

Career Planning Strategies

FRESHMAN

Inquiry and Awareness	<ul style="list-style-type: none"> Enroll in courses with help of academic advisors. Enroll in COUN 191. Enroll in University 100. Visit Career Development Center explore major and/or career interests. 	<ul style="list-style-type: none"> Schedule an appointment with career counselor. Attend Job Fair. Attend a CDC workshop on deciding on a major. Register in BeachLINK. 	<ul style="list-style-type: none"> Become familiar with CSULB Catalog and Schedule of Classes. Visit the CDC website for information on services and special events.
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SUMMER	<ul style="list-style-type: none"> Obtain employment and develop skills. 	<ul style="list-style-type: none"> Attend CDC workshops. Develop a resume. Upload resume on BeachLINK. 	<ul style="list-style-type: none"> Visit the Career Resource Library in the CDC.
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SOPHOMORE

Assess: Interests, Skills and Values.	<ul style="list-style-type: none"> Meet with department and academic advisor. Discuss education and career interests with career counselor, peers, faculty and family. 	<ul style="list-style-type: none"> Attend internship and job fairs. Talk to people in various careers. 	<ul style="list-style-type: none"> Join organizations in your interest area(s). Schedule an appointment with a career counselor to discuss interests and other assessments.
Explore Career Interests	<ul style="list-style-type: none"> Explore internship possibilities; visit CDC. 	<ul style="list-style-type: none"> Access BeachLINK. 	

SUMMER	<ul style="list-style-type: none"> Obtain employment and develop skills. 	<ul style="list-style-type: none"> Meet with career counselor to discuss career options. 	<ul style="list-style-type: none"> Use the Career Resource Library to research career options.
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JUNIOR

Targeting Career Decisions	<ul style="list-style-type: none"> Take classes in your major. Attend internship and job fairs. Attend workshop on resumes, interviewing, and job search. Obtain career-related experience. Enroll in COUN 360I. 	<ul style="list-style-type: none"> Narrow career options through further research. Assess interests, skills and values. Is graduate school in your future? Attend workshops on applying to graduate school. Access BeachLINK. 	<ul style="list-style-type: none"> Attend graduate and professional school fair. Take electives in other areas to enhance your qualifications. Build a network (contacts). Develop/update a resume. Visit CDC website.
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SUMMER	<ul style="list-style-type: none"> Obtain a summer internship/ related experience. Compile inventory of interests, skills and qualifications. 	<ul style="list-style-type: none"> Meet with career counselor. 	<ul style="list-style-type: none"> Attend workshop on resumes, interviews, and job search techniques. Revise resume.
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SENIOR

Job Search Campaign	<ul style="list-style-type: none"> Complete the course requirements in your major. Continue networking. Identify and utilize multiple resources. 	<ul style="list-style-type: none"> Attend Job Fair. Attend workshop on resumes, interviews, and job search techniques. Update resume. Access BeachLINK. 	<ul style="list-style-type: none"> Participate in On-Campus Recruitment. Attend employer information sessions.
Graduate School	<ul style="list-style-type: none"> Identify graduate programs. Review application process. 	<ul style="list-style-type: none"> Take entrance exams. Research financing graduate school. 	<ul style="list-style-type: none"> Attend graduate and professional school fairs.

To develop an individualized career plan, schedule an appointment with a career counselor.

Call **(562) 985-4151** or visit **Brotman Hall, Room 250** to schedule an appointment.

<http://careers.csulb.edu>

Human Resources Management



Major/Career Profile

General Description

Human resources managers, or personnel managers, develop and implement policies designed to attract and keep the best available employees in an organization, to provide for employee well-being, and to promote efficiency on the job. Duties include recruiting, interviewing and hiring of applicants; counseling employees; analyzing jobs; and preparing wage and salary scales. They may also handle labor relations, training, retirement administration, employee benefits, and equal opportunity programs. The human resources management option within the College of Business Administration at CSULB offers courses in theories, policies, and practices of personnel management.

Career Options

Graduates with this major find work as: Personnel Assistant, Job Analyst, Employment Interviewer, Recruiter, Personnel Director, Labor Relations Specialist, Training Specialist, Vocational Counselor, Manpower Planner, Publications Specialist, Records Manager, Wage-Salary Administrator, Safety Director, Employment Supervisor, Conciliator, Management Trainee, International HR Manager and Contract Analyst. Some of these careers require additional education or experience. Various entry-level trainee positions in business and industry are available for graduates regardless of academic discipline.

Typical Employers

Health care services, airline and cruise lines, banks and financial institutions, colleges and universities, construction industry, consulting firms, government agencies, insurance companies, labor unions, machinery manufacturers, petroleum industry, social service agencies, travel/transportation industry, utilities, and wholesale/retail merchandisers.

Salary and Employment Outlook

The number of human resources, training and labor relation managers and specialists is expected to grow about as fast as the average for all occupations through 2010. Most growth will occur in the private sector as employers develop effective employee relations programs for an expanding, diverse and aging workforce.

The National Association of Colleges and Employers 2001 Salary Survey revealed that candidates with a bachelor's degree in human resources received starting offers averaging \$31,963 a year. Salaries vary based upon the position and size of the company, geographic location, previous experience and level of education.

For further information, contact:

Career Development Center	Chairperson or Undergraduate Advisor
Brotman Hall, Room 250	College of the Business
(562)985-4151	Human Resources Department CBA-314
careers.csulb.edu	(562) 985-4753

The Career Development Center is a Department of the Student Services Division. CSULB is an Equal Opportunity Employer/Educational Institution.