THE UNIVERSITY OF TEXAS AT EL PASO

College of Business Administration

HUMAN RESOURCES MANAGEMENT

What is Human Resources Management?

- HR designs and implements policies and procedures that support managers when they want to make decisions about people
- HRM works to maximize employee performance in organizations
- Assisting organizations in meeting their strategic goals by attracting and retaining qualified employees, and managing them effectively while ensuring that the organization complies with all appropriate labor laws

www.wikipedia.com

What do individuals in HR do?

- Human resource managers are involved in activities designed to ensure that an organization is effectively utilizing all employees so that it may achieve its strategic objectives.

- Human resource managers develop systems for recruiting, hiring and promoting employees; ensuring a competitive compensation and benefits program; training and developing employees; providing accurate and useful employee performance appraisals; and ensuring that an organization abides by legal regulations concerning employment practices.

- Director of human resources, recruiter, compensation analyst, affirmative action officer, and labor-relations specialist are just a few of the possible careers in human resource management.

What does HR Managers do?

- Employees in HR begin in either a recruitment, payroll or assistant role regardless of their level of education
- A more senior person may create fair and equitable compensation plans, ensure compliance with regulations, coach managers through employee issues
- A very senior HR Leader works with the CEO to ensure that the company's vision can be executed through HR
- What should students know when choosing HR as their major?
  - To gain a seat at the executive table you must have strong business acumen coupled with strong financial knowledge
  - You need to support all requests for training, for additional employees, for new programs, etc. with a financial ROI

Source: VP People & Culture at medium-sized company

HR Functions

- Payroll
- Rewards and recognition programs
- Recruitment and succession plans
- Retention programs
- Interviewing candidates
- Terminations and discipline
- Employee benefits - ensuring the statements are correct from benefits provider
- Health and safety
- Performance evaluations
- Training and development

General Preparations for HR Majors

- Entry-level (HR Assistant, HR Coordinator)
  - Computer proficiency Microsoft Office proficient (Word and Excel)
  - Experience with Applicant tracking system
  - Experience in staffing company or department
- Recruiter
  - Must have experience working in a fast pace environment
  - Must be self-managed, polished professional, assertive, and very organized
  - Must have good communication skills
  - A certain degree of creativity and latitude is required
  - 2-4 years of experience in HR or in a related area

General Preparations for HR Majors

- HR Generalist
  - Bachelor's Degree in HR or related field or equivalent work experience
  - 2-3 years of recruitment and HR experience
  - Knowledge of commonly-used HR practices, concepts and procedures is a must!
  - Knowledge of key Employment Laws and Requirements
  - Professional HR Certification strongly preferred
  - Strong verbal and written communication skills
  - Strong interpersonal skills for handling a variety of employee questions and concerns
  - Ability to work independently as well as in a team

Career Paths Within HR

- HR Assistants, Analysts, Consultants, Managers, Directors
- Benefit Specialists
- Compensation Specialists
- Employee Relations Specialists
- HRIS Specialists
- Recruiters
- Training and Development Specialists

Work Environment

- In HR, you work with people but that does not mean that you are friends with people
- You work in an office but
  - You may have to visit manufacturing or sales facilities
  - You may have to travel
  - You may have to go to court
- HR specialists tend to work regular office hours

Major Requirements at UTEP COBA

In addition to core business courses, HR majors are also required to take:

Human Resources	
MGMT 3311	Introduction to Human Resource Management
3 Human Resource Management Electives	
2 MGMT Electives	
2 Business Electives Upper Division	
1 Non-Business Elective Upper Division	

SEE ONLINE CATALOG FOR COURSE DESCRIPTION: degreeplans.utep.edu

Professional Certifications

- SHRM Certified Professional (SHRM-CP)
- SHRM Senior Certified Professional (SHRM-SCP)
- The new SHRM Certification recognizes that HR professionals are at the core of leading organizational success:
  - It tests the HR professional's competency—the ability to put that knowledge to work through critical thinking and application
  - It demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results

Professional Certifications

- Assurance of Learning Assessment by SHRM for Students
  - Shows employers the student has acquired the minimum knowledge required to be a successful HR professional

- Certificate of Learning
  - Beginning in 2014, the examinee will receive one of two certificates:
    - Proficient: Students at this level possess the basic/essential knowledge required to perform HR responsibilities
    - Advanced: Students at this level possess the comprehensive and integrated knowledge required to perform HR responsibilities

Other Professional Certifications

- PHR (Professional in Human Resources)
- SPHR (Senior Professional in Human Resources)
- GPHR (Global Professional in Human Resources)
- PHR-CA and SPHR-CA (California)
- HRBP (Human Resource Business Professional)
- HRMP (Human Resource Management Professional)

Sample Job Titles

- Chief Human Resources Officer
- Benefits Specialist
- Human Resource Manager
- Human Resources Generalist
- Recruiter
- Payroll Processing Specialist
- Training Coordinator

Job Outlook

- The median annual wage for human resources managers was $99,720 in May 2012. The median wage is the wage at which half the workers in an occupation earned more than that amount and half earned less. The lowest 10 percent earned less than $59,020, and the top 10 percent earned more than $173,140.
- Salaries vary greatly depending on the specific job and employer

2012 Median Pay for HR manager	$99,720 per year $47.94 per hour
Entry-Level Education	Bachelor's degree
Work Experience in a Related Occupation	5 years or more
On-the-job Training	None
Number of Jobs, 2012	102,700
Job Outlook, 2012-22	13% (As fast as average)

www.bls.gov

Internship opportunities

- HACU (Hispanic Association of Colleges and Universities)
- Target
- Mesilla Valley Transportation
- City of El Paso
- El Paso Electric

Collegiate Student Organizations

- Society for Human Resource Management (SHRM)
  - Linked to the El Paso chapter and to the national organization
  - Offers leadership, social and networking opportunities
  - You don’t have to be an HR major to join

- Mission-Statement: To provide insightful and constructive experiences in the key areas of Human Resource Management and broaden our member's understanding of the field. In addition, we hope to expand our member’s network opportunities through attendance at weekly meetings, and participation at El Paso SHRM monthly meetings.

Society of Human Resources Management (SHRM)

10 Reasons Why You Should Join a Student Organization

- Meet business professionals
- Build leadership and business skills
- Make friends with common career goals
- Go on company tours
- Attend social networking events
- Make a difference in your community
- Compete in national conferences/competitions
- Travel!!!
- Internship opportunities
- Secure your dream job

Department Contact Information

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