

Management & Human Resources Career Options

Specialist

Major

Minor

Co-op

Joint

Exploring career options involves researching **occupations** and **industry sectors** that fit your **skills**, interests, personality preferences and values. An *occupation* relates to the activities of the work you perform, whereas *industry sector* classifies the organizations that employ people in such occupations.

Example: Training & Development Specialist” is an occupation that involves using learning strategies, critical thinking, judgment and decision making skills to design, plan, organize and direct orientation and training for employees or customers. Training and Development Specialists work in many industry sectors — particularly but not exclusively in the professional services sector. They might also work in the government, educational and information services sectors.

Management & Human Resources graduates have many skills. In particular, they can:

Analyze current and emerging situations	Lead teams and motivate employees
Coach managers regarding employee relations	Promote integrity and customer service
Conduct employee orientations and programs	Provide analytical and process support
Deliver or support educational/learning initiatives	Provide proactive human capital management
Formulate HR strategies to fit an organization	Understand workplace trends and conditions



With these skills in mind, how can I research my career options?

Occupational Research

Canada’s National Occupational Classification (NOC) system categorizes over 30,000 occupational titles into 10 broad classes listed in **Table 1**. The 4-digit titles in **Table 2** are examples of occupations related to Management & Human Resources within these classes (NB: Some require further education).

Table 1: NOC Occupational Titles (www5.hrsdc.gc.ca)

0 Management Occupations	5 Occupations in Art, Culture, Recreation and Sport
1 Business Finance and Administration Occupations	6 Sales and Service Occupations
2 Natural and Applied Sciences and Related Occupations	7 Trades, Transport and Equipment Operators and Related Occupations
3 Health Occupations	8 Occupations Unique to Primary Industry
4 Occupations in Social Science, Education, Government Services and Religion	9 Occupations Unique to Processing, Manufacturing and Utilities

Table 2: Sample Occupational Titles Related to Management & Human Resources

0013 Employment Agency General Manager	2263 Occupational Health & Safety Officer
0112 Human Resources Manager/Administrator	4112 Labour Lawyer
0114 Planning & Development Manager	4131 Vocational Trainer
0123 Employment Office Manager	4143 Student Employment Services Co-ordinator
0213 Data Processing Director	4153 Behavioural Consultant
0314 Volunteer Services Director	4162 Labour Economist
1121 Training & Development Consultant	4164 Labour Market Analyst
1122 Organizational Analyst	4212 Life Skills Instructor
1223 Recruitment Specialist	4213 Career Development Consultant/Career Coach
1442 Human Resources Assistant	5124 Communications Consultant

Occupational Research Links

The two excellent occupational databases below provide you with details about job prospects, nature of work, educational requirements, working conditions, pay and related occupations:

Career Cruising: www.careercruising.com (Access our subscription through your Career Centre Online account)

ONet: <http://online.onetcenter.org> (U.S. site)

Industry Research

The **North American Industry Classification System (NAICS)** is a hierarchical industry structure that divides the economy into 20 broad sectors of activity listed in **Table 3**. **Table 4** provides examples of specific industry groups relevant to Management & Human Resources graduates.

Table 3: NAICS Industry Sectors (www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm)

11 Agriculture, Forestry, Fishing and Hunting	53 Real Estate and Rental and Leasing
21 Mining and Oil and Gas Extraction	54 Professional, Scientific and Technical Services
22 Utilities	55 Management of Companies and Enterprises
23 Construction	56 Administrative, Support, Waste Management, Remediation
31-33 Manufacturing	61 Educational Services
41 Wholesale Trade	62 Health Care and Social Assistance
44-45 Retail Trade	71 Arts, Entertainment and Recreation
48-49 Transportation and Warehousing	72 Accommodation and Food Services
51 Information and Cultural Industries	81 Other Services (except Public Administration)
52 Finance and Insurance	91 Public Administration (= Government)

Table 4: Sample Industry Groups Relevant to Management & Human Resources Graduates

5411 Law Firms	6117 Vocational Counselling Services
5416 Human Resources Consulting Services	8139 Labour Associations
5417 Business Research and Development Services	9114 Foreign Economic and Social Development Services
5611 Business Management Services	9119 Federal — Communications Policy Planning
6113 Universities	9122 Provincial — Industrial Relations Services
6114 Professional and Management Training	

Industry Research Links

To learn more about job prospects in your sectors of interest, visit:

Industry Canada: www.ic.gc.ca/eic/site/company-entreprises.nsf/eng/home

Career Links Related to Management & Human Resources

Professional Associations

Canadian Payroll Association	www.payroll.ca
Canadian Industrial Relations Association	www.cira-acri.ca
Human Resources Professionals Association	www.hrpa.ca
Society for Human Resource Management	www.shrm.org
Canadian Association of Management Consultants	www.cmc-canada.ca
The Canadian Society for Training and Development	www.cstd.ca

Other Resources

Industry Canada	www.ic.gc.ca
Ontario Ministry of Labour	www.labour.gov.on.ca
Human Resources Internet Guide	www.hr-guide.com
Occupational Safety & Health Administration	www.osha.gov
Human Resources and Skills Development Canada	www.rhdcc-hrsdc.gc.ca
Service Canada: Training, Career & Worker Information	www.jobsetc.gc.ca

E-Journals Available through the University of Toronto Library (www.library.utoronto.ca/utsc)

Academy of Management Review	Human Resource Management	Journal of Personality & Social Psychology
Administrative Science Quarterly	Human Performance	Journal of Vocational Behavior
Human Resource Development Quarterly	Journal of Applied Psychology	Personnel Psychology

Resources Available at the Academic Advising & Career Centre

Not sure how your skills, values, personality and interests fit your career options? Book an appointment with a Career Counsellor or sign-up for the *Discover Your Skills and Career Options* workshop via the Intranet. The Academic Advising & Career Centre has a very good collection of books related to career planning and job search.