Careers in Human Resources

Career Services Center
Walden University

http://careercenter.waldenu.edu
POLL: What is your primary career goal?
The Walden Career Services Center aspires to be a cutting edge, global career services center preparing our learners to navigate career transition over a lifetime. To achieve this vision, we educate, advise and coach our learners to proactively manage their careers.
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Objectives

• Highlight human resources career options – recruiter, generalist, consultant, trainer

• Build skills and qualifications to increase marketability

• Build your professional network and expertise
What concerns do you have about your current or future HR career?

*Type your responses in the Questions box.*
POLL: What area of HR interests you most?
HR Management as a Career Field

• HR generalist – works with a variety of HR functions.

• HR specialist – specialized in-depth knowledge
Job Titles in HR – Entry Level

**Specialists**
- Recruiter
- Trainer
- Benefits Coordinator
- Safety Coordinator
- Payroll Supervisor
- Job Analyst

**Generalists**
- HR Coordinator
- HR Administrator
- HR Supervisor
- HR Assistant
### Job Titles in HR – with Experience

**Generalists**
- HR Manager
- HR Director
- VP, Human Resources

**Specialists**
- Talent Manager
- Compensation Manager
- Benefits Manager
- Safety Manager
- Staffing Manager
- Training Manager
- Employee Relations Manager
Career Advancement

Specialists
• Move from one specialty to another
• Move from entry-level specialist to supervisory or managerial level in same specialty
• Move from specialist to generalist

Generalists
• Move from entry-level generalist to supervisory or managerial level generalist
• Move from generalist to specialist

Move Outside HR
• Move to a position outside of HR to gain perspective and knowledge of “the business,” then return to an HR job.
Growth Trends in HR

- Bureau of Labor Statistics (BLS.gov):
  “Employment of human resources specialists is expected to grow 21 percent from 2010 to 2020, faster than the average for all occupations. Job opportunities should be good overall, especially in the employment services industry.”

What is driving this?

- Legal updates and new laws
- Global environment
- Organizational leaders’ awareness of the benefits of having a strong, strategically-oriented HR function
HR Certification

Candidates seeking jobs through SHRM’s Jobs web page are:

- **Certified:** 36% have HR Certification Institute credentials.
- **Educated:** 89% have a bachelor's degree or higher.
- **Experienced:** 75% have more than 10 years of HR experience (http://jobs.shrm.org/home/, 2013, p. 1)
HR Certification

Certifications offered:

- **PHR**: Professional in Human Resources
- **SPHR**: Sr. Professional in Human Resources
- **GPHR**: Global Professional in Human Resources
- **PHR-CA**: PHR in California
- **SPHR-CA**: SPHR in California
- **HRBP**: Human Resource Business Professional
- **HRMP**: Human Resource Management Professional

These certifications are held by HR professionals in 100 countries

Eligibility Requirements: [http://hrci.org/Exam_Eligibility/](http://hrci.org/Exam_Eligibility/)
Why Become Certified?

• **When you become HR certified, you**
  • Show you know the most current principles and core practices of HR management
  • Become more marketable when you compete for top HR positions
  • Raise your professional confidence among your staff and your peers

• **Employers who insist on certification for professional HR staff:**
  – Help to ensure updated HR programs and policies in their organization.
  – Help their organization stay competitive and current on important HR-related issues (hrci.org, 2013, p. 1)
Job Hunting and Interview Advice

“But, all the HR jobs require 2-5 years experience!”

How do you gain “experience?”

• Think outside the “HR Box”
  – Do not discount non-HR experiences
• Go back to school for an HR-related degree
• Join Student SHRM
  – Volunteer on committees or for a leadership position
• Attend local Professional SHRM meetings and network
• Find an internship or volunteer position
• Take the Student Assurance of Learning exam
SHRM’s Top 10 Trends

2011
1. Continuing high cost of employee health care coverage in the United States.
2. Passage of federal health care legislation
3. Increased global competition for jobs, markets and talent
4. Growing complexity of legal compliance for employers
5. Changes in employee rights due to legislation or court rulings
6. Large numbers of Baby Boomers leaving the workforce at around the same time
7. Economic growth of emerging markets such as India, China and Brazil
8. Greater need for cross-cultural understanding/savvy in business settings
9. Growing national budget deficit
10. Greater economic uncertainty and market volatility

You got an interview....Yippee!! Now what?

• Research the company from many sources. Look for:
  • Organizational history
  • Names of current leadership (CEO, CFO, etc.)
  • Current strategy, culture, values, beliefs
  • Methods of operation
  • Current HR Department (job titles, positions, functions, roles)

• Use the job ad/post and job description to develop and practice answers to behavioral and situational interview questions
You got an interview....Yippee!! Now what?

- **Avoid using clichés**, e.g.,
  - People are an organization’s most important asset
  - I want to be in Human Resources because I like working with people
  - HR is the (backbone, heart and soul, lifeblood, most important function) of the organization

- **Understand the purpose of Human Resources Department:**
  - **It is:** To protect the organization’s liability and contribute to its strategic success
  - **It is not:** To protect, champion, or take care of the employees
  - **How:** By creating (1) systems, programs, policies, procedures, and practices that embed the HR laws and best practices so that (2) the employees are respected, valued, developed, and retained, and (3) the organization’s liability is minimized, and success is maximized through people
The Value of Your Education

• This program is the very first step in getting you where you want to go.
• Develop and utilize key leadership and human resource skills in your current job and in your next job.
• Employers are looking for employees who bring the right attitude and the necessary skills to the work place.
Thinking Outside the Company-The consulting and organizational development option

• Develop a plan
• Attend relevant workshops and classes
• Find a mentor and coach
• Read (use Google alert)
• Join associations such as local SHRM chapter
• Seek feedback
• Never give up
Questions?
Career Services Center

Looking to advance in your career? Transitioning to a new job? Enhancing your professional development and network? We’re here to help you navigate your career journey! We encourage you to set goals and assume active stewardship of your career progress from the very start of your academic program.

The Career Services Center offers:
- paths to self-knowledge;
- resources for job opportunities and career information;
- resume and curriculum vitae tips;
- guidance on networking and branding;
- strategies to help you prepare for interviews and land the job.

http://careercenter.waldenu.edu
View Archived Webinars

Career Services Orientation
4/17/13
Career Services Center Staff

Navigating Optimal Resume
Katie Lempicke
10/23/12

Using LinkedIn to Build Your Professional Network
1/24/13
Andrea Obrycki
Nicolle Skalski
Denise Franke

Building Your Professional Brand
7/25/2012
Andrea Obrycki

Job Search Support Series

Part 1: Self-Assessment
11/27/12

Part 2: Research Career Info and Jobs
12/4/12

Part 3: Networking
12/11/12

Part 4: Interviewing
12/18/12
Tap Into Management Resources

HR resources for career research, management, and advancement.

Links lead to areas of Management, including Human Resources.
Get Connected!

Join our Career Services LinkedIn Group
Follow us on Twitter
Read Walden student successes on our blog
Check out OptimalResume

Access the CS Website:
http://careercenter.waldenu.edu

Email: careerservices@waldenu.edu
Final Thought

Far and away the best prize that life offers is the chance to work hard at work worth doing.

— Theodore Roosevelt
Thank You for Participating!