# 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

<table>
<thead>
<tr>
<th>Year</th>
<th>Tasks</th>
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<tr>
<td>First Year</td>
<td>• Take BUSN 1200, Career &amp; Professional Development in your first or second semester</td>
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| 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 - Take Advantage of LinkedIn Learning (available free in UCDAccess)

- 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)
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.ucdenver.edu/bcc | bcc@ucdenver.edu | 303.315.8900