

INSTRUCTIONS

1. Click on "No Spacing"
2. Type out the document. **Save** to your Network Drive as you go. Don't wait until the end.
3. Once the document is typed, make the following formatting changes:
 - a. Make the title size 20 and change the font.
 - b. Underline your name and period.
 - c. Italic the wage range.
 - d. Bold the career name.
4. Insert a border around the page (Page Layout tab → Page Borders). Your choice.
5. Add in 2 pieces of clip art related to "Human Resources", "Public Relations", "Payroll" or "Business". Remember to right-click → Text Wrapping → Tight in order to move it.
6. Print to the B&W Printer and turn in.

Name: _____

Period: _____

Human Resource Management Careers

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.

Public Relations Manager: works to build a positive public image for organizations. They usually need to have a Bachelor's degree and have one to five years of related work experience. The average wage is \$80,660 yearly.

Human Resource Manager: plans and directs policies about employees. They need a Bachelor's degree and one to five years of work experience. The average wage is \$90,040 yearly.

Employment, Recruitment, and Placement Specialists: recruit and place workers in a company. They need a Bachelor's degree and their average wage is between \$29,690 - \$75,422 yearly.

Human Resource Analyst: advises managers on how to make organizations more profitable through reduced costs and increased revenues. They need a Bachelor's degree. The average wage is \$78,600 yearly.

Payroll Coordinator: complies and records employee time, (commission if applicable), and payroll data. They need at least a high school diploma and some college experience. The average wage is \$39,850 yearly.



Illustration by Chris Gash

