Human resources is the study of the role of the human element in the work environment. It analyzes the policies and techniques implemented for improving people’s effectiveness in the organization, as well as for increasing satisfaction levels achieved from these roles. Human resource policy involves the development, allocation, maintenance, and utilization of human resources. Human resources activities include developing the skills of the workers to reach optimal efficiency and satisfaction; successfully matching workers’ skills with their organizational roles; preserving the vigor of the working population through adequate support systems such as workers’ compensation and social security; and designing and implementing policies that help reduce inefficiencies, such as discriminatory practices, that may evolve from the working relationship.

Career Areas/Job Titles:

Management and Industry
Training Development Specialist
Recruiter
Retention Specialist
Employment/Placement Specialist
Human Resources Manager

Personnel Analyst
Employee Benefits Manager
Organizational Development
Communication and Media
Labor Relations
Arbitration and Mediation
Science and Technology
Corporate Technology Trainer

Education
Human Resources Consultant
Non-Profit/Advocacy
Volunteer Coordinator
Graduate School
See Graduate School Sheet

Transferable Skills:

Facilitating Group Discussion
Interviewing
Listening Skills
Negotiating
Written Communication
Cultural Understanding
Social Perceptiveness

Teamwork
Judgment & Decision Making
Implementing Decisions
Managing Time/Stress
Organization Skills
Multi-tasking
Analytical/Critical Thinking

Problem Solving
Basic Computer/Tech Skills
Provide/Respond to Feedback
Managing Difficult Conversations

*Some careers may require licensure, certification, or further education. Talk to an advisor about specific requirements.

Professional Links:

Society for Human Resources Management: http://www.shrm.org/Pages/default.aspx
American Society for Training and Development: http://www.astd.org/
American Management Association: http://www.amanet.org/default.aspx
American Staffing Association: http://www.staffingtoday.net/

*This is not an extensive list of transferable skills. See larger list of skills you might develop here: http://ccss.osu.edu

i: http://majors.osu.edu/pdfview.aspx?id=85