CAREER OPPORTUNITIES FOR STRATEGIC HUMAN RESOURCES MANAGEMENT MAJORS

SUMMARY
Perform activities that may include planning, directing, or coordinating human resources activities and staff of an organization. Many positions screen, recruit, interview, and place workers, compile and keep personnel records, record data for each employee, prepare reports for employment records, file employment records, or search employee files and furnish information to authorized persons.

SKILLS & ABILITIES OF THE STRATEGIC HUMAN RESOURCES MANAGEMENT MAJOR
- Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Negotiation — Bringing others together and trying to reconcile differences
- Organizational — Establishing courses of action for self and others to ensure that work is completed efficiently
- Teamwork — Actively participating as a member of a team to move the team toward the completion of goals
- Oral and Written Communication — Clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message
- Interpersonal Relations — The ability to get along with others while getting the job done, focusing on communication, listening skills, attitude, and deportment
- Coordination — Adjusting actions in relation to others' actions

POTENTIAL CAREERS

**HR Management Occupations**
- Benefits Administrator
- Compensation Manager
- Employment Counselor
- Employee Relations Manager
- Human Resource Administrator
- Human Resource Manager
- Human Resource Specialist
- Human Resource Generalist
- Job Analyst
- Payroll Manager

**Related Occupations**
- Labor Relations Manager
- Training & Development Specialist
- Personnel Manager
- Personnel Recruiter
- Consultant
- Lawyer—Labor Relations, Employment
- Leadership Trainee
- Management Trainee
- Computer Support
ACTIVITIES ON THE JOB

HR Management
- Serve as a link between employees and management
- Interview employees and others to gather information
- Inform organization on legal and compliance requirements
- Manage employee relations, including dispute resolution and disciplinary actions
- Plan and conduct new employee orientation programs

Training & Development
- Prepare training budgets
- Analyze training needs
- Develop training programs

Labor Relations
- Coordinate grievance procedures for employee complaints
- Resolve disputes between workers and managers
- Negotiate collective bargaining agreements

Benefits & Compensation
- Design, evaluate, modify and administer benefits policies
- Research and develop competitive compensation plans
- Fulfill government reporting requirements, including ERISA
- Prepare job descriptions, classifications and salary scales
- Manage criteria for selecting, promoting, compensating, evaluating, and training workers

TYPES OF EMPLOYERS

Corporate Organizations
- Financial Institutions (Banks)
- Consulting Firms
- Insurance Firms
- Manufacturers
- Retail
- Professional Employment Orgs
- Private and public companies

Non-profit Organizations
- Community Agencies
- Healthcare Orgs
- Private Foundations
- Colleges and Universities

Government
- Bureau of Labor
- Department of Labor

Employment Security Commission
Local and State Orgs

Other
- Labor Unions
- Public Interest Legal Agencies
- Law Firms

ADDITIONAL RESOURCES
- HR Certification Institute, www.hrci.org
- Association for Talent Development (ATD): www.td.org
- Labor and Employment Relations Association (LERA): www.leraweb.org
- World at Work Association: www.worldatwork.org
- National Human Resources Association (NHRA): www.humanresources.org
- Professionals in Human Resources Association (PIHRA): www.pihra.org
- American Society for Training and Development (ASTD), www.astd.org —for training and development professionals