

What Can I do with a Sprott Business Degree?

Bachelor of Commerce, Management Concentration

Areas to explore:

- HR Planning** - Anticipating and making provision for the movement of people into, within, and out of an organization.
- Learning, Development & Training** - Designing and delivering programs using a variety of methods to develop an employee's knowledge, skills and abilities to work at a satisfactory level of performance on the job.
- Staffing** - Locating potential applicants, encouraging them to apply for existing or anticipated job openings (recruitment); choosing individuals with relevant qualifications to fill existing or projected job openings (selection).
- Job Design** - Improving jobs through technological and human considerations in order to enhance organization efficiency and employee satisfaction.
- Performance Management** - Designing and developing programs and tools which help managers and employees establish performance standards, identifying ways to improve performance, and assessing and documenting work performance.
- Compensation & Benefits** - Establishing policies, developing programs to fairly compensate employees for work performance and meeting strategic objectives of organization. Includes direct (wages, salaries, incentives, bonuses, and commissions) and indirect (benefits provided to improve employees' quality of life) compensation.
- Employee & Labour Relations** - Designing and developing HR policies and practices to maintain harmonious working relationships between departments, managers and individuals (includes employee communications, managing organization change, absenteeism, sexual harassment, employment equity, diversity).
- Workplace Health & Safety** - Designing and developing policies, practices and procedures that provide a hazard-free workplace and complying with all applicable government statutes and regulations; informing employees about health and safety, enforcing safety rules, and keeping comprehensive company records.
- HR Information Management** - Designing and maintaining computerized systems that provide current and accurate data for the purposes of control and decision making.

Certifications:

Human Resources Professionals Association of Ontario (HRPAO)

- Certified Human Resources Professional (CHRP)
- <http://www.chrp.ca/en/>

Project Management Institute

- Certified Associate in Project Management (CAPM)
 - Project Management Professional (PMP)
- <http://www.pmi.org/>

Canadian Institute of Management

- Certified in Management (CIM)

IPMA-Canada Association

- IPMA-Certified Professional (IPMA-CP)
- IPMA-Certified Specialist (IPMA-CS)

General HR Certifications (American)

- Professional in Human Resources (PHR) (equivalent to Canadian CHRP)
- Senior Professional in Human Resources (SPHR)

Recruitment Specialist Certifications (American)

- Certified Personnel Consultants (CPC)
- Certified Temporary-Staffing Specialists (CTS)

Career Opportunities:

Junior Roles:

- Human Resources Assistant
- Junior Analyst, Human Capital
- Human Resources Coordinator
- Junior Recruiter
- Junior Analyst, Strategic Operations
- Labour Relations Officer
- Human Resources Analyst
- Business Analyst
- Junior HR Partner
- Office Manager

Future/Senior Roles:

- Human Resources Development Trainer
- Leadership Coach
- Employee Benefits Manager
- Human Resources Partner
- Talent Acquisition Manager
- Compensation Analyst
- Labour/Industrial Relations Specialist
- Employment Development Specialist
- Human Resources Generalist
- Management Consultant: Change Management/Team Building, Diversity

Common Sectors for Employment:

- Business / Professional Services
- Hi-Tech
- Consulting
- Education
- Government
- Insurance
- Banking
- Public Relations
- Publicity
- Research

Start Exploring Your Options!

Now that you have identified a few careers on this list that you might be interested exploring, start doing a little research to find out more information about them! Use the following web sites to get started:

- <http://www.glassdoor.com> This web site provides the user with an inside look at companies including company salaries, reviews and interviews.
- <http://www.vault.com> This web site provides information about top employers, education programs, job search advice, salary info and job listings. This is now available to students via mySprott.
- www.workingincanada.gc.ca - This web site provides the user with information about jobs associated with different majors and provides information on projected career growth and salary levels.
- www.careercruising.com - This web site provides detailed information on careers including typical career descriptions, salary levels, required education, sample career paths and interviews with people currently working in the position. Use our login and password to check it out: **Login:** carleton **Password:** university
- Hireauthoritycanada.com, Talentegg.ca, Peter's New Jobs (PNJ), workopolis.com are examples of sites that post hundreds of jobs. You may see something that interests you and want to investigate further.

Co-op and Experiential Learning An Integral Component of the Bachelor of Commerce Degree

The **Bachelor of Commerce** has a co-op option! **Co-op** is an excellent opportunity for students to gain practical and hands on experience in their field. Not only does it give students that cutting edge experience-wise, but it is also an amazing chance to make contacts in your field and do some serious networking. The following is a list of some of the organizations that Sprott co-op students have worked:

- ✓ Collins Barrow Chartered Accountants
- ✓ Public Works
- ✓ City of Ottawa
- ✓ Industry Canada
- ✓ Canada Post
- ✓ Human Resources & Social Development Canada
- ✓ Environment Canada

There are requirements for the program that you must meet in order to qualify. Interested students should approach the Sprott School of Business and the Career Development & Co-operative Education Office for more information.

Other Opportunities to Explore your Career Options & Get Involved

Volunteering

Another great way to build your resume and gain insight into prospective occupations is to volunteer your time at a relevant organization or association. It is a good opportunity to network and make contacts in your area of study. Why not join a club or society?

Join a Sprott Student Club

Student run clubs and societies are a great way to network with people of similar interests. Not only is it a good chance to network with people of similar interests, it also looks great on a resume.

- ✓ Sprott Business Students' Society (SBSS)
- ✓ Sprott Student Management Association (SSMA)

For more information on career and employment resources through the **Sprott School of Business** please contact the Business Career Management Centre at 613-520-3973 or by email at sprottcareers@sprott.carleton.ca.

Make sure to read **Sprott of the Press** each week and check the **Sprott Career Portal** regularly for information related to upcoming events and new job postings.