

# HUMAN RESOURCE MANAGEMENT/DEVELOPMENT

What can I do with this degree?

## AREAS

### HUMAN RESOURCES

Benefits  
 Compensation  
 Employee Relations  
 Human Resources Information Systems (HRIS)  
 Labor Relations  
 Selection and Placement  
 Recruiting  
 Retention  
 Occupational Safety  
 Equal Employment Opportunity  
 Diversity Issues  
 Policy Development

## EMPLOYERS

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  
 Labor unions  
 Federal government agencies including:  
     Department of Labor  
     Employment Security Commission  
     Bureau of Labor  
 Local and state government agencies

## STRATEGIES

Develop strong computer skills, especially with spreadsheets and databases.  
 Obtain internships in human resources.  
 Develop presentation skills and conflict resolution abilities through coursework and activities.  
 Cultivate strong analytical skills.  
 Be willing to start in an entry-level human resources or benefits assistant position.  
 Learn about Occupational Safety and Health Administration (OSHA) standards and compliance.  
 Earn a graduate degree (MBA, masters, or law) to reach the highest levels of human resource management.  
 Learn government application procedures. Complete a federal government internship program.

### TRAINING AND DEVELOPMENT

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

Obtain related experience through internships and part-time or summer jobs.  
 Develop the ability to comprehend operational systems and to process new information quickly.  
 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.  
 Learn about Occupational Safety and Health Administration (OSHA) standards and compliance.  
 Learn about International Organization for Standardization (ISO) criteria.

## AREAS

## EMPLOYERS

## STRATEGIES

### NON-PROFIT

Development  
Volunteer Coordination  
Programming  
Administration

Community agencies  
Healthcare organizations  
Private foundations

Volunteer in community development projects or with an organization of interest.  
Take on leadership roles in campus organizations.  
Learn how to administer a budget through coursework or volunteering.  
Develop planning skills.  
Obtain an internship in fund-raising or related field.

### BUSINESS

Management  
Operations Management  
Customer Service  
Marketing  
Sales

Public and private corporations including:  
Retail stores  
Banks and financial institutions  
Insurance firms  
Manufacturers  
Product and service organizations

Develop a strong background in other business functions such as marketing or management.  
Gain leadership experience through campus involvement or volunteer work.  
Intern with companies in fields of interest.  
Gain strong writing and public speaking skills.  
Develop proficiency in computer software application packages.

### LAW

Arbitration and Mediation  
Labor Relations  
Employment Law

Law firms  
Large corporations  
Government agencies  
Public interest legal agencies

Obtain a law degree.  
Join a debate team and participate in mock trial.  
Take courses in employment law, conflict management, and labor relations.  
Gain experience with mediation.

### 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.

### **GENERAL INFORMATION**

- 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.
- 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.
- Learn desktop publishing and other software packages.
- 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.
- Become a member of the student organization, Association of Human Resource Development Students (AHRDS). Network with human resource managers through AHRDS meetings.