

# HUMAN RESOURCE MANAGEMENT

What can I do with this degree?

AREAS	EMPLOYERS	PREPARATION
<b>MANAGEMENT</b>	<ul style="list-style-type: none"> <li>• Business and industry including:</li> <li>• Banks and financial institutions</li> <li>• Retail stores</li> <li>• Restaurants</li> <li>• Hotels</li> <li>• Service providers</li> <li>• Healthcare organizations</li> <li>• Local, state and federal government</li> <li>• Self-employed</li> <li>• Nonprofit organizations</li> </ul>	<ul style="list-style-type: none"> <li>❖ Be prepared to start in entry-level management trainee positions.</li> <li>❖ Gain experience through internships or jobs.</li> <li>❖ Work at a retail store or restaurant, and advance into an assistant manager position.</li> <li>❖ Get involved in student organizations and assume leadership roles.</li> <li>❖ Demonstrate an entrepreneurial spirit, a strong work ethic, integrity, and a sense of independence.</li> <li>❖ Take courses in a secondary specialty such as marketing or information systems to increase job opportunities.</li> <li>❖ Learn to work well on a team.</li> </ul>
<b>HUMAN RESOURCE MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Recruiting/Staffing</li> <li>• Compensation</li> <li>• Benefits</li> <li>• Training</li> <li>• Safety</li> <li>• Employee Relations</li> <li>• Industrial Relations</li> <li>• Equal Employment Opportunity</li> </ul>	<ul style="list-style-type: none"> <li>• Large corporate entities</li> <li>• Service industry</li> <li>• Hospitals and healthcare organizations</li> <li>• Universities</li> <li>• Temporary or staffing agencies</li> <li>• Executive search firms</li> <li>• Local, state and federal government</li> <li>• Labor unions</li> </ul>	<ul style="list-style-type: none"> <li>❖ Take courses in the social sciences such as psychology and sociology.</li> <li>❖ Gain relevant experience through internships.</li> <li>❖ Develop strong verbal and written communication skills.</li> <li>❖ Learn to solve problems creatively.</li> <li>❖ Develop strong computer skills because many human resource systems are automated.</li> <li>❖ Join the Society of Human Resource Management and other related professional associations.</li> <li>❖ Be prepared for continuous learning once in the profession.</li> <li>❖ Earn a master's degree for career advancement.</li> </ul>
<b>OPERATIONS MANAGEMENT</b> <ul style="list-style-type: none"> <li>• Operations Research Analysis</li> <li>• Business strategy</li> <li>• Facilities layout</li> <li>• Inventory control</li> <li>• Personnel scheduling</li> <li>• Production Management</li> <li>• Line supervision</li> <li>• Manufacturing management</li> <li>• Production planning</li> <li>• Quality assurance</li> <li>• Materials Management</li> <li>• Purchasing/buying</li> <li>• Traffic management</li> </ul>	<ul style="list-style-type: none"> <li>• Manufacturers</li> <li>• Industrial organizations</li> <li>• Service organizations</li> </ul>	<ul style="list-style-type: none"> <li>❖ Develop strong analytical skills and a logical approach to problem solving.</li> <li>❖ Take additional courses in statistics and computer systems. This is a more technical side of business.</li> <li>❖ Learn to manage multiple situations and problems.</li> <li>❖ Be able to communicate with different types of people in various functional areas.</li> <li>❖ Earn an MBA to reach the highest levels of operations management.</li> </ul>

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<b>SALES</b> <ul style="list-style-type: none"> <li>• Industrial Sales</li> <li>• Consumer Product Sales</li> <li>• Financial Services Sales</li> <li>• Services Sales</li> <li>• Advertising Sales</li> </ul>	<ul style="list-style-type: none"> <li>• Profit and nonprofit organizations</li> <li>• Product and service organizations</li> <li>• Manufacturers</li> <li>• Financial companies</li> <li>• Insurance companies</li> <li>• Print and electronic media</li> </ul>	<ul style="list-style-type: none"> <li>❖ Obtain experience through internships or sales jobs.</li> <li>❖ Must be highly motivated and well organized.</li> <li>❖ Proven leadership abilities are desirable.</li> <li>❖ Develop a strong commitment to customer satisfaction.</li> </ul>
<b>BANKING</b> <ul style="list-style-type: none"> <li>• Commercial Banking</li> <li>• Retail/Consumer Banking</li> <li>• Credit Analysis</li> <li>• Lending</li> <li>• Trust Services</li> <li>• Mortgage Loans</li> <li>• Branch Management</li> <li>• Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Banks</li> <li>• Credit unions</li> <li>• Savings and loan associations</li> <li>• Financial services institutions</li> <li>• Federal Reserve banks</li> </ul>	<ul style="list-style-type: none"> <li>❖ Develop a solid background in business including marketing and accounting.</li> <li>❖ Get experience through part-time, summer, or internship positions in a bank.</li> <li>❖ Develop strong interpersonal and communication skills in order to work well with a diverse clientele.</li> </ul>
<b>INSURANCE</b> <ul style="list-style-type: none"> <li>• Claims</li> <li>• Underwriting</li> <li>• Risk Management</li> <li>• Sales</li> <li>• Loss Control</li> </ul>	<ul style="list-style-type: none"> <li>• Insurance firms</li> <li>• Banks</li> </ul>	<ul style="list-style-type: none"> <li>❖ Complete an internship with an insurance agency.</li> <li>❖ Talk to professionals in the industry to learn more about claims, underwriting, and risk management.</li> <li>❖ Many good, entry-level positions exist in these areas.</li> <li>❖ Initiative and sales ability are necessary to be a successful agent or broker.</li> <li>❖ Develop strong communication skills as many positions require interaction with others and the ability to explain information clearly and concisely.</li> </ul>
<b>REAL ESTATE</b> <ul style="list-style-type: none"> <li>• Residential Brokerage</li> <li>• Commercial Sales</li> <li>• Appraisals</li> <li>• Property Management</li> </ul>	<ul style="list-style-type: none"> <li>• Real estate brokers</li> <li>• Banks</li> <li>• Appraisal firms</li> <li>• Apartment and condominium complexes</li> <li>• Developers</li> </ul>	<ul style="list-style-type: none"> <li>❖ Obtain sales experience through part-time, summer, or internship positions.</li> <li>❖ Research the process of becoming a real estate broker through the National Association of Realtors.</li> <li>❖ Develop an entrepreneurial spirit.</li> <li>❖ Research apprenticeships in appraisal.</li> </ul>

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STRATEGIES	LINKS
<ul style="list-style-type: none"><li>• Management is a broad business degree that can lead to many career opportunities. Students should clearly define their career goals and seek related experiences to reach those goals.</li><li>• Gaining experience through part-time and summer jobs or internships is critical.</li><li>• Many desirable skills can be developed through participation in and leadership of student organizations.</li><li>• Develop and utilize a personal network of contacts. Once in a position, find a mentor.</li><li>• Consider earning an MBA after gaining work experience to reach the highest levels of business management.</li><li>• Learn to work well in a team and effectively with a wide variety of people.</li><li>• Strong communication skills, including public speaking, are important to achieving success in this field.</li></ul>	<p><a href="#"><u>Society of Human Resource Management</u></a></p> <p><a href="#"><u>American Management Association</u></a></p> <p><a href="#"><u>Human Resources, Training, and Labor Relations Managers from the Occupational Outlook Handbook</u></a></p> <p><a href="#"><u>Administrative Services Managers from the Occupational Outlook Handbook</u></a></p> <p><a href="#"><u>Loan Officers from the Occupational Outlook Handbook</u></a></p> <p><a href="#"><u>Real Estate Brokers and Sales Agents from the Occupational Outlook Handbook</u></a></p> <p><a href="#"><u>Securities, Commodities, and Financial Services Sales Agents</u></a></p>