s Specialized Certificate in Talent Acquisition offers students opportunities to delve deeper into the strategic talent acquisition process. Coursework provides practical and up-to-date information on identifying, sourcing, selecting, and onboarding new employees into the organizations. Additionally, students also learn to develop talent acquisition strategies that are compliant with equal employment as well as other employment laws and regulations.

Program Audience
The program benefits new and experienced individuals, including those who are involved in hiring activities and desire to gain specialized knowledge in talent acquisition.

Program Benefits
- Gain competitive career advantages that will help you enter or progress in the field
- Stay up-to-date on employment strategies and trends to position your organization for success
- Discover cost-effective ways to cut recruitment expenses and deploy hiring initiatives without missing out on top talent
- Build and enhance your HR toolkit through evening and online courses

Learning Objectives
- Gain practical understanding of talent acquisition trends and best practices in today’s environment
- Explain and implement the steps to develop effective talent acquisition strategies and compliant hiring practices
- Practice applying recruiting techniques for the different types of positions
- Obtain skills to accurately assess and select the qualified candidates against a prescribed set of criteria
- Understand and learn to effectively use various types of selection tools in the hiring process
- Conduct effective interviews using the various types of interview questions and interview methods
- Demonstrate knowledge of how the various federal and state laws and regulations relate to the employment process
- Learn how to effectively onboard and orient new employees to their new roles and new workplaces
- Measurement of and continuous improvement to the recruitment and selection processes
Program Details

Prerequisite
To begin our program, you should plan to take Managing Human Resources: An Overview and Strategic Talent Acquisition before taking any of the other, more advanced required courses.

Length
Most students complete the program in approximately 15 months by taking one course per quarter. However, if you've already earned the Professional Certificate in Human Resource Management and have completed Managing Human Resources: An Overview and Strategic Talent Acquisition in the past five years, you could complete this certificate in three quarter (or about 9 months). Keep in mind that you have up to five years to complete all requirements for the certificate.

Cost
The program costs approximately $2,400. This total includes the course fees and does not include certificate fees textbook costs, parking fees, personal expenses, etc. This estimate may vary based on a variety of factors. All estimated costs are subject to change; current fees and textbooks are listed on our website. Students pay for individual course fees at the time of enrollment.

Requirements
Students must complete a total of five courses to earn the Specialized Certificate in Talent Acquisition.

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<tr>
<th>Course Title</th>
<th>Course No.</th>
<th>Units</th>
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<th>Winter</th>
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*Schedule is subject to change

Electives
There are no elective courses required for this certificate program.
Additional Learning Opportunities
If you would like to further your learning, we recommend that you take the Professional Certificate in Human Resource Management to expand your knowledge of Human Resources. See below for more information:

- **Professional Certificate in Human Resource Management**
  The Professional Certificate in Human Resource Management has helped hundreds of individuals expand their knowledge of HR management to enter or progress in the field. Courses are continually updated and tailored to provide participants the background and techniques to become responsible and effective professionals. Taught by qualified practitioners, courses feature practical applications, underlying rationale, and current issues, which can be utilized immediately in the work environment. For more information, visit the certificate webpage.

Frequently Asked Questions

About the Certificate

How do I apply to the certificate program?
**STEP 1:** If you have a My Extension student account, skip to Step 2. If you do not have a My Extension account, go to myextension.ucsd.edu, click “Create an account” on the right side of the page, and follow the instructions to create an account. Once you have a My Extension account, continue to Step 2.

**STEP 2:** Click on the “Apply Now” button on the certificate page. Complete the required fields on the application. Then click the “Save” button. Once you have saved the application, the “Submit” button will appear. Click the “Submit” button to submit your application for review and consideration. Once submitted, your application cannot be changed. You can track the progress of your application at My Extension.

Is there an application fee for the certificate program?
Yes. Upon acceptance, you will be prompted to pay a certificate fee in order to be recognized as a certificate student. Current application or certificate enrollment fees, if any, are listed under the “Apply Now” button on the certificate webpage. Please note that certificate registration fees are nonrefundable and may not be transferred.

Can I register for the certificate program at any time?
Yes, you may enroll in the program at any time. However, it is recommended that you enroll as soon as possible. The program curriculum may be updated at any time; if certificate requirements change, you must adhere to the curriculum at the time of your enrollment into the certificate. Enrolling in the certificate also gives you access to quarterly, personalized enrollment reminders from the program manager.

Can this certificate program be completed entirely online?
No. Although some courses in the program are taught online, quite a few of the required courses will require the students to attend courses in San Diego.

How long do I have to complete the certificate?
You officially have five years from when you begin taking courses in the program to complete all requirements for the certificate.
Talent Acquisition
Specialized Certificate

If I already have the skills taught in one of the courses, can I skip that course?
If you have taken a course from an accredited university in the last five years that covers the learning objectives of a program course, you may be able to transfer your previous coursework to Extension. Please contact the program representative at HRPrograms@ucsd.edu or 858-534-8148 for more information.

Is the program accredited?
UC San Diego is accredited by the Western Association of Schools and Colleges (WASC). UC San Diego Extension — like all other UC San Diego schools, colleges, and departments — is accredited by WASC through the University. All courses and certificate programs offered by UC San Diego Extension have been developed and are administered in accordance with Extension policy and the regulations of the Academic Senate of the University of California.

Is this certificate program open to non-California residents?
Yes, the program is open to non-California residents, including non-US residents. If you have questions about how enrolling in courses may or may not affect your visa status, please contact our International Department at ipinfo@ucsd.edu or (858) 534-6784.

How do I get my certificate once I have completed the requirements?
When you have paid your certificate fee and successfully completed all program requirements, you will need to request an audit by Student Services. To request an audit:

- In your My Extension account, click on “My Courses.”
- On the right side of the page under “My Certificates,” click on the name of the certificate.
- On the right side of the page under “Tools,” click on “Request Certificate Audit.”
- Complete and submit the form that appears.

Once you have formally submitted your audit request, your certificate will be mailed to the address we have on file for you within ten business days.

Do you provide job or internship placement?
No, we do not offer job placement assistance or internships. However, you can find more information about career resources on our website: Career Resources.

Is financial aid available?
- UC San Diego Extension offers continuing education loans through UC Approved Lenders. Each institution offers low competitive interest rates and flexible payment options. You are also encouraged to contact your personal financial institution about possible lending solutions. Direct links to UC Approved Lenders can be found on our website’s Financial Resources page.
- The Employment Development Department (EDD) provides a comprehensive range of employment and training services in partnership with state and local agencies/organizations. More information is available on their website at edd.ca.gov.
- Career Centers Located throughout San Diego County offer their communities comprehensive employment and training services benefiting both business and job seekers. More information is available on their website at workforce.org.
- Please click here for information about Veteran’s Benefits.
- Free Application for Federal Student Aid (FAFSA) funds are limited to degree programs only, and cannot be used for courses or certificate fees at UCSD Extension.
About the Courses

When does course enrollment open for each quarter?
Our classes post to our website and become open for enrollment approximately two months prior to the new quarter starting. If you’d like to get an email reminder you can sign up for our newsletter(s) in My Extension, under the “Preferences” tab.

When should I enroll in a course?
We recommend enrolling as soon as possible, as occasionally classes will reach capacity.

Once I have enrolled in a course, when will I get online access to it?
If you have enrolled at least three days before the course begins, you will have access starting on the first day of class. You should receive an email from Student Services with instructions for how to login to the course. If you have enrolled on or after the start date of the course, you will have access to the course within one business day.

When does enrollment for a course close?
Enrollment in a course may be closed for one or more of the following reasons:

- The course is at capacity. If the course is at capacity you will only be able to join the waitlist. If space becomes available in the course, students on the waitlist are contacted in the order they joined the waitlist.
- The course has progressed to a point where students will no longer be able to make-up missed work and be successful in the course.
- The course is cancelled due to low enrollments.

For all three of these reasons we recommend students enroll early in the courses they are interested in.

When is the refund deadline for courses?
The refund deadline for courses in this program is typically one week after the start of the course. This allows you to enroll in a course and participate in the course for approximately one week to determine if the course is a good fit. Then, if needed, either you may either transfer your enrollment to a different course or submit a drop request.

The exact refund deadline for each section is listed in the section notes on the course page in our website, and you can also find it in My Extension by clicking on “My Courses” and then the name of the course.

What are the grading options for courses?
You may take a course for one of three options: Letter Grade, Pass/No Pass, or Not for Credit. If you are taking a course towards a certificate you must complete your courses for credit (i.e. Pass/No Pass or Letter Grade) and receive a C-/Pass or higher grade. Grades below a C-, No Pass, and Not for Credit will not count towards certificate requirements.

What kind of credit do I earn?
The courses in this program are post-baccalaureate, professional-level, credit bearing courses. Credit earned in these courses may lead to the award of a formal certificate by UC San Diego Extension or may be applied toward an academic degree or professional credential, subject to the approval of the receiving institution.

If you wish to transfer credit, it is your responsibility to confer with the receiving institution before enrolling, as each individual academic institution decides whether or not to accept Extension’s credits.

Are courses transferrable?
UC San Diego Extension is not a degree granting institution, however many UC San Diego Extension courses can be transferred to other colleges or universities. The transferability of credit is determined solely by the receiving institution.
You should discuss how your individual courses will transfer with the Office of the Registrar at the receiving institution prior to enrolling.

Can I take a course without registering for the certificate?
Yes, you may take any course in this program without registering for the certificate, provided you have fulfilled any and all prerequisites for the course.

How long is each course?
Two unit courses run for approximately 6 weeks; three unit courses run for approximately 9 weeks; and four unit courses run for approximately 11 weeks. For exact course dates of upcoming sections, visit the webpage of the course you are interested in taking on our website.

When is each course offered?
Please visit the course page on our website to see when courses are typically offered. You can also see a full program schedule by clicking on the “View Schedule” button under the “Courses” section on the certificate page or under the Program Requirements section of this document.

How many hours can I expect to spend studying outside of class time?
Each student has their own learning style so this can vary greatly. As a rule of thumb, expect to spend an average of two hours studying for every hour you spend in-class. For online courses, students should plan to spend approximately 8-10 hours per week viewing lectures and completing coursework.

How are online classes formatted?
Online classes are held asynchronously, which means class sessions are not held live and you do not need to login at particular days or times. Instead, students will be required to complete assignments, participate in discussion board forums, and review lecture recordings at their own pace each week on Blackboard, which is our online learning management system. Please click here to view a sample course tour to see if this format suits your learning style.

What are the instructors’ credentials?
The program courses are taught by qualified practitioners in the field. You can find information about a course instructor (e.g. biography and credentials) on the course page.

How do I communicate with a course instructor if I have a question during the course?
Each instructor has his/her own preferred method of communication and response policy, which will be detailed on the course syllabus. However, most instructors utilize email or the discussion board and will respond within 24-48 hours.

What are the required textbooks for a course?
Instructors will post the current text requirements and recommendations on the course page on our website. Please note the textbooks requirements are subject to change every quarter and different instructors may require different books, even if they are teaching the same course in the same quarter, so be sure to check the textbook requirements for the section in which you are enrolling.

Will I be able to order the required textbooks before the class begins?
Yes, you can order the book(s) any time after enrolling in the course. You may order books through the campus bookstore or online retailers, such as Amazon.com.

After I enroll in a course, how can I retrieve a receipt or enrollment verification for my records?
Login to your My Extension account and select “Documents” as the top of the page.
**How will I receive my final course grade?**
Once the course is completed, the instructor has 10 business days to submit your grades. Once grades have been posted, you can view and print them from your [My Extension](mailto:myextension@ucsd.edu) account.

**What if I am having trouble with Blackboard or My Extension?**
Please contact Student Services at (858) 534-3400 or [unex-reg@ucsd.edu](mailto:unex-reg@ucsd.edu) if you experience any issues logging in to any of our systems.

**For More Information**
For program specific questions, please visit the certificate page on our website or contact a program representative at [HRPrograms@ucsd.edu](mailto:HRPrograms@ucsd.edu) or 858-534-8148. For administrative questions, please contact our Student Services Department at [unex-reg@ucsd.edu](mailto:unex-reg@ucsd.edu) or (858) 543-3400.