

Leadership & Management (note: information here is primarily for human resources)

What can I do with this degree?

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

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.

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

Industry Profile - Business: 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/

Society of Human Resource Managers: www.shrm.org

HR Internet Guide: www.hr-guide.com