

Human Resource Management

Human Resource Management involves being in charge of an organization's employees, including recruiting, hiring, orienting, training, and retaining employees as well as managing benefits packages, ensuring compliance with employment laws and company policies, and dealing with employee relations. Careers in human resources will involve managing people as well as assisting organizations with strategic planning.



At Colorado Mesa University, a Bachelor's of Business Administration degree with a concentration in [Human Resource Management](#) is designed to prepare students to understand the fundamental functions of Human Resources: staffing, HR development, compensation and benefits, safety & health, and employee & labor relations. Student knowledge of employee & group performance-improvement are the ultimate goal of this concentration. CMU HR students also have the opportunity to participate in [student clubs and organizations](#), internships, and other professional development activities that enable them to practice and develop business techniques and skills, facilitating them in becoming stronger candidates upon entering the job market.

A person in this career field may:

- Manage compensation, benefits, and performance evaluations for an organization
- Write job descriptions and recruit, interview, and select candidates for vacant positions
- Coordinate new employee orientation and training
- Provide employees with information about policies, expectations, benefits, and disciplinary actions
- Maintain employment records including salaries, retirement benefits, employment dates, etc.
- Act as a mediator in employment disputes or labor negotiations
- Present information to groups about company policies or employment laws
- Assist employees in improving or learning new job skills or to help them advance within an organization

Major Skills & Characteristics

- Interpersonal, oral, and written communication skills
- Leadership skills
- Ability to train/help others
- Listening skills
- Public speaking ability
- Analytical and problem-solving skills
- Ability to persuade
- Supervisory skills
- Flexible
- Ability to take initiative
- Efficient
- Ability to work well with diverse people
- Attention to detail

Organizations That Commonly Employ Human Resource Management Majors

- Advertising and Public Relations Firms
- Banks and Financial Institutions
- Communication and Media Companies
- Community Agencies
- Corporations
- Food, Entertainment, & Leisure Industries
- Government Agencies and Services
- Hospitals and Healthcare Organizations
- Labor Unions
- Non-Profit Organizations
- Retail and Sales Companies
- Schools
- Service Providers
- Small Businesses
- Technical/Manufacturing Industries

Related Careers

- Affirmative Action Representative
- Arbitrator/Mediator
- Benefits Manager
- Compensation Manager
- Contracts Specialist
- Director Of Employee Development
- Director of Training
- Director of Workforce Development
- Diversity Manager
- Education and Training Manager
- Efficiency Manager
- Employee Assistance Plan Manager
- Employee Benefits Director
- Employee Relations Manager
- Employee Training Specialist
- Employment Manager
- Employment Recruiter
- Hospital Personnel Director
- Human Relations Manager
- Human Resources Administrator
- Human Resource Analyst
- Human Resources Director
- Human Resources Information Systems Specialist
- Human Resources Officer
- Industrial Relations Manager
- International Human Resource Manager
- Internship Coordinator
- Job Analysis Manager
- Labor Relations Director
- Labor Training Manager
- Management Development Specialist
- Occupational Analyst
- Organizational Development Consultant
- Payroll Coordinator
- Performance Consultant
- Personnel Administrator
- Position Classification Manager
- Recruiting Manager
- Skills Trainer
- Staff Development Specialist
- Staffing Manager
- Total Compensation Specialist
- Training Administrator
- Wage And Salary Administrator
- Work-life Manager
- Workforce Development Specialist

Note: Some of the occupations listed above may require additional education, experience, or training beyond a Bachelor's Degree. To research these occupations use the Career Research Resources links below.

Career Research Resources:

Use these sites to research information about specific occupations such as nature of the work, training or qualifications, employment or job outlook, projections, earnings and wages.

Occupational Outlook Handbook: <http://www.bls.gov/ooh/>

The Bureau of Labor Statistics

- View OOH information on Human Resources at <http://www.bls.gov/ooh/business-and-financial/home.htm>
- Use the A-Z index to select the occupation you are researching.

O*NET-Online: <http://www.onetonline.org>

The U.S. Department of Labor

- In the occupational search box type in key words, job titles, or occupational codes to research various careers.

My Future.com: <http://www.myfuture.com>

The Department of Defense

- This site compiles information from departments of [Commerce](#), [Education](#) and [Labor](#).

Organizations and Associations Links

- Society for Human Resource Management: www.shrm.org
- American Society for Training & Development: www.astd.org
- World at Work: www.worldatwork.org
- Labor and Employment Relations Association: leraweb.org
- International Association for Human Resource Information Management: www.ihrim.org
- American Staffing Association: americanstaffing.net
- American Management Association: www.amanet.org
- CMU Entrepreneurial Business Institute: www.coloradomesa.edu/business/ebi.html
- Colorado Small Business Development Network: www.coloradosbdc.org

Job Listings/Job Search Sites:

- HR Jobnet: www.hrjobnet.com
- Human Resource Management Jobs: www.hrmjobs.com
- Human Resources Jobs: www.hrjobs.org
- Human Resources Jobs: www.humanresourcesjobs.com
- Society for Human Resource Management Job Search: jobs.shrm.org/jobseeker/search
- Business Job Finder: www.careers-in-business.com
- Workforce HR Jobs: www.workforcehrjobs.com/a/all-jobs/list
- NationJob: www.nationjob.com/hr