# HUMAN RESOURCE MANAGEMENT

## What can I do with this major?

### AREAS

**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)
- Human Resource Management System (HRMS)
- Strategic planning
- Consulting

### EMPLOYERS

Human resources professionals are employed in nearly all industries:
- 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:
  - Department of Labor
  - Employment Security Commission
  - Bureau of Labor
- Local and state government agencies
- Consulting firms

### STRATEGIES

In smaller organizations, human resources professionals are generalists and wear many hats. In larger organizations, human resources staff members are more specialized.

- Be willing to start in an entry-level human resources or benefits assistant position and advance with experience.
- 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).
- Earn a graduate degree in human resources, business, or law to reach the highest levels of human resource management.
- 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.
### TRAINING AND DEVELOPMENT

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<th>Employers</th>
<th>Strategies</th>
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</thead>
<tbody>
<tr>
<td>Instructional design</td>
<td>Corporate universities</td>
<td>Develop teaching skills through tutoring or training positions on campus.</td>
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<tr>
<td>Program development</td>
<td>Consulting firms</td>
<td>Obtain related experience through internships.</td>
</tr>
<tr>
<td>Onboarding/Orientation</td>
<td>Business and industry training facilities</td>
<td>Be prepared to start working in another area of human resources before moving into a training position.</td>
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<tr>
<td>Industrial training</td>
<td>Manufacturing companies</td>
<td>Earn a master's degree in human resources, training and development, or related field.</td>
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<tr>
<td>Technology training</td>
<td>Retail and customer service industries</td>
<td>Develop the ability to comprehend operational systems and to process new information quickly.</td>
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<tr>
<td>Management development</td>
<td>Restaurant and hotel chains</td>
<td>Stay abreast of current issues in technology, industry, and business education through professional association journals.</td>
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<tr>
<td>Employee and organizational development</td>
<td>Hospitals and healthcare organizations</td>
<td>Develop solid knowledge of the content area being addressed in training.</td>
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<tr>
<td>Performance improvement</td>
<td>Educational institutions</td>
<td>Hone communication and presentation skills. Gain comfort in working with people of varying backgrounds.</td>
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<tr>
<td>Organizational change</td>
<td>Other large corporations</td>
<td>Learn about important issues such as, Occupational Safety and Health Administration (OSHA) standards and compliance and International Organization for Standardization (ISO) criteria.</td>
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### INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

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<td>Organizational development/Effectiveness</td>
<td>Consulting firms</td>
<td>Double major or minor in psychology as an undergraduate.</td>
</tr>
<tr>
<td>Assessment and evaluation</td>
<td>Educational services</td>
<td>Conduct an independent research study or volunteer to assist a professor with research to gain experience.</td>
</tr>
<tr>
<td>Personnel selection/Hiring systems</td>
<td>Colleges and universities</td>
<td>Maintain a high GPA and secure strong faculty recommendations to pursue graduate school.</td>
</tr>
<tr>
<td>Performance appraisal</td>
<td>Large private and public companies in a variety of industries</td>
<td>Demonstrate strong interest in studying the behavior of people at work.</td>
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<tr>
<td>Job analysis</td>
<td>Government agencies</td>
<td>Obtain internships in areas of organizational development.</td>
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<tr>
<td>Behavioral analysis</td>
<td>Military research organizations</td>
<td>Develop aptitude in statistical analysis and relevant software packages.</td>
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<tr>
<td>Individual development</td>
<td>Test preparation companies</td>
<td>Earn a doctoral degree in industrial/organizational psychology.</td>
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<td>Labor relations</td>
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<td>Employee safety</td>
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<tr>
<td>Ergonomics</td>
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<td>Training</td>
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<td>Teaching</td>
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<td>Research</td>
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<tr>
<td>Consulting</td>
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<td>AREAS</td>
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| **LAW** | Law firms  
*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 | Federal, state, and local government  
Private practice  
Corporations  
Special interest groups  
Universities and colleges  
Legal aid societies  
Nonprofit and public interest organizations (e.g.,  
ACLU, NAACP Legal Defense Fund, Legal Services Corporation)  
Legal clinics  
Other private legal services | Plan to attend law school. Maintain a high grade point average 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.  
Get involved in pre-law and mock trial organizations.  
Take courses in employment law, conflict management, and labor relations.  
Shadow an attorney to learn more about the field and various specialties.  
Gain experience and build skills through part-time or summer work in a law firm or an organization related to your particular interests.  
Volunteer with a public advocacy group.  
Seek experience with mediation and conflict resolution. |
| **BUSINESS** | Service providers  
Wholesalers  
Manufacturers  
Retail stores:  
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 | Federal, state, and local government  
Private practice  
Corporations  
Special interest groups  
Universities and colleges  
Legal aid societies  
Nonprofit and public interest organizations (e.g.,  
ACLU, NAACP Legal Defense Fund, Legal Services Corporation)  
Legal clinics  
Other private legal services | 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 positions, 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. |
### 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, and the desire to work with people of various backgrounds and education levels.
- Join professional associations 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 network with professionals.
- Network with human resource managers through professional association meetings and conferences.
- Ensure familiarity with different types of related technologies. Areas including Big Data Analytics and cloud-based applications are becoming popular for managing risk, identifying trends, and centralizing data. Utilization of social media platforms and mobile applications to recruit candidates is increasing, and technology continues to advance.

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**AREAS**

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<tr>
<th>NONPROFIT</th>
<th>EMPLOYERS</th>
<th>STRATEGIES</th>
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<tbody>
<tr>
<td>Fund/Raising/Development</td>
<td>Local and national nonprofit agencies</td>
<td>Volunteer in community development projects or with a nonprofit organization of interest.</td>
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<tr>
<td>Volunteer coordination</td>
<td>Foundations</td>
<td>Obtain leadership roles in relevant campus and community organizations.</td>
</tr>
<tr>
<td>Programming</td>
<td>Charitable organizations</td>
<td>Learn grant writing techniques and how to administer a budget through coursework or volunteering.</td>
</tr>
<tr>
<td>Administration</td>
<td>Trade or professional associations</td>
<td>Develop program planning and event management skills, as well as strong communication and research skills.</td>
</tr>
<tr>
<td>Management</td>
<td>Special interest groups</td>
<td>Complete an fund-raising or related internship.</td>
</tr>
<tr>
<td>Public relations</td>
<td>Labor unions</td>
<td>Demonstrate knowledge and experience in a specialty area (e.g., public health, environment, urban issues).</td>
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<tr>
<td>Research</td>
<td>Libraries</td>
<td>Research organizations' values to find a good fit with yours.</td>
</tr>
<tr>
<td>Grant Writing</td>
<td>Museums</td>
<td>Investigate term of service or service corps positions as a way to gain entry into the field.</td>
</tr>
<tr>
<td>Direct Service</td>
<td>Historic sites/Historical societies</td>
<td>Consider earning a graduate degree for more job opportunities and advancement.</td>
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<td>Research organizations and think tanks</td>
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<td></td>
<td>Educational institutions</td>
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