The field of human resources includes many facets: recruitment, hiring, employee training and development, benefits administration, personnel policy development, employee assistance programs, etc. Human resources staff serve as a link between employers and their employees. Human Resource Managers help firms to effectively utilize their employees’ skills to boost employee satisfaction. They work to optimize employee performance, as well as working with employee benefits, labor relations, union issues, performance appraisal, health and safety. Most students who choose to specialize in human resources have a sincere interest in people and helping them succeed in the workplace. Communication skills oral and written are of key importance. Traits that are assets in HR positions are integrity, patience, resourcefulness, and tact. Many HR functions require attention to detail and effective follow through skills. Every organization that employs workers will have some type of HR staff. A recent trend is for HR functions to be performed by contract workers—most often in areas related to recruitment. Experience in a variety of HR areas is a prerequisite to becoming an HR manager.

### Related Occupations
- Arbitrator
- Benefits Administrator
- Career Counselor
- Change Management Consultant
- Employee Assistance Counselor
- Event Planner
- Human Resource Generalist
- Human Resource Specialist
- Organizational Psychologist
- Lobbyist
- Office Manager
- Organizational Development Consultant
- Recruiter
- Relocation Specialist
- Social Worker
- Trainer
- Trends Analyst
- Union Representative
- Volunteer Program Coordinator

Some of these options require additional training and/or education.

### Internet Resources
- **Career Magazine**
  www.careermag.com
- **Careers in Human Resource Management**
  www.shrm.org/jobs
- **Colorado Human Resources Association**
  www.chra.org
- **Occupational Outlook Handbook**
  stats.bls.gov/oco/ocos014.htm
- **Society for Human Resources Management**
  shrm.org

### Professional Resources
- **American Management Association**
  www.amanet.org
  1601 Broadway, New York, NY 10019-7420
- **American Society for Training and Development**
  www.astd.org
  1640 King St., Box 1443, Alexandria, VA 22313-2043
- **Human Resource Planning Society**
  www.hrps.org
  401 N Michigan Avenue, Suite 2200, Chicago, IL 60611
- **National Human Resources Association**
  www.humanresources.org
  P.O. Box 7326, Nashua, NH 03060-7326
- **Occupational Outlook Handbook**
  www.bls.gov/oco
  201 Varick Street, Room 808, New York, NY 10014
- **Society for Human Resource Management**
  www.shrm.org
  1800 Duke Street, Alexandria, VA 22314