

# Human Resources

## What can I do with this degree?

OCCUPATIONS	EMPLOYERS	SKILLS TO DEVELOP
<b><u>BENEFITS/COMPENSATION</u></b>		
<p>Compensation Analysis Health Benefits Retirement Benefits</p>	<p>Financial institutions Hotel, restaurant, and retail chains Manufacturing firms Hospitals and healthcare organizations Educational institutions Employment and staffing agencies Professional employment organizations (PEOs) Nonprofit organizations Labor unions Federal government agencies including:     Department of Labor     Employment Security Commission     Bureau of Labor Local and state government agencies</p>	<ul style="list-style-type: none"> <li>• Develop strong computer skills, especially with spreadsheets and databases.</li> <li>• Obtain internships in human resources.</li> <li>• Cultivate strong analytical skills.</li> <li>• Be willing to start in an entry-level human resources or benefits assistant position.</li> <li>• Earn a graduate degree (MBA, masters, or law) to reach the highest levels of human resource management.</li> <li>• Cultivate an eye for detail.</li> </ul>
<b><u>TRAINING AND DEVELOPMENT</u></b>		
<p>Industrial Training Technology Training Management Development Performance Improvement Organizational Change</p>	<p>Corporate universities Consulting firms Manufacturing companies Retail and customer service industries Restaurant and hotel chains Business and industry training facilities Educational institutions</p>	<ul style="list-style-type: none"> <li>• Obtain related experience through internships and part-time or summer jobs.</li> <li>• Acquire current knowledge of issues in technology, industry, and business education through professional association journals.</li> <li>• Develop solid knowledge of the content area being addressed in training.</li> <li>• Be prepared to start working in another area of human resources before moving into a training position.</li> <li>• Gain strong writing and public speaking skills.</li> </ul>
<b><u>OCCUPATIONAL SAFETY</u></b>		
	<p>Hotel, restaurant, and retail chains Manufacturing firms Hospitals and healthcare organizations Educational institutions Labor unions Federal, Local and state government agencies</p>	<ul style="list-style-type: none"> <li>• Learn about Occupational Safety and Health Administration (OSHA) standards and compliance.</li> <li>• Cultivate an eye for detail.</li> <li>• Obtain related experience through internships and part-time or summer jobs.</li> </ul>

## OCCUPATIONS

## EMPLOYERS

## SKILLS TO DEVELOP

### **RECRUITING AND RETENTION**

Selection and Placement  
Equal Opportunity Employer

Financial institutions  
Hotel, restaurant, and retail chains  
Manufacturing firms  
Hospitals and healthcare organizations  
Educational institutions  
Employment and staffing agencies  
Professional employment organizations (PEOs)  
Other medium and large size organizations  
Nonprofit organizations  
Federal, Local and state government agencies

- Develop strong interpersonal and communication skills.
- Obtain leadership roles in student organizations.
- Get related experience through internships or part-time and summer jobs.

### **INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY**

Organizational Development  
Assessment and Evaluation  
Personnel Selection  
Performance Appraisal  
Job Analysis  
Individual Development  
Labor Relations  
Ergonomics  
Teaching  
Research

Consulting firms  
Educational services  
Colleges and universities  
Private and public companies  
Government agencies  
Military research organizations  
Test preparation companies

- Double major or minor in psychology as an undergraduate.
- 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.
- Conduct independent research study in areas of interest.
- Develop aptitude in statistical analysis and computers..

### **EMPLOYEE/LABOR RELATIONS**

Arbitration and Mediation  
Labor Relations  
Employment Law

Large companies  
Government agencies  
Employment and temporary agencies  
Large non-profit organizations including hospitals and educational institutions  
Labor unions

- Take courses in employment law, conflict management, and labor relations.
- Gain experience with mediation
- Might be necessary to obtain a law degree.
- Join a debate team and participate in mock trial.
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## **Strategies For Placement In Human Resources**

- Be prepared to start in entry-level positions within organizations and work up to positions of greater responsibility. Develop an area of expertise along the way.
- Graduate education including MBA, MS, or JD qualifies one for higher salaries and positions with greater responsibility.
- 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.
- 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.
- Become a member of the student organization, HRACU Human Resources Association of Capital University.

## **Internet Resources:**

Vault: more information on the every day life in the human resources assistant. This site is accessible through the Career Services Website: [www.capital.edu/careers](http://www.capital.edu/careers)

Industry Profile - Business: [www.wetfeet.com/asp/careerlist.asp](http://www.wetfeet.com/asp/careerlist.asp)

WetFeet.com guide to human resources covers Industry Trends & Overview, "Love-Hate" (pros and cons of this field), Major Players and Job Descriptions & Tips.

Careers-in-Business.com: Information on key careers in business such as investment banking, consulting and marketing. [www.careers-in-business.com/](http://www.careers-in-business.com/)

Society of Human Resource Managers: [www.shrm.org](http://www.shrm.org)

HR Internet Guide: [www.hr-guide.com](http://www.hr-guide.com)