

**COURSE:**

Organizational Communication

**INSTRUCTOR:**

Dr. Robyn Parker

**COURSE COMPLETED:**

Fall 2009

**ASSIGNMENT TITLE:**

Research Memo

**ASSIGNMENT PROJECT DESCRIPTION:**

The assigned research memo needed to fit very specific criteria. The memo was to reflect research that we had conducted concerning our desired career after graduation. The memo had to have very specific headings and distinctively precise content. Within those headings I was required to reflect on my assigned career services visit and various online research I completed relating to Human Resources Management.

**REFLECTIONS:**

I had a difficult time completing the memos I was assigned for this course. Before this class I became accustomed to writing lengthy papers and explaining theories, and this class presented me with the challenge of writing with brevity. I had to complete three different memos, and this was the last memo I developed for this course. I feel that by the time I finished this final memo I had finally gotten a hang of writing in shortened business formats. I also enjoyed this memo because this was the first opportunity I got to really research my chosen career. This assignment ignited my interest in human resources and allowed me to get a realistic glimpse into what it would be like to work in that field.

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INTEROFFICE MEMORANDUM

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**TO:** DR. ROBYN PARKER  
**FROM:** RENEE ELLIOTT  
**SUBJECT:** STATUS OF CAREER REPORT RESEARCH: HUMAN RESOURCES  
**DATE:** 11/28/2009  
**CC:** FILE

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INTRODUCTION

The purpose of this memo is to inform you of the research that I have conducted concerning my career plan and how it affects my final career plan report due on December 10, 2009.

After conducting my interview and exploring all of the options that a degree in communications has to offer, I chose to expand my research in the area of human resources, and more specifically, management (HRM.) The research that I have found has been helpful and convincing me towards the path of eventually working as a human resources manager. I hope to discover more about working as a human resources manager during my job shadow experience.

CAREER SERVICES VISIT

I have previously visited the career services office to perfect my resume and cover letter; however, this was my first excursion to the office without it being a class trip. While I was there I picked up some brochures on internship information, and I received some input on information to search for from the career services website concerning my research for my career plan report. They provided me with the web site address, and I used the career services web site to conduct a majority of my research.

ONLINE RESEARCH FROM CAREER SERVICES LINKS

One of my main resources from the career services website was the 2008-2009 edition Occupational Outlook Handbook. Their site provided me with all the statistical information including: nature of work, training and qualifications, employment and job outlook, and earnings.

The nature of work content was where I found the information most helpful. I discovered the specific skills needed to be a human resources manager such as handling employee benefits, employee job satisfaction, and providing training and development opportunities.

The site also provided statistical information on salary, including the median numbers for the United States in 2006. In addition to statistical salary information, the website also provided the job outlook information for HR managers which showed a projected increase of 17% by the year 2016.

The career services website also provided vocational biographies for someone who works as a human resources manager for Sprint. The site included some personal information about the manager, Vickie, and outlined her job title and daily tasks. Her personal biography allowed me to experience her job as a HR manager in a more personal way. Some of her daily tasks included several meetings with managers and executives, as well as some employees of the company that she was responsible for, updating employee files, and training and development seminars.

At the end of the biography, there was a data sheet of all the statistical and educational information summarized for her specific job. This data also included information to begin actively obtaining a human resources manager position as well as the lifestyle implications, which I found especially helpful, considering no other site featured that information.

### RESEARCH DATABASE SEARCH

The online database article I found pertaining to human resources managers was by Delaney and Huselid (1996). The article explored the impact on the practices of human resources managers and the satisfaction that employees showed through job performance. The authors attributed this increase in performance to “progressive human resources practices” (p. 949).

This article demonstrated the importance of human resources in corporations and companies because they do make a difference in the workplace. This article also pointed out that team-based production projects and extensive job training were two of the attributed causes for the rise in job performance, due to the workings of the human resources departments in these companies and I feel that I possess positive qualities to lead training and team-based projects.

### CONCLUSION

I felt that the research I found for this memo put me on a clear path for my final career plan report. I discovered new aspects of the human resources field that I was previously unaware of, and I am excited to do my job shadowing to gain some hands-on experience.

Works Cited

- Delaney, John T., and Mark A. Huselid. "• The Impact of Human Resource Management Practices on Perceptions of Organizational Performance." *The Academy of Management Journal* 39.4 (1996): 949-69. *Google Scholar*. Academy of Management. Web. 16 Nov. 2009.
- "Human Resources, Training, and Labor Relations Managers and Specialists." *U.S. Bureau of Labor Statistics*. Web. 19 Nov. 2009. <<http://www.bls.gov/oco/ocos021.htm>>.
- Log In :: Vocational Biographies*. Web. 19 Nov. 2009. <<http://www.vocbiosonline.com/getfile.php?fileID=O719>>.