PeopleSoft ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

First Middle Last

Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City State and Zip Code Phone Number

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Degree Sought \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Citizen \_\_\_\_\_ Pennsylvania Resident

\_\_\_\_\_ Permanent Resident ­­­\_\_\_\_\_ Nonresident

\_\_\_\_\_ Student Visa

Academic Training: Give names of all junior colleges, colleges, graduate and professional schools from which you earned credit

Institution and Dates Attended Major and Minor Fields Degree and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Experience: Teaching, research, professional, business, military, etc. Account for all of your time since the beginning of your undergraduate work up to the present other than time spent in academic training

Institution of Organization Nature of Work Dates

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Membership in honor societies and in learned and professional organizations

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Scholarships, prizes, honors, or other recognition

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The goal of Pitt Pathways Fellowship in human resources is to apply knowledge acquired in the classroom to real world situations, as well as gain the skills and experience that is necessary to prepare the student for a successful career in human resources.

This fellowship within the University of Pittsburgh’s Office of Human Resources will provide the selected student the necessary skills to design jobs and write job descriptions; recruit, screen and hire new employees; train employees to perform their current jobs more effectively; and help employees develop new skills to take on more responsible positions.

Human Resources specific responsibilities may include:

* Assisting with Total Rewards Project
* Updating various databases including the grievance log, applicant flow, HRIS, etc.
* Researching and collecting data for various HR initiatives
* Attending job/career fairs as well as networking with external resources
* Performing Reference and background checks
* Creating job postings including advertising open job positions
* Assist with recruiting, interviewing, and conducting orientations
* Revamp training manual
* Work with compensation and benefits
* Completed written projects and researched topics to improve organization
* Assists with other HR projects

1. A statement below of not more than two hundred and fifty words (10 pt. font) explaining your desire to remain a part of the university community in the role of a staff member after graduation.
2. Please explain how participating in the Pitt Pathways Program and working with the Office of Human Resources fits with your academic and/or career goals.
3. Please explain specific skills, knowledge, classes you have taken and/or experience you have that would make you a qualified Pitt Pathways Fellow.
4. Explain one situation in which, because you took initiative, the end result of your effort was a success.

Are you related, by blood or marriage, to any member of the Board of Trustees, faculty or staff of the University of Pittsburgh?

\_\_\_\_\_ No

\_\_\_\_\_ Yes Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position (include department) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I understand that as a condition of such employment or award I be enrolled in graduate studies at the University of Pittsburgh and I, therefore, agree that such employment or award may be terminated by the University at its option, without notice, if I cease to be registered or violate any of the above conditions. I have read the instructions for filing an application, and certify that the above statements are correct and complete.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_