CAREERS IN HUMAN RESOURCES

HUMAN RESOURCES

Areas:
- Selection and placement
- Recruitment
- On-boarding/Orientation
- Retention
- Career planning/Counseling
- Benefits
- Compensation and payroll
- Employee relations
- Wellness
- Labor relations
- Dispute resolution
- Risk management
- Regulatory compliance
- Occupational safety
- Equal employment opportunity
- Diversity issues
- Policy development
- Human Resources Information Systems (HRIS)
- Human Resource Management System (HRMS)
- Strategic planning
- Consulting

Employers:
Human resources professionals are employed in nearly all industries:
- Financial institutions
- Hotel, restaurant, and retail chains
- Manufacturing firms
- Hospitals and healthcare organizations
- Transportation companies
- Educational institutions
- Employment and staffing agencies
- Nonprofit organizations
- Labor unions
- Federal government agencies:
  - Department of Labor
  - Employment Security Commission
  - Bureau of Labor
- Local and state government agencies
- Consulting firms

Strategies:
- In smaller organizations, human resources professionals are generalists and wear many hats. In larger organizations, human resources staff members are more specialized.
- Be willing to start in an entry-level human resources or benefits assistant position and advance with experience.
- After gaining two years of professional experience in human resources, prepare to take the Professional Human Resource Exam (PHR) to increase job opportunities and earning potential.
- Earn a graduate degree in human resources, business, or law to reach the highest levels of human resource management.
- Develop strong computer skills including, spreadsheets, databases, and HR-related software.
- Gain related experience through internships in human resources.
- Join the student chapter of the Society for Human Resource Management and participate in programs. Seek leadership roles in campus organizations.
- Become comfortable communicating and working with people from diverse backgrounds. Strong interpersonal skills are valuable in this field.
- Cultivate strong analytical and decision-making skills and develop an eye for detail.
- Learn about Occupational Safety and Health Administration (OSHA) standards and compliance.
- Research government application procedures and utilize your campus career center for assistance. Complete a federal government internship program if interested in government positions.

CAREERS IN HUMAN RESOURCES

TRAINING & DEVELOPMENT

Areas:

- Training and Development
- Instructional design
- Program development
- On-boarding/orientation
- Industrial training
- Technology training
- Management development
- Employee and organizational development
- Performance improvement
- Organizational change

Employers:

- Corporate universities
- Consulting firms
- Business and industry training facilities
- Manufacturing companies
- Retail and customer service industries
- Restaurant and hotel chains
- Hospitals and healthcare organizations
- Educational institutions
- Other large corporations

Strategies:

- Develop teaching skills through tutoring or training positions on campus.
- Obtain related experience through internships.
- Be prepared to start working in another area of human resources before moving into a training position.
- Earn a master's degree in human resources, training and development, or related field.
- Develop the ability to comprehend operational systems and to process new information quickly.
- Stay abreast of current issues in technology, industry, and business education through professional association journals.
- Develop solid knowledge of the content area being addressed in training.
- Hone communication and presentation skills. Gain comfort in working with people of varying backgrounds.
- Learn about important issues such as, Occupational Safety and Health Administration (OSHA) standards and compliance and International Organization for Standardization (ISO) criteria.

CAREERS IN HUMAN RESOURCES

INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

Areas:

- Organizational development/effectiveness
- Assessment and evaluation
- Personnel selection/hiring systems
- Performance appraisal
- Job analysis
- Behavioral analysis
- Individual development
- Labor relations
- Employee safety
- Ergonomics
- Training
- Teaching
- Research
- Consulting

Employers:

- Consulting firms
- Educational services
- Colleges and universities
- Large private and public companies in a variety of industries
- Government agencies
- Military research organizations
- Test preparation companies

Strategies:

- Double major or minor in psychology as an undergraduate.
- Conduct an independent research study or volunteer to assist a professor with research to gain experience.
- Maintain a high GPA and secure strong faculty recommendations to pursue a graduate degree.
- Demonstrate strong interest in studying the behavior of people at work.
- Obtain internships in areas of organizational development.
- Develop aptitude in statistical analysis and relevant software packages.
- Earn a doctoral degree in industrial/organizational psychology.

CAREERS IN HUMAN RESOURCES

LAW

Areas:
- Arbitration and mediation
- Labor relations
- Employment law
- Contractual
- Corporate
- Nonprofit or Public Interest
- Government

Employers:
- Law firms
- Federal, state, and local government
- Private practice
- Corporations
- Special interest groups
- Universities and colleges
- Legal aid societies
- Nonprofit and public interest organizations, (e.g., ACLU, NAACP Legal Defense Fund, Legal Services Corporation)
- Legal clinics

Strategies:
- Plan to attend law school. Maintain a high grade point average and secure strong faculty recommendations. Prepare for the LSAT (Law School Admission Test).
- Develop strong research skills and attention to detail.
- Participate in debate or forensic team to hone communication skills.
- Get involved in pre-law and mock trial organizations.
- Take courses in employment law, conflict management, and labor relations.
- Shadow an attorney to learn more about the field and various specialties.
- Gain experience and build skills through part-time or summer work in a law firm or an organization related to your particular interests.
- Volunteer with a public advocacy group.
- Seek experience with mediation and conflict resolution.

CAREERS IN HUMAN RESOURCES

BUSINESS

Areas:

- Sales
- Customer service
- Marketing
- Management
- Insurance:
  - Claims management
  - Underwriting
- Real Estate:
  - Sales
  - Property management

Employers:

- Public and private corporations:
  - Service providers
  - Wholesalers
  - Manufacturers
  - Call centers
  - Transportation companies
  - Financial institutions
  - Insurance companies
  - Real estate companies
  - Property management firms
  - Apartment complexes
- Retail stores:
  - Department stores
  - Specialty stores
  - Discount stores
  - Super retailers
  - Online retailers

Strategies:

- Develop career goals and seek relevant experiences to prepare for those goals.
- Obtain relevant experience through part-time jobs or internships.
- Work a part-time or summer job in a retail store.
- Demonstrate a willingness to take on additional responsibilities such as "assistant manager."
- Participate in student organizations and seek leadership roles.
- Learn to work well with different types of people. Develop a strong commitment to customer satisfaction.
- For sales positions, develop the ability to work well under pressure and be comfortable in a competitive environment.
- Be willing to start in a management-trainee program or other entry-level positions.
- Understand the top skills employers desire and be prepared to demonstrate them, such as communication (oral and written), computer, interpersonal, leadership, and teamwork.

CAREERS IN HUMAN RESOURCES

NONPROFIT

Areas:
- Fund/Raising/Development
- Volunteer coordination
- Programming
- Administration
- Management
- Public relations
- Research
- Grant writing
- Direct service

Employers:
- Local and national nonprofit agencies
- Foundations
- Charitable organizations
- Trade or professional associations
- Special interest groups
- Labor unions
- Libraries
- Museums
- Historic sites/Historical societies
- Research organizations and think tanks
- Educational institutions

Strategies:
- Volunteer in community development projects or with a nonprofit organization of interest.
- Obtain leadership roles in relevant campus and community organizations.
- Learn grant writing techniques and how to administer a budget through coursework or volunteering.
- Develop program planning and event management skills, as well as strong communication and research skills.
- Complete a fund-raising or related internship.
- Demonstrate knowledge and experience in a specialty area (e.g., public health, environment, urban issues).
- Research organizations' values to find a good fit with yours.
- Investigate term of service or service corps positions as a way to gain entry into the field.
- Consider earning a graduate degree for more job opportunities and advancement.