



## CAREERS IN HUMAN RESOURCES



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## ADDITIONAL WEB RESOURCES

### OVERVIEW

For anyone studying human resources and getting a human resources MBA, there are many areas to choose from when it comes to careers. You can stay a generalist and climb the career ladder into a management role, or you can distill the aspects of the career you like best—teaching people, negotiating, the technical aspects, etc.—and become a niche specialist.

Some of the potential career choices in this field are listed below:

#### **Human Resource Manager**

While higher-ranking human resources executives may oversee organizations and strategy, human resources managers get the benefit of person-to-person interaction, helping employees directly. HR managers coordinate and plan HR activities, then manage them once executed. This may involve guiding employees through the hiring process, benefits programs, training, labor disputes, and other administrative needs important to workers within a company. HR managers, unlike the people above them, have a direct influence and positive impact on the people in a company. For people who are satisfied when they are helping others, this leads to great social benefit, human connection and the satisfaction of having a real impact on your fellow human beings.

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### **Non Profit Human Resources Expert**

A nonprofit human resources expert could be a recruiter, a human resources manager, a human resources executive, or any other HR professional operating within the nonprofit field. Such an HR professional has many of the same tasks as an expert working in a for-profit role, such as recruiting, administering benefits, training and development, assisting with policies and strategy and more. The operative difference is the in the nonprofit world, the human resources professional is working for an organization that exists to make a positive impact on the world around it, whether through health, education, the arts, preserving cultures or any of the many things that nonprofits do. So the impact on fellow workers is magnified in this context. A nonprofit human resources professional truly has the opportunity to impact people directly and, more indirectly, make a strong contribution to the betterment of the world at large.

### **HR Consultant**

These days, companies are growing increasingly complicated, and human resources departments are no exception. Enter the human resources consultant, an offshoot of the management consultant who charges companies a high hourly rate to impart much-needed services. Human resources consultants may specialize in a variety of fields, including benefits, employee incentives and rewards programs, company culture after mergers and acquisitions, employee motivation, retirement plans, recruiting and even the outsourcing of any of the many functions of an HR department. This high-level individual assesses a company's current situation and offers and helps deploy systemic recommendations that will get the company to its desired goal. The HR consultant, meanwhile, gets to choose whom he or she works with, when that work is completed, and what to charge. It is the HR path where freedom meets money.

### **International Human Resources Professional**

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### **Human Resources Executive**

The Chief HR Officer and, one tier below that, the Vice President of Human Resources each on average make more than \$200,000 per year. These executive positions require an individual to devise an HR strategy for the company, including policies, systems and goals. Every aspect of a human resources department, beginning with recruiting and moving through contract signings, training and development, benefits, and more run through the CHRO (Chief HR Officer) or, if the company does not have such a position, the Vice President of HR. With 10-20 years' worth of experience and a proven track record of human resources success, the HR executive can have a satisfying and, above all, well-paying career.

### **HR Entrepreneur**

Be it a headhunting firm, employee placement company, HR consulting firm, or a professional employer organization (PEO), which takes on the role of an outsourced HR department for a company, launching a successful HR company can be a golden ticket in terms of career choices. HR professionals with an entrepreneurial bent can set up such a firm, find a stable of clients and, with hard work and tenacity, build their firm into a successful organization. The ideal trajectory from there would be to either a) step back from day-to-day tasks, let the firm run itself, and glean a passive income from it—in effect retiring, or b) sell the firm for millions of dollars to a bigger company that wants to buy it. Either method spells one thing, early retirement, or that is the dream of many workers and entrepreneurs. If you like HR and are excellent with people, and have a killer work ethic and high risk tolerance, the entrepreneurial human resources path stands as a potentially lucrative, if difficult option. But with more and more companies choosing to outsource their HR functions, this path remains a promising one for years to come

### **Executive Recruiter**

If you're good with people and building relationships, a position as an executive recruiter could be one of the most lucrative ways to make friends. Executive recruiters are tasked with finding and filling job openings for senior executives, the so-called C-level executives including CEOs, as well as people in vice president positions. Executive recruiters generally get paid on retainers or paid in full after they have filled a position, and because companies are so interested in finding good senior talent, these fees can be quite high. This is where the making friends part also comes in. Executive recruiters want to build such solid relationships with companies that when an opening occurs, those companies call them first,

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at which point they launch their executive search, contacting other contacts in other companies—potential executives to fill that position—and trying to see if they're interested.

Citation: <https://www.humanresourcesmba.net/careers/best-careers-for-human-resources-professionals/>

## PROGRAM RELATED SKILLS

- **Technical skills:** Knowledge of HR practices; understanding of operations/business principles, budgeting and planning (knowledge of Accounting and Finance is an asset), computer literacy.
- **Transferrable skills:** Oral and written communication; interpersonal (listen, motivate, influence, persuade others); presentation/facilitation; analytical; problem solving; decision making; organizational; time management; leadership and teamwork
- **Qualities:** Strategic and proactive mindset; ability to handle pressure; attention to details, empathetic, understanding of human nature
- **Communication:** It is a critical soft skill for people working in human resources. You will have to communicate effectively with people across an organization from entry-level employees to the CEO. Being a good communicator also means being a good listener
- **Conflict Management:** Employees in human resources help solve a variety of work conflicts, whether they are between two colleagues or an employee and his or her employee. HR staff need the skills in negotiation and mediation and working together as a team

Citation: <https://www.thebalancecareers.com/human-resources-skills-list-2063754>

## FURTHER EDUCATION

Pursuing an undergraduate degree in HR or a related program can prepare students early for a career in the field. However this is not the only way. Many HR professionals come from very diverse and broad educational backgrounds or a combination of high school education and many years of work experience in HR. Further education is definitely advantageous for career advancement, especially into managerial, supervisory and senior level positions.

### Post-Graduate Programs at Ontario Colleges

For those who already hold an undergraduate degree, pursuing a post-graduate certificate in Human Resources Management at a community college has become a popular opinion. The courses offered are generally approved by the Human Resources Professionals Association (HRPA) and meet the requirements for the writing the National Knowledge Exam (NKE) which is the first stage in the

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certification process for becoming a Certified Human Resources Professional (CHRP). Many of the programs offered have the option of a co-op placement or field practicum, which are great ways to gain hands on experience, while learning the theoretical background.

*Below are the examples of related programs offered in Ontario?*

- **Sheridan College:** <https://academics.sheridancollege.ca/programs/human-resources-management>
- **Humber College:** <https://business.humber.ca/programs/human-resources-management.html>
- **Seneca College:** <https://www.senecacollege.ca/programs/fulltime/HRM.html>

For more information on other colleges that offer the Human Resources Management post grad program, visit [www.ontariocolleges.ca](http://www.ontariocolleges.ca)

### Master's and PhD level Programs at Ontario Universities

- **University of Toronto – Mississauga:** *Human Resource and Industrial Relations*  
[http://www.canadian-universities.net/Universities/University-of-Toronto\\_Mississauga-Campus.html](http://www.canadian-universities.net/Universities/University-of-Toronto_Mississauga-Campus.html)
- **York University:** *Human Resource Management*  
<http://shrm.laps.yorku.ca/>
- **Wilfrid Laurier University:** *Human Resource Management*  
<http://www.canadian-universities.net/Universities/Wilfrid-Laurier-University.html>
- **University of Toronto:** *Human Resources*  
<http://www.canadian-universities.net/Universities/University-of-Toronto.html>
- **Ryerson University:** *Human Resources Management*  
<http://www.canadian-universities.net/Universities/Ryerson-University.html>
- **McMaster University:** *HR Management Program*  
<https://www.mcmastercce.ca/human-resources-management>

### **PROFESSIONAL DESIGNATION**

In 2003, the Canadian Council of Human Resources Association (CCHRA) officially introduced the ***Certified Human Resources Professional (CHRP)*** designation as a national standard to define the work performed by HR practitioners in Canada and assess the qualification of candidates. In Ontario, the *Human Resources Professional Association (HRPA)* is the issuing body of the designation. To earn the CHRP designation, you must meet the following requirements:

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There are five requirements to obtain the CHRP designation:

- Active HRPA registration (<https://www.hrpa.ca/hrdesignations/Pages/Registration-Requirement.aspx>) in good standing
- Successful completion of the coursework requirement (<https://www.hrpa.ca/hrdesignations/Pages/Coursework-Requirement.aspx>)
- Successful completion of either Comprehensive Knowledge Exam 1 or Comprehensive Knowledge Exam 2 (<https://www.hrpa.ca/hrdesignations/Pages/CKE1-CKE2-Comprehensive-Knowledge-Exam.aspx>)
- Successful completion of either the CHRP Employment Law Exam (Jurisprudence 1: <https://www.hrpa.ca/hrdesignations/Pages/CHRP-CHRL-Employment-Law-Exam.aspx>) or the CHRL Employment Law Exam (Jurisprudence 2: <https://www.hrpa.ca/hrdesignations/Pages/CHRP-CHRL-Employment-Law-Exam.aspx>)
- Successful completion of the Job Ready Program (<https://www.hrpa.ca/hrdesignations/Pages/Job-Ready-Program.aspx>)

For more detailed information on the CHRP certification process in Ontario, visit

<https://www.hrpa.ca/>.

### **HOW TO GAIN EXPERIENCE**

In addition to the theoretical knowledge, students are encouraged to acquire relevant experience. This can be done through volunteer, part-time, summer or internship positions in HR or a field that has HR related aspects to it. In doing so, students get the opportunity to develop the transferrable skills essential for the HR Careers. These kinds of positions are a good way to explore the different areas and degrees of specialization within HR, gain insight into what kind of organization or setting you would like to work in, and build your network of people in the field who can serve as great sources in your career planning and job search by sharing an insider view of the field with you.

While approximately 20% of all the available jobs at any given times are advertised in some way, 80% of jobs are not posted and remain invisible to the general public. It is therefore essential to use multiple job search strategies and allocate more time to getting into the hidden

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job market through proactive search strategies such as networking while still spend some time on more passive methods.

### **Volunteer**

To find suitable volunteer opportunities in HR professional community check out HRPAs website:

<https://ivolunteer.hrpa.ca/volunteeropportunities>

### **Internships**

- Human Resources Intern: Arup.Inc, Toronto, ON
- Human Resources Internship: Trillium Sales Group INC., North York, ON
- Human Resources Internship(unpaid): Pillar Security, Toronto, ON

### **Part-time Positions**

- HR Generalist: Embross North America, Greater North America, GTA, ON
- Payroll and HR Assistant: CANARAY, Mississauga, ON
- HR Consultant (Generalist): Teleperformance, Toronto, ON

### **Create a LinkedIn Profile**

Create a LinkedIn profile to connect with professionals in various fields, explore the career paths of UTM alumni, research employers, and apply for specific positions and more. Need help? Come to the Career Centre to book a LinkedIn profile critique

### **Join a Professional Association**

Many associations such as the HRPAs offer student memberships. This can help with building a network and gaining access to information and career development opportunities (i.e. participation at conferences, access to resources/articles, job postings, volunteer opportunities, workshops, awards, and many more).

## **HOW CAN THE CAREER CENTRE HELP?**

### **Library Resources**

The Career Resource Library contains information about a wide range of occupations in all industries, resume and cover letter resources, effective work search methods, graduate/professional school preparation guides and more. Below listed are some sample of Career Centre Library Resources:

- Actuaries' Survival Guide: How to Succeed in One of the Most Desirable Professions

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- 25 Top Consulting Firms
- Careers in Human Resources (Careers in ... Series)
- The Insider's Guide to the Best Jobs on Bay Street
- Career Information Binders

### Appointments

- Attend a one-on-one appointment with a career counsellor or an employment strategist to discuss what career options might work for you and determine a job search plan
- Meet with an academic or departmental advisor, who can guide you in achieving academic success. Contact the Office of Registrar or your department for more information.

### Career Planning by Year

Visit our Career Planning by Year page for ideas of important career related activities for each year. You can visit us in the Career Centre to find out more about careers that interest you. Also, check out the UTM Program Plans to use as a guide and to help map out your academic and extracurricular activities.

<https://www.utm.utoronto.ca/program-plans/program-plans>

### The National Occupational Code Binder

The National Occupational Code Binders in the Career Resources Library provide very detailed specific and extensive information relating to hundreds of careers. From general overviews of the job, to working conditions, to sample job postings related to the field and related articles, the binders are sure to provide you with in-depth answers to many of your job-specific.

### Tip Sheets

Do you like information in an easy-to-read, easy-to-digest, take home format? Take a look at our tip sheets on subjects like Effective Interviewing, Networking and Preparing for Graduate School.

### Events

Would you like a chance to interact with prospective employers and expand your networking circle? The Career Centre offers a number of events that help you brush shoulders with pro professional and experts from all fields. Attend the Get Experience Fair, Get Hired Fair, Professionals School Fair and Summer Job Fair. Practice putting those networking skills to use and land yourself a job! Check out the events and workshops section of the Career Learning Network to find out what is happening on Campus.

### Extern Job Shadowing Program

Are you still curious about what career path is best for you? Would you like a chance to experience working in an industry to find out if it's really the path for you? The Extern Job Shadowing Program can

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help. This job-shadowing program grants you a one-to-five day placement in a career of your choice. Go to the Career Learning Network to register for the workshops that will help you to prepare for your placement. To register go to: [www.clnx.utoronto.ca](http://www.clnx.utoronto.ca) and then go to workshops and events to see when the next workshop is happening.

### [Talk to Professors](#)

Connecting with our professors can be a great way to explore the different paths a major can lead you to, as well as learn about possible opportunities for research, volunteer, or becoming a TA. Drop by during their office hours or request an appointment.

### [Career Counselling](#)

Are you feeling lost, unsure and overwhelmed with finding out what career path you would like to choose? Or you've decided on a career or the type of job you want, but what are the next steps? Our career Counsellors are here to help. Book an appointment with one of our professionals who can help you determine what paths you can take after graduation or how your area of study can relate to a career post-grad.

### [Job Postings](#)

Are you graduating soon or a recent graduate? Sign up for the Graduating Students Employment Service (GES) or the Recent Graduate Employment Service (RGES). These services allow you to gain access to full-time job postings while your final year of study or access full-time job postings for up to two years after you graduate. To learn more, check out our Career Centre website.

Please feel free to come and visit us in Room 3094, South Building. You can also reach us by phone, 905-828-5451 or email at [careers@utm.utoronto.ca](mailto:careers@utm.utoronto.ca).

## **RECENT TRENDS IN HR**

HR professionals agree that there are some major trends current and anticipated that affect or will affect their roles as HR practitioners. These include:

### **Dramatic Increase in Workforce Diversity**

The [Workforce 2020](#) Report from the Hudson Institute indicates that by 2020 the U.S. workforce will be 6% Asian, 14% Latino, 11% black and 68% non-Latino white (down from 76% today). Key additional trends in the workforce include increasing participation of women in jobs

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that have historically been predominantly male, increasing telecommuting, and the aging of the workforce.

### **Employment Flexibility Increasing**

Companies are utilizing part-time work, outsourcing, contract-leased based employees, flexible work schedules, computer networking, faxing etc. allowing employees to live far away from work. We live in the era of [Craigslist](#) contracting where talented information workers pick up "gigs".

### **Baby Boomer Angst**

Baby boomers are expected to start retiring in big numbers in 2010 and 2011. But given the effects of the recession that began in 2007, many will be sticking around a while longer. According to a recent article on [Workforce.com](#): "[this] will give organizations more time to avoid a brain drain and tap into older workers' accumulated wisdom before they head off to retirement."

### **Training Programs Experiencing Massive Growth**

Training is widely accepted as a way of improving employee morale, but this is only one of the reasons for its fast growing importance. Other factors include the complexity of the work environment, the rapid pace of organizational & technological change, and the growing number of jobs in fields that constantly generate new knowledge. In addition, advances in learning theory have provided insights into how adults learn and how training can be organized most effectively for adults.

## **ADDITIONAL WEB RESOURCES**

- Human Resources Professionals Association: [www.hrpa.ca](http://www.hrpa.ca)
- Society of Human Resource Management: <http://shrm.org>
- Jobs, Articles, Career Section, HR News & Trends: [www.hrjob.ca](http://www.hrjob.ca)
- Section, HR News & Trends <http://www.hireauthoritycanada.com>  
– Job Board for HRPAs members
- <http://www.hrpa.ca/Pages/HRPA-Edge-For-Employers.aspx> - HRPAs Edge - HRPAs HR Internship Program featuring short term, paid internships.

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- <http://www.payroll.ca> – The Canadian Payroll Association <http://cira-acri.ca/en/about/index.html> - Canadian Industrial Relations Association <https://cstd.site-ym.com> – The Canadian Society for Training & Development
- [http://www.tcu.gov.on.ca/eng/labourmarket/ojf/pdf/0112\\_e.pdf](http://www.tcu.gov.on.ca/eng/labourmarket/ojf/pdf/0112_e.pdf) – Ontario Job Futures Labour Market Outlook
- [www.payscale.com](http://www.payscale.com) – Detailed Salary Information for various jobs
- [www.onetonline.org](http://www.onetonline.org) – Detailed descriptions of occupations as well as Labour Market Outlook Information (American)