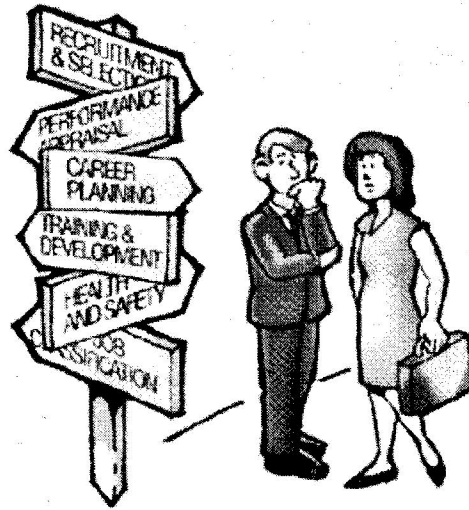


Earl Haig S.S.  
GLC201-09  
Career Studies Course

Culminating Activity

# HUMAN RESOURCES SPECIALIST



By

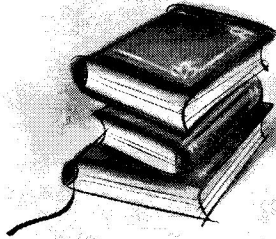
For  
Mr. Campbell  
01/07/08

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# TABLE OF CONTENTS

## Culminating Activity



### PAGES

#### Written Report

Job Description	1-2
Education and Training	2-3
Specialized Skills Needed	3-4
Community Involvement and Co-op Education	4-5
Earnings and Working Conditions	5-6
Job Satisfaction/Job Stress	6
Future Trends or Self-Employment Opportunities	6-7
Related Jobs	7
Personal Reflection	7-8
Careers Course Reflection	8-9
Budget Planning	10
Works Consulted List (Bibliography)	11

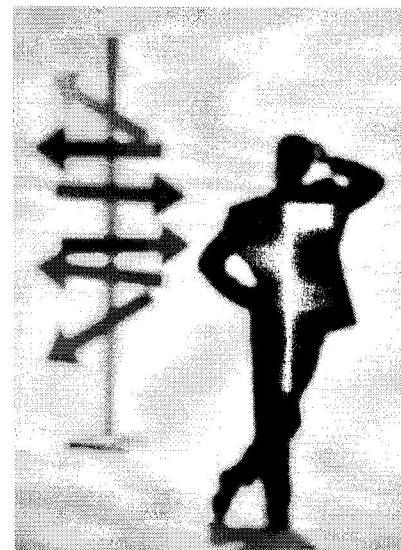
#### Appendix

Research Source 1 – Career Cruising (Job Description, Earnings, Education)
Research Source 2 – NOC Classification (Job Description)
Research Source 3 – Job Futures/Ontario Job Futures
Research Source 4 – Post-secondary education or training programs (Education and Training)
Research Source 5 – Online Interviews

#### Other Information

Research Source 6 – Online Site-PayScale (Earnings)
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Culminating Activity Evaluation Chart



January 7<sup>th</sup>, 2008

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**MY EDUCATIONAL AND CAREER PATH**

**GLC201-09**

**Career Studies**

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**Job Description**

Human Resources Specialists are responsible for developing a financial and reward compensation plan for the company. The human resources department is in charge of the hiring, firing, training, and job satisfaction of all the company's employees. They look to find ways not only to satisfy every member of the company, but they look to satisfy the customers as well. Human resources specialists are to motivate its company's members to create a happy and productive work force.

I have heard of the human resources department many times throughout my life, but I have never known the service they provided. When I researched the Human Resources Specialist, I greatly identified with the occupation. I love working with people, and as a Human Resources Specialist, I would get to spend a great amount of my time doing so. I believe I am good at motivating people and have exceptional communication skills. The opportunities to use my skills if working in the human resources department attracted me. The third reason for selecting this occupation was the attractive salaries I would be earning for my work. Doing the budget assignment allowed me to get a chance to reasonably plan my budget. I believe a human resources specialist starting at

approximately \$30 000 to \$50 000 or more is very realistic, and will support me at the beginning of my work career.

### **Education and Training**

Doing a lot of research on education and training in this area allowed me to further understand the path I would like to pursue after high school. I would like to achieve high marks in the 80s and 90s throughout my high school career, so that I can apply for a chance of a scholarship at York University, or another university, such as University of Toronto.

However, I am most interested in applying for York University. York offers three options for the study of Human Resources Management. I would like to apply to York University's BAS program, which combines general business and management with specialized human resources-related skills. I have researched requirements for admission to this program. The minimum admission requirement for this program is the completion of the Ontario Secondary School Diploma (OSSD). The Atkinson program that I want requires an average of high 70s. Below is a list of suggested high school courses.

<i>Grade 9</i>	<i>Grade 10</i>	<i>Grade 11</i>	<i>Grade 12</i>
English	English	English	English
Mathematics	Mathematics	Mathematics	Algebra & Geometry
Science	Science	Probability & Statistics	Calculus
Social Studies	Social Studies	Science	Social Studies
Business	Personal & Career Development	Social Studies	Economics
Computers	Creative Arts	Accounting / Business & Management	Law / World Issues
French	Business	Computers / Information Technology	Accounting / Business & Management
Health & Physical Education	Computers	Human Services	Computers / Information Technology

It will take about four years to complete and attain this degree. I have also obtained a guideline to help me plan my university budget for a year. It will cost me about \$8944.00/year. I realize that the tuition is a lot of money, which means I will have to work hard to make the cost worthy for my parents. I am also thinking about working part time during my high school career to help save money for university. Below is a list of fees that I will have to pay in order to acquire my degree.

Full-time tuition for most non-professional programs (5 courses) + compulsory supplementary fees	\$5278
Textbooks and supplies	\$1000 - \$1500
Personal expenses (entertainment, parking, commuting)	\$2200
Health & Dental Care	Atkinson Health &Dental- \$116 and \$118
<b>TOTAL COST</b>	<b>\$8944</b>

### **Specialized Skills Needed**

In order to be successful as a Human Resources Specialist, I will require specific skills. There are three skills that stand out the most of many more. They are communication skills, motivation skills, and being able to work under pressure. Human resources specialists are always in contact with other people. Because of this, they require excellent communication skills. I feel that I have very good communication skills, which will benefit me in this work career. I am fluent in English, Taiwanese, and Mandarin. I believe my French will improve throughout my high school career. Knowing many languages has become very important in Canada because of the multiculturalism.

Motivation skills are very important as well. A successful human resources specialist should be friendly and willing to encourage other members on the team to allow them to be pleased with their work. If they are happy with their job, then better quality work will be produced. With better goods and services, customers will be more than satisfied as well. The last skill is the ability to work under pressure. I feel that I need to work on this skill. This skill is something that will require a lot of practice. I know that when I try to work under pressure I give up easily, and stop working. If I would like to be successful with the occupation I chose, I know I will need to work harder in this area. To attain this skill I will have to tell myself not to give up under pressure. I have to persevere through difficult situations.

### **Community Involvement and Co-op Education**

Over the summer of 2007 I have been working with Weideh Mandarin Schools Summer Camp (WMSSC). I worked as a volunteer to take care, teach, and play with children aged three to eleven. Along with many other volunteers, I arrived at Pleasant View Junior High at 8:00 o'clock in the morning to help the teachers set up their classrooms and prepare the short lesson and games for the day. I earned a total of 77 hours with this camp. However, I wish to attain more hours at hospitals and libraries.

Although I truly loved working with WMSSC, it didn't *greatly* relate with this occupational choice of mine. However, working with WMSSC allowed me to practice my communication skills. I worked with a variety of age groups at the camp and spoke three different languages with kids, teachers and parents.

Next summer, I plan to look for community involvement that better relates to human resources. By doing so, I will obtain more skills in this field.

I don't feel that Co-op experience is necessary in Grade 11 or Grade 12. I have never fit it into my educational plan and don't seek to do so. Although I know that Co-op would further enhance my learning, I feel that I would like to have a part time job relating to human resources instead.

### **Earnings and Working Conditions**

Working as an entry-level human resources specialist, I can expect to earn salaries starting from \$30 000 a year to \$50 000 a year. With many years of experience I will be able to earn annual salaries from \$60 000 to \$70 000. I believe this salary will be able to support me at the beginning of my work career. However, from the previous budget assignment, I know that this salary will not be able to support me when I have a family to support as well. Because of my lifestyle now, I know that I desire a lot of unnecessary goods and services. My first year of working as a human resources specialist will not be able to afford all the luxurious things I want. Therefore, I will persevere and obtain a higher position in the department, such as a manager or vice-president, to earn the highest salaries ranging up to \$120 000 a year or more. The working conditions are great for me. A lot of the time I will be working at the office, discussing and making deals with others. I will be communicating most of the time; not only with members of the office, but customers as well. I know that working and always communicating for ten to eleven hours a day will cause me to be exhausted. However, the vacations aren't extraordinary. I

won't be getting a lot of vacation time, except for national holidays. These holidays include Thanksgiving, Christmas, New Years, etc.

### **Job Satisfaction/Job Stress**

There are many job satisfaction opportunities while working as a human resources specialist. Some of these are making every member of the office content. I could do so by coming up with an excellent compensation plan for the employees. Helping any person through tough times provides excellent job satisfaction. As long as I will be able to make people happy I will be satisfied with my job.

Human resources are also in charge of firing people. If I had to plan for reductions on the work force I know it would be very difficult for me. This would bring a lot of stress. I love being outdoors; therefore, working indoors at an office 95% of the time is going to kill me. I know if I want to pursue this occupation I will have to prepare myself for working indoors, and allow myself to spend more time outdoors over my spare time. Although the occupation comes with a lot of communication, it will also come with a lot of paperwork! I'd rather be dealing with angry people over the phone all day than sitting at a desk with stacks of reports and budgets to plan. I know paperwork will bring me a lot of job stress; however, I will learn to cope with it.

### **Future Trends or Self-Employment Opportunities**

Many people feel that there will be fewer higher-ranking human resources jobs because when people work in groups or teams, they may not need managers or vice-presidents. Because of this trend, I recognize that there will be fewer opportunities of



advancement for me. Self-employment in this field might be possible. The human resources department is a part of a company. However, small companies may choose to handle the jobs of human resources themselves. There are corporations that employ large human resources teams, and there are also smaller companies that fulfill the tasks of human resources on their own. I recognize that I might be able to work out a partnership with a close friend who will be able to share the capital and responsibilities of a business.

### **Related Jobs**

With the skills that I would have obtained working as a human resources specialist, I would be able to work in other fields of business. Some areas of business are accounting, finance, business management, or marketing. However, I believe that I would have to learn more in order to be successful in these fields. If I were to change occupations to any of these other fields, my first choice would be marketing. This is because marketing incorporates a lot of creativity. Doing market research to know what others want and being able to uniquely advertise a product or service to consumers is very appealing to me. I would enjoy being apart of the marketing field. Therefore, marketing would be another option to me.

### **Personal Reflection**

After doing a lot of in depth research on the Human Resources Specialist, I would like to pursue this goal, and meet the requirements in order to do so. I am interested in this occupation because of the communication opportunities, and satisfactions that it will

bring me. However, the paperwork still frustrates me. I would love it if I could be successful in the occupation without having to do all the paperwork that comes with it.

I am able to identify with human resources. I believe I possess many skills that will be required to complete the jobs needed to be done. My excellent communication skills will benefit me to a great extent as a human resources specialist. I feel that this occupation suits me very well because I will be doing things I love; communicating, organizing, and planning.

The paperwork that comes with the occupation and the small amount of vacation time surprised me. As I have stated before, I dislike paperwork, and would enjoy the job much more if I didn't have to complete it. However, I will have to work hard to overcome obstacles such as these and carry out the jobs needed to be done. Overall this occupation was what I expected it to be. I feel that my skills, interests, abilities, and values will be suitable for human resources and I want to complete my education to pursue my goal.

### **Careers Course Reflection**

Throughout the careers course, I have been learning more and more about myself. At the beginning of the school year, we were provided with many personality quizzes to take. From there, I started learning more about the kind of person I am. From one of the quizzes I learned that my strongest personality types are social and conventional, and my weakest are investigative and realistic. I am an organizer and helper. Results such as these helped me to further understand myself and contributed in helping me find the occupations I am interested in. The knowledge I gained about myself in Career Studies helped me to determine my future educational and career plans. I learned many surprising

things when working on the budget assignment, such as the amount of taxes that are to be paid to the government. I realized that I never thought about the taxes that my family was paying to the government, and the mortgages that we had paid before. All these things surprised me because I lived my life never having to think about whether or not something was going to fit in my budget. Now that I am old enough and have an idea about what I want to do for the rest of my educational and work career, I have to think about these things more.

I believe the most important assignments and activities that were given throughout this course were: the budget assignment, the personality quizzes, and learning to write decent cover letters and resumes. All these activities really helped me to gain knowledge about myself as well as prepare myself for the exciting future ahead of me. I still have so much to learn, but I feel that this course helped me to appreciate what I have now. Not having to think about whether or not something is going to fit in my budget before buying a good or service is very appealing to me now. I am aware of the competition I will have to face in the future for a job. This is why I greatly appreciate learning how to write a good resume and cover letter. Having a good resume and cover letter will give me more chances for an interview; therefore, more chances for a job. I also really enjoyed the personality quizzes. My favourite one was the Personality Dimensions. From that quiz, I learned that I am Resourceful Orange and Authentic Blue. This means that I like to be close with others and share my feelings. I am warm, supportive, and open to anything new.

In conclusion, I found this course to be very useful and I am glad I got the chance to take it at the beginning of the year.