

APPENDIX SUMMARY

APPENDICES: Available online at <http://www.wiley.com/college/sc/stewart>

Appendix A: Occupational Outlook for HR Managers and Specialists

Every two years the U.S. Department of Labor updates its *Occupational Outlook Handbook*, which provides the following information for over 250 different occupations covering nine out of 10 jobs in the U.S. economy: (1) Nature of the work; (2) Training, other qualifications, and advancement; (3) Employment statistics; (4) Job outlook; (5) Projections data; (6) Earnings; (7) Wages; and (8) Related occupations. This appendix presents this information, drawn directly from the 2010–2011 edition, for jobs in the category “Human Resources, Training, and Labor Relations Managers and Specialists.”

Appendix B: Human Resource Certification Institute Bodies of Knowledge

The Human Resource Certification Institute (HRCI) is an independent, internationally recognized certifying body for the HR profession. HRCI certifications require professionals to demonstrate their expertise in the core principles of HR practice by taking examinations. The material in this appendix covers three bodies of knowledge: the Professional in Human Resources (PHR), the Senior Professional in Human Resources (SPHR), and the Global Professional in Human Resources (GPHR). HRCI also offers PHR and SPHR exams for certification in the state of California, and the body of knowledge for that exam is available on the HRCI website.

Appendix C: Human Resource Planning Society Knowledge Areas

The Human Resource Planning Society is an organization for senior human resource executives and other leaders in the HR field. The organization’s mission is to enable its members to enhance individual and organizational performance. Its strategy is to bring together diverse thought leaders and practitioners to extend leading edge HR knowledge and practice in key strategic areas. The society has identified five main areas for its strategic focus, which are outlined in this appendix.

Appendix D: Major Employment Laws in the United States

This appendix summarizes the major employment laws administered by the federal government in the United States. Individual states also enact and administer employment laws, so this summary is by no means exhaustive. Moreover, laws are not static; Congress may alter or amend them at any time. For these reasons, it is important to consider this list as merely a starting point for understanding employment law.

Appendix E: Organizations of Interest to HR Students and Professionals

This appendix lists names and web sites of both US-based and international professional associations related to HR. In addition, the appendix contains the names and web sites of major US employment unions and US government agencies.

Appendix F: Journals Useful to HR Students and Professionals

This appendix lists both research and practice-oriented periodicals, most often referred to as journals. Journals are organized under two headings: HR and Behavioral Science, and General Management.