

Human Resources Management



In this unit you will discover what employers are looking for when hiring, ways to prepare for your future job, and how personal marketing will impact your chances of getting the job of your dreams.

You will be introduced to careers that are available in the Human Resources Management Pathway. These jobs recruit and hire new employees, train current employees, distribute employee benefits, and deal with employee issues.

Standard 4: Students will explore skills, knowledge and concepts related to College and Career Pathways in Business and Marketing.

Objective 1: Explore the relationship and impact of business and finance on society and explore related careers.

Indicators:

- Develop basic business soft skills.
- Understand the human resources aspects by completing the job application process including resumes, online applications, etc.
- Understand how personal marketing can impact job outlooks.
- Explore careers in business, marketing, and related areas.



Career Connection Assignment

Human Resource Management jobs perform duties that deal with the workers within a company. Some duties may be to hire new employees, maintain benefits and payroll, manage problems with employees, and train people... **Human Resource Management** jobs are considered to be in high demand.

Circle the wage that you think each **Human Resource Management** job makes each year.

Public Relations Manager	\$30,500	\$80,660	\$225,000
Human Resources Manager	\$90,040	\$16,350	\$125,225
Employee Assistance Plan Manager	\$10,500	\$101,298	\$302,000
Human Resources Information System Analyst	\$37,800	\$15,489	\$85,069
Employment Specialist	\$25,322	\$145,500	\$69,575
Training Specialist	\$75,422	\$21,000	\$7,000
Benefits Manager	\$18,980	\$31,210	\$98,221
Human Resources Analyst	\$25,000	\$440,000	\$78,600
Payroll Coordinator	\$39,850	\$4,500	\$176,050

Career Connection:

Human Resources Management Careers to Explore

Public Relations Manager: work to build a positive public image for organizations. Education: Bachelor's degree; and have one to five years of related work experience. Average Utah Wage: \$38.78 Hourly \$80,660.00 Yearly

Human Resources Manager: plan and direct policies about employees. Education: Bachelor's degree and have one to five years of work experience in human resources; Average Utah Wage: \$43.29 Hourly \$90,040.00 Yearly

Employee Assistance Plan Managers: oversee programs to enhance employee safety and wellness and improve work-life balance. Education: Master's degree, salary of \$101,298

Human Resources Information System (HRIS) Analysts: coordinate, communicate and implement changes to the HR information systems. Education: Bachelor's degree in information systems, Salary range \$40,681 to \$85,069

Employment, Recruitment and Placement Specialists: recruit and place workers. Education: Bachelor's degree, Salary range \$29,690 to \$69,575

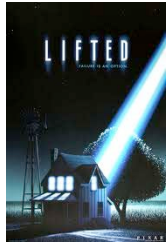
Training and Development Specialists: conduct and supervise training and development programs for employees. Education: Bachelor's degree, often in business administration or business management, Salary range \$36,147 to \$75,422,

Compensation and Benefits Managers: develop, implement and administer a company's rewards and benefits policies, including salaries, bonuses, pensions, life insurance and sometimes medical insurance packages. Education: Bachelor's degree in human resources management, Salary range \$40,251 to \$98,221

Human Resources Analyst: advise managers on how to make organizations more profitable through reduced costs and increased revenues. Education: Bachelor's degree, \$78,600 per year \$37.79 per hour

Payroll Coordinator: Compile and record employee time and payroll data. May compute employees' time worked, production, and commission. Education: High School \$19.16 hourly \$39,850 yearly

Vocabulary
Application
Resume
Ethics
Employer
Employee
Personal Marketing
Job Skills



Job Skills

Employers look for people who have the skills and personal traits necessary for success on the job. They cannot afford to have employees who have not prepared themselves.

Was the little Alien prepared to do the job? Why or why not?

Is it too late for the Alien to develop the skills to do the job properly? Why or why not?

What traits or skills does the alien have now that would let you know he can do the job?

List three skills or personal traits the alien should have had before being hired to do the job:

If you were an employer, would you hire the little alien? Why or why not?



HR Manager – Job Exploration

It is your job to hire an employee to fill the position of a cashier. Read the job description and job requirements below to understand what type of employee you are looking for. Then look through the applications of possible people to hire. Circle information that you find on the applications that fits the job requirements. Determine who would get the job and why.

Cashier Job Description:

A Cashier is responsible for providing friendly customer services, processing sales quickly and accurately, cash register operations, and safeguarding company assets. Cashiers use electronic scanners, cash registers, credit card machines, and related equipment.

Requirements for the job:

- Some companies require a high school diploma or equivalent
- Strong counting and calculation skills
- Strong communication skills
- Organizational skills
- Strong customer service skills
- Knowledge of the retail environment

Application 1

College and Career Awareness Mock Job Application

Personal Information
 Last Name: Christiansen First Name: Colt SSN: 807-5000 Home Phone: 801-251-4417
 Street Address: 600 S BOON City: Provo State: UT Zip: 84000 Mobile Phone: 801-251-4417
 Are you entitled to work in the United States? Yes No
 Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? Yes No
 Military Service: Yes No
 Are you a veteran? Yes No
 What position are you applying for? Cashier
 Expected Hourly Rate: \$8.00 Expected Weekly Earnings: \$160
 Your Work Experience:
 Employer: Burger King Address: 999 Center Street Provo UT 84000 Telephone: 801-251-4567
 Name of Immediate Supervisor: Bob Barber
 Dates of Employment: Jan 2015 to April 2015
 Position/Job Title: Food Cook
 Pay: \$7.00 per hour
 Reason for Leaving: Better employment
 High School: Provo High Last Year Completed: 0 Degree: 0 Major or Emphasis: 0
 College/University: 10th grade Degree: 1 2 3 4 Major or Emphasis: 0
 Trade School: 0 Degree: 0 Major or Emphasis: 0
 Other: Good with people, looking skills, learn quickly, work with money
 Signature: Colt Christiansen Date: May 5, 2015

Application 2

College and Career Awareness Mock Job Application

Personal Information
 Last Name: Walker First Name: Janis SSN: 111-222-3334 Home Phone: 801-222-3334
 Street Address: 700 Center St City: Salt Lake City State: UT Zip: 84100 Mobile Phone: 801-222-3334
 Are you entitled to work in the United States? Yes No
 Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? Yes No
 Military Service: Yes No
 Are you a veteran? Yes No
 What position are you applying for? Cashier
 Expected Hourly Rate: \$8 Expected Weekly Earnings: \$160
 Your Work Experience:
 Employer: Walgreens Address: 1234 State St Telephone: 801-123-4567
 Name of Immediate Supervisor: Max Jones
 Dates of Employment: Jan 2013 to April 2015
 Position/Job Title: Cashier
 Pay: \$8.00 per hour
 Reason for Leaving: real opportunities
 High School: Provo High Last Year Completed: 0 Degree: 0 Major or Emphasis: 0
 College/University: University of Utah Degree: 1 2 3 4 Major or Emphasis: 0
 Trade School: 0 Degree: 0 Major or Emphasis: 0
 Other: Money handling, organized, customer service, communication skills
 Signature: Janis Walker Date: 5/1/2015

Application 3

College and Career Awareness Mock Job Application

Personal Information
 Last Name: Rawlinson First Name: Liam SSN: 172-661-1028 Home Phone: 801-557-0600
 Street Address: 22 N. 300 East City: Richfield State: UT Zip: 84000 Mobile Phone: 801-557-0600
 Are you entitled to work in the United States? Yes No
 Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? Yes No
 Military Service: Yes No
 Are you a veteran? Yes No
 What position are you applying for? Cashier
 Expected Hourly Rate: \$7 Expected Weekly Earnings: \$140
 Your Work Experience:
 Employer: Costco Address: 712 North Street Spanish Fork UT 84000 Telephone: 10351-728-1218
 Name of Immediate Supervisor: Jason Ramirez
 Dates of Employment: Jan 2014 to Dec 2014
 Position/Job Title: Stockler
 Pay: \$7.75 per hour
 Reason for Leaving: Moved
 High School: Richfield High Last Year Completed: 0 Degree: 0 Major or Emphasis: 0
 College/University: BVU Degree: 0 1 2 3 4 Major or Emphasis: 0
 Trade School: 0 Degree: 0 Major or Emphasis: 0
 Other: Team Player, Organized, Understand Retail
 Signature: Liam Rawlinson Date: 5/5/2015

Describe your impression of the person in Application 1: _____

Describe your impression of the person in Application 2: _____

Describe your impression of the person in Application 3: _____

Who would you hire? Explain your decision: _____

College and Career Awareness

250 East 500 South
Salt Lake City UT
84114



Mock Job Application

Personal Information			
Last	First	MI	SSN#
Walker	Janis		111-222-3334
Street Address		City	ST
749 Center St.		Salt Lake City	UT
Zip		Home Phone	Mobile Phone
84000		801-222-1111	801-222-3333
Are you entitled to work in the United States?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Are you 18 or older?	<input checked="" type="radio"/> Yes <input type="radio"/> No
If yes, Date of Birth		Jan 1, 1993	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years?		If yes, please explain:	
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Military Service?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Branch	War
Are you a veteran?	<input type="radio"/> Yes <input checked="" type="radio"/> No		
What position are you applying for?		How did you hear about this position?	
Cashier		Internet	
Expected Hourly Rate	Expected Weekly Earnings	Date Available	
\$8	\$300	May 2015	

	Current or Most Recent		Prior		Prior	
	From	To	From	To	From	To
Employer	Walmart		Smiths			
Address	1234 State St.		4567 S. Main			
City, ST, ZIP	SLC, UT 84000		Lehi, UT 84000			
Telephone	801-123-456		801-987-6543			
Name of Immediate Supervisor	Max Jones		Michelle Peterson			
Dates of Employment	Jan 2013	April 2015	Jan 2011	Jan 2013		
Position/Job Title	Cashier		Stocker-Bagger-Cashier			
Pay	\$8.00/hour		\$7.00/hour			
Reason for Leaving	new opportunities		mared			
May We Contact	<input checked="" type="radio"/> Yes <input type="radio"/> No		<input checked="" type="radio"/> Yes <input type="radio"/> No		<input type="radio"/> Yes <input type="radio"/> No	

	Name/Location		Last Year Complete		Degree		Major or Emphasis	
	1	2	3	4				
High School	Payson High		0		Diploma			
College/University	University of Utah		1 (2) 3 4		Associates			
Trade School			0					
Other								
List any applicable special skills, training or proficiencies.	Money handling, Organized, Customer Service, Communications Skills							

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.

Signature: Janis Walker Date: 5/1/2015

College and Career Awareness

250 East 500 South
Salt Lake City UT
84114



Mock Job Application

Personal Information			
Last Name	First Name	MI	SSN#
Rawlinson	Liam	L.	472-661-1128
Street Address		City	ST
22 North 300 East		Richfield	UT
Zip		Home Phone	Mobile Phone
84000		(435)-877-7274	(435)-263-8828
Are you entitled to work in the United States? <input checked="" type="radio"/> Yes <input type="radio"/> No		Are you 18 or older? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="radio"/> Yes <input checked="" type="radio"/> No		If yes, please explain:	
Military Service? <input checked="" type="radio"/> Yes <input type="radio"/> No		Are you a veteran? <input type="radio"/> Yes <input checked="" type="radio"/> No	
What position are you applying for?		How did you hear about this position?	
Cashier		Family	
Expected Hourly Rate	Expected Weekly Earnings	Date Available	
\$7		May 2015	

	Current or Most Recent		Prior		Prior	
	From	To	From	To	From	To
Employer	Costco					
Address	712 North Street					
City, ST, ZIP	Spanish Fork UT 84000					
Telephone	(435)-728-1218					
Name of Immediate Supervisor	Jason Rameriez					
Dates of Employment	From	To	From	To	From	To
	Jan 2014	Dec 2014				
Position/Job Title	Stocker					
Pay	\$7.75/hour					
Reason for Leaving	Moved					
May We Contact	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

	Name/Location	Last Year Complete	Degree	Major or Emphasis
	High School	Richfield High	0	Diploma
College/University	BYU	1 2 3 4	Still Attending	
Trade School		0		
Other				
List any applicable special skills, training or proficiencies.	Team Player, Organized, Understand Retail			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature 	Date 5/5/2015
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College and Career Awareness

250 East 500 South
Salt Lake City UT
84114



Mock Job Application

Personal Information

Last Name Christiansen	First Name Cole	MI L	SSN# 807-504-442	Email Home weind 99@gmail
Street Address 600 S 500 N		City Provo	ST UT	Zip 84000
Home Phone 801-851-1234		Mobile Phone 801-851-4567		
Are you entitled to work in the United States? <input checked="" type="radio"/> Yes <input type="radio"/> No		Are you 18 or older? <input checked="" type="radio"/> Yes <input type="radio"/> No		If yes, Date of Birth 1995
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input checked="" type="radio"/> Yes <input type="radio"/> No		If yes, please explain: Bad Checks		
Military Service? <input type="radio"/> Yes <input checked="" type="radio"/> No		Are you a veteran? <input type="radio"/> Yes <input checked="" type="radio"/> No		
What position are you applying for? Cashier		How did you hear about this position? News paper		
Expected Hourly Rate \$8.00	Expected Weekly Earnings	Date Available May 2015		

Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer	Burger King		
Address	999 Center street		
City, ST, ZIP	Provo UT 84000		
Telephone	801-851-4567		
Name of Immediate Supervisor	Bob Barker		
Dates of Employment	From Jan 2015 To April 2015	From	To
Position/Job Title	Fry Cook		
Pay	\$7.00 per hour		
Reason for Leaving	Better employment		
May We Contact	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Education

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School	Provo high	0		
College/University	10th grade	1 2 3 4		
Trade School		0		
Other				
List any applicable special skills, training or proficiencies.	good with people, cooking skills, learn quickly, good with money			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature Cole Christiansen	Date May 5, 2015
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The Quality Employee



Read through the Quality Employee presentation and answer the following questions.

Employers Don't Want:

Employers do not want to hire difficult people to work with. Employers want to hire a person that is going to help the business be more successful.

Do you know people that have difficult personalities? _____

How do you deal with difficult people? _____

Did you relate to any of the difficult personalities? _____

Can difficult personalities change? Explain: _____

Employers Want:

List 8 qualities that employers are looking for in an employee:

_____	_____
_____	_____
_____	_____
_____	_____

Create Your Brand:

You need to become aware of qualities and skills you have and let employers know about them. You need to share those traits to make yourself stand out, create your brand. Making yourself noticeable may be the reason you get the job over the other person that applied for the same job.

Create a list of qualities and skills you have to help build your brand:

_____	_____
_____	_____
_____	_____
_____	_____

Getting A Job

Now you know what employers are looking for, so now it is time to find out how to get a job. Open the **Getting a Job** presentation, and complete five assignments that will walk you through the steps of finding employment.

#1 Job Application:

The first step towards getting a job is correctly filling out a job application. Job applications must be neat, accurate, and completed with all requested information.

Assignment: Follow your teacher's instruction to access the job application. Fill out the application as if you are applying for a **Training Specialist** and you have the qualifications to do the job (hint: use your Career Connection for information). You can fill in the education with a college that you would like to someday attend. Make up your information for all personal information.



#2 Resume

An application only gives basic information to an employer. If you want to make an impression and spark the attention of an employer, then create a resume. A resume will give an employer an opportunity to get to know you and what skills and abilities you have.

Assignment: Create a resume to go with your application. Remember you are applying for a Training Specialist.

For an online Resume Builder, go to:

<http://www.myfuture.com/careers/tools-checklists/resume-builder>

#3 Interview Practice



Interviewing For A Job

Watch: <https://www.youtube.com/watch?v=GvU8fL4MiSQ> Answer the following:

List at least 3 behaviors employers look for when interviewing:

Name at least 3 inappropriate behaviors that would make an employer not hire someone:

Common Interview Questions

Before you go to a job interview, you need to prepare for possible questions that may be asked by an employer. Take a moment to practice for an interview by reading the following questions, then think about why the employer is asking the question, and then write down exactly how you would respond to the question.

Tell me about yourself:

Describe the perfect employee:

Why should we hire you instead of someone else?

What are your strengths?

Why do you want to work here?

How is your health? Do you miss a lot of school?

Do you have any long-range goals?

Do you have any questions?



#4 Appearance

Appearance Matters



You have been invited to participate in an interview for the job of a Training Specialist. What will you wear to make a good impression?

Visit the following site and research how to make a good impression on an interviewer. Make a list of items you would wear to the interview and explain why you chose those items.

<http://jobsearch.about.com/od/interviewsnetworking/a/dressforsuccess.htm>

Item Detail:	What this item says about you:

#5 Mock Interview

Interview For The Job

With a partner, participate in a Mock Interview. One partner will go first and be the interviewer and ask the questions below. While interviewing your partner, watch for behaviors in the chart and check off the behaviors if they showed them. When finished with the questions, switch roles and the other partner then becomes the interviewer and does the same.

Ask:

1. Tell me about yourself.
2. Describe the perfect employee.
3. What are your strengths?
4. How is your health? Do you miss much school?
5. Do you have any goals?

Observe:

Eye Contact	
Good Posture	
Spoke Clearly	
Smiled	
Focused	

