

CAREER GUIDE – HUMAN RESOURCES

Human Resources jobs are found in nearly all corporate, public sector, and non-profit organizations. Key areas include recruiting, safety, employee and labor relations, training and development, compensation, benefits, compliance, and organizational development.

Career To Do List

First Year



- Take MGMT 1200, Career & Professional Development in your first or second semester

Sophomore



- Select classes and projects that will help you build your knowledge and experience
- Work with BCC on your resume and LinkedIn profile
- Explore career options with BCC and determine knowledge/experience gaps so you can fill them in your Junior and Senior years

Junior



- Take HR and business classes that will build on your career plan
- Fine-tune your resume with new project experience and attend a BCC Workshop
- Attend Career Fairs and Employer Spotlights; apply for internships (some summer internships are filled by December). Do not procrastinate
- Apply for a student club committee and help organize an event

Senior



- Consider an additional internship and fill experience gaps with academic projects
- Keep your eye on job postings and target specific employers and roles
- Update your resume and LinkedIn profile. Attend an Interview Prep Workshop, Employer Spotlights, and Career Fairs – develop your network and refresh your connections
- Apply for a student club leadership role; benefit from the experience and networking

ADDITIONAL HUMAN RESOURCES CAREER INFORMATION

www.shrm.org | www.chra.org

IN DEMAND SKILLS

HRIS: Oracle Talent Cloud (Taleo), iCIMS, Success Factors, Workday and Kenexa

Talent Search Solutions: LinkedIn recruiter, Indeed, SimplyHired, Monster, and Dice

Familiarity with FMLA, Workers Compensation, Employment and Immigration Law, State Policies & Regulations

HR RESOURCES – CERTIFICATIONS

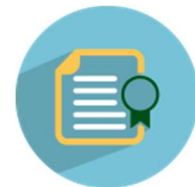
Professional in Human Resources (HR) (PHR)

Senior Professional in HR (SPHR)

Global Professional in HR (GPHR)

SHRM Certified Professional (SHRM-CP)

SHRM Senior Certified Professional (SHRM-SCP)



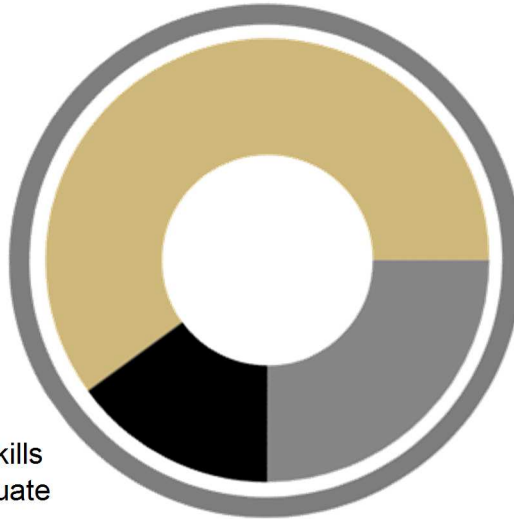
Preparation is Key to Career Success

Academic

Take great classes and complete projects in your area of emphasis. Work with your Academic Advisor to make sure you are on track. Use online resources for additional technical skills.

Internships

HR internships will help you gain skills and get a great job when you graduate



Career Prep

It is important to learn how to excel in the job search process. It will help you get the job you deserve and will help you throughout your career. Your first job will not be your last job.

HUMAN RESOURCES CLUBS

CU Denver Business School – SHRM Student Chapter (Highly Recommended)
And/or join the student level of Mile High SHRM to increase your network and skills
Attend Employer Spotlight events and Career Fairs to network with employers

HR JOB TITLES – EARLY CAREER

Assistant | Coordinator | Manager Titles

- Human Resource Specialist
- Human Resource Generalist
- Benefits
- Compensation
- Course Development
- Diversity
- Employee Relations
- HR Information Systems
- Labor Relations
- Recruiting
- Safety and Workman’s Compensation
- Sourcing
- Training
- University Relations

HR EMPLOYERS

- Public and Private Corporations
- Small Businesses
- Startups
- Banks
- Financial Services | Investment Services
- Government Agencies and Universities
- Non-Profit Organizations
- HR and Payroll Outsourcing Firms
- Consulting and Public Accounting Firms
- Retained Search Firms
- Executive Search Firms
- Staffing Firms



BUSINESS SCHOOL
BUSINESS CAREER
CONNECTIONS