

Human Resource Management

WHAT CAN I DO WITH THIS MAJOR?

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.



Area

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

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



Rowan University

ROHRER COLLEGE OF BUSINESS
Center for Professional Development

© 2003 The University of Tennessee
Center for Career Development (2003,
Revised 2009, 2014)
UTK is an EEO/AA/Title VI/Title
IX/Section 504/ADA /ADEA Employer

Strategies for Human Resources

- 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.



Rowan University

ROHRER COLLEGE OF BUSINESS
Center for Professional Development

Area

Training & Development

Instructional Design
Program Development
Onboarding/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 for Training & Development

- 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.
- Complete a federal government internship program if interested in government positions.

Area

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

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 such as:

ACLU, NAACP Legal Defense Fund, Legal

Services Corporation

Legal clinics

Other private legal services

Strategies for Law

- Plan on attending law school.
- Maintain a high GPA 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.



Rowan University

ROHRER COLLEGE OF BUSINESS
Center for Professional Development

Area

Business

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



Employers

- 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

Strategies for Business

- 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.

Area

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
Think tanks
Educational institutions

Strategies for Non-Profit

- 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.



Rowan University

ROHRER COLLEGE OF BUSINESS
Center for Professional Development

© 2003 The University of Tennessee
Center for Career Development (2003,
Revised 2009, 2014)

UTK is an EEO/AA/Title VI/Title
IX/Section 504/ADA /ADEA Employer