

# HUMAN RESOURCE MANAGEMENT

What can I do with this major?

## AREAS

### HUMAN RESOURCES

Selection and Placement  
Recruitment  
Onboarding/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)  
Strategic Planning  
Consulting

## EMPLOYERS

Human resources professionals are employed in nearly all industries including:

- Financial institutions
- Hotel, restaurant, and retail chains
- Manufacturing firms
- Hospitals and healthcare organizations
- Transportation companies
- Educational institutions
- Employment and staffing agencies
- Professional employment organizations (PEOs)
- Other medium and large size organizations
- Nonprofit organizations
- Labor unions

Federal government agencies including:

- 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, HR staff members are more specialized.

Be willing to start in an entry-level human resources or benefits assistant position and advance with experience.

Earn a graduate degree in human resources, business, or law to reach the highest levels of human resource management.

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.

Research other specialized certifications such as the Certified Employee Benefit Specialist (CEBS).

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.

## AREAS

## EMPLOYERS

## STRATEGIES

### TRAINING AND DEVELOPMENT

Instructional Design  
Program Development  
Onboarding/Orientation  
Industrial Training  
Technology Training  
Management Development  
Employee and Organizational Development  
Performance Improvement  
Organizational Change

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

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.

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### INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

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

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

Double major or minor in psychology as an undergraduate.  
Maintain a high GPA and secure strong faculty recommendations.  
Conduct an independent research study or volunteer to assist a professor with research to gain experience.  
Earn a doctoral degree in industrial/organizational psychology.  
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.

## AREAS

## EMPLOYERS

## STRATEGIES

### LAW

*See also What Can I Do With This Major in Law?*

Arbitration and Mediation

Labor Relations

Employment Law

Contractual

Corporate

Nonprofit or Public Interest

Government

Other Specialties

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

Other private legal services

Plan on attending 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.

Take courses in employment law, conflict management, and labor relations.

Gain experience and build skills through part-time or summer work in a law firm or an organization related to your particular interests.

Shadow an attorney to learn more about the field and various specialties.

Get involved in pre-law and mock trial organizations. Volunteer with a public advocacy group.

Seek experience with mediation and conflict resolution.

### BUSINESS

Sales

Customer Service

Marketing

Management

Insurance:

Claims Management

Underwriting

Real Estate:

Sales

Property Management

Service providers

Wholesalers

Manufacturers

Retail stores including:

Department stores

Specialty stores

Discount stores

Super retailers

Online retailers

Call centers

Transportation companies

Financial institutions

Insurance companies

Real estate companies

Property management firms

Apartment complexes

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, 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.

## AREAS

### **NON-PROFIT**

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.  
Obtain an internship in fund-raising or related field.  
Gain experience through volunteering or completing an 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. It is critical that you are knowledgeable about and committed to the work you're going to do.

### **GENERAL INFORMATION**

- Take a well-rounded selection of courses that blends social sciences and communications classes with business curriculum.
- Be prepared to start in entry level positions within organizations and advance to positions of greater responsibility. Develop an area of expertise along the way.
- Graduate education including MBA, MS, or JD qualifies one for higher level positions in human resource management.
- Obtain internships in an area of interest such as human resources, training, or organizational development.
- Participate in related co-curricular activities and obtain leadership positions to broaden skills.
- Successful human resource professionals are business-minded and well-rounded. Cultivate "hard skills" such as technology and statistics along with "soft skills" such as mediating and advising.
- Develop excellent communication skills, both verbal and written.
- Demonstrate a strong desire to work with people of various backgrounds and educational levels.
- Become familiar with current business literature and news.
- Join professional associations in field of interest, such as American Society for Training and Development, Society for Human Resource Management, American Management Association, Employment Management Association, Society for Industrial and Organizational Psychology, and others.
- Network with human resource managers through professional association meetings and conferences.