

Emerging Professionals Chapter Plan

Texas Society for HR Management



2018-2019

Emerging Professionals CLA

Authored by: Melissa M. Carrillo, PHR, SHRM-CP

Introduction

Professionals in any career choice start somewhere and grow through their experience. However, this plan is designed to help Texas chapters create a clear and identified path for emerging HR professionals that might help them move through their career much more steadily.

Whether a recent college graduate ready to emerge into the workforce, or whether a professional seeking a career change, this plan shall provide information that will properly guide emerging professionals in a way that will help to ensure a successful career in the HR field.

“The *most difficult issue* I have encountered in transitioning from graduating, in my *diligent search* for an HR position, was realizing my education and years of work experience has appeared as having little impact on being qualified to *merely enter* the HR profession.” – Richard Blancas, HR Intern

Through the use of four (4) main pillars, ***Education, Experience, Resource Sharing*** and ***Connections***, Emerging Professional Chapter Directors will serve as the ultimate resource in guiding those choosing to advance the HR profession.

TEXAS SHRM is committed to helping local chapters create, or enhance their current strategy when it comes to developing successful HR professionals. This is done when chapters create plans that will focus on the mission at hand – cultivate your emerging leaders!

As your TXSHRM Emerging Professionals Director, I am committed to helping you connect with those that are starting out in the profession of HR that we love and respect so much. For more information, please contact:

Melissa M. Carrillo, PHR, SHRM-CP
(915) 546-2218, ext. 3202
melcarrillo@epcounty.com

Table of Contents

Contents

Introduction2

Table of Contents3

Education4

Experience5

Resource Sharing6

Connections7

Chapter Procedure8

EPCD Job Description10

Closing12

Education

Whether it is formal classroom education, online webinars, or chapter workshops, education in the HR profession is important for emerging leaders to develop the operational skill, knowledge and abilities needed to successfully perform.

There are a variety of ways in which one can be educated; however, the Emerging Professionals Chapter Director is tasked with truly understanding the culture of one's chapter, and knowing the best ways to educate those trying to grow in the HR profession.

Education Options:

1. **Classroom style** – Regular chapter meetings, HR trainings and college classes all describe this classic style which helps the emerging professional to learn in a more traditional hands-on approach.
2. **Webinars** – Online trainings found via HR credible resources can be useful for those emerging professionals who prefer to learn at their own pace, whether on break at the office/school, or while at home on their own time.
3. **Research** – Depending on the industry each emerging professional serves, viable research on trends in that trade help to grow the learner in the knowledge of the business overall, rather than focusing only on HR competencies.
4. **HR Magazine** - Staying current with workplace trends throughout the globe make it important for an emerging professional to understand the HR profession from various angles, and provides an opportunity for them to remain informed on the most up to date and innovative ideas in the profession!
5. **SHRM.com** – While local chapter memberships are vital to the connectivity and education of an emerging professional, national memberships with the SHRM organization provide context outside the local arena which helps to ensure best practices can be shared from community to community.

It is the responsibility of the Emerging Professionals Chapter Director to assist those members in identifying the best method to learn, and providing opportunity and connection so that their chapter is meeting the needs of these particular members.

Experience

Emerging leaders excel when a combination of education and tactical experience is gained! Professional internships, job shadowing and other tools can be used to provide this much needed and valuable experience.

It is true that Millennials are the most diverse and educated generation to date, with at least 61% of this group attending college (compared to 46% of the Baby Boomer generation).¹ However, what truly makes an emerging professional more valuable than their competitor is the experience they possess, in **addition** to the education they received. When only 27% of college graduates actually find a job related to their major,² the struggle to outshine someone with the same education becomes much more difficult.

That is why experience in the field is also important for an emerging professional. Many graduates, or transitioning professionals, are eager to enter the HR profession and earn great salaries. The reality is that most emerging professionals will have little to no experience in the field they are pursuing which makes them the less attractive candidate. As an Emerging Professionals Chapter Director, it is important to work with local companies and organizations to provide internship opportunities for this group. By doing so, the emerging professional is able to list not only their education on an application/resume, but also their new, and relevant, experience in the actual HR profession!

³

*Education is a lifelong experience.
Experience is a lifelong education.
Education plus experience equals
expertise. –Michael Bugeja*

¹ https://obamawhitehouse.archives.gov/sites/default/files/docs/millennials_report.pdf

² https://www.washingtonpost.com/news/wonk/wp/2013/05/20/only-27-percent-of-college-grads-have-a-job-related-to-their-major/?noredirect=on&utm_term=.37eb761296d9

³ www.searchquotes.com

Resource Sharing

Serving as ONE HR professional team in Texas, our committee believes in the long lasting value of resource sharing. When our emerging leaders are beginning their career, they may not always have an idea of where to go to begin a particular project; however, when able to obtain resources from those who have already been down that path, our emerging leaders gain insight on how best to move a project or endeavor forward!

TXSHRM is home to 33 SHRM chapters, and 19,000 SHRM members! As an emerging professional, the thought of growing through the ranks of HR may seem like a daunting and overwhelming task. However, when the Emerging Professionals Chapter Director is able to link resources to this new professional, that idea becomes a little less intimidating.



Consider a research project a new professional may need to take on...or the creation of an important policy...or a benefits analysis of the organization. All seem like huge tasks to one who is at the beginning of their career. But when that new professional is able to reach out and see what others have created or done in similar situations, the projects become a little clearer, and a lot more exciting!

The Emerging Professionals Chapter Director can help emerging professionals in their community by creating the connections for them to learn from the paths other seasoned professionals may have already taken. Rather than reinvent the wheel, it is far more effective to start with an existing model to fit their needs, or improve it for others to follow in the future!

Connections

Most importantly, our committee is excited to help your emerging leaders connect with those seasoned professionals who have been in the field for some time now. We believe that the future of this field depends largely on those who come behind us, and as a result we are dedicated to sharing our knowledge and growing the new and emerging talent!

In the recent article *Mentoring that Matters*, mentoring can advance your career. “In a comprehensive study that followed 1,000 employees of Sun Microsystems Inc. over five years, 25% of mentees in the company’s mentoring program, and 28% of mentors, received raises, compared with 5% of those who did not participate.”⁴

Education, experience and sharing resources are vital components of the ability for an emerging professional to grow and succeed in the HR profession; however, talking out thoughts and ideas with someone who understands, and learning from those who have already experienced the hardships and lessons is invaluable!

The Emerging Professionals Chapter Director should work on finding mentors within their relevant communities that could pair up with a new HR professional for a period of at least six (6) months. While formal mentoring relationships used to last a longer in prior years, today’s mentoring arrangements can be shorter and more task-and specialty-oriented.⁴



⁴ Tyler, K. (2018, May). *Mentoring that Matters*. *HR Magazine*, 28-35.

Chapter Procedure

Texas chapters interested in pursuing this plan **must** first designate an Emerging Professionals Chapter Director. The functions of this role are critical and ought to be the focus of one dedicated chapter leader.

Once the Chapter Director has been appointed, the following are recommendations for a successful implementation of this plan:

1. Advertise to the Chapter that an Emerging Professionals program is in place, and announce that emerging professionals are being sought to join the program for a minimum of one year ideally. (Although they might remain in the program shorter or longer depending on their needs and desires.) Create a group contact list that will allow you to connect with this group as you may need.
2. Conduct an orientation with the group at the beginning of the year, and periodically host meetings prior to or upon conclusion of chapter meetings to ensure a strong and active group throughout the year. These meetings also allow the Chapter Director to conduct random orientations for new members who join at different periods.
3. Identify educational opportunities that can be provided for a group of emerging professionals throughout the year. It is important these opportunities be diverse (classroom, webinar, magazine articles, etc.) in order to appeal to the different types of learning styles that might exist within the targeted group. Share these opportunities with your emerging professionals group via email, or in person at your periodic meetings.
4. Work with local organizations and companies who are interested in providing internship opportunities to those in your emerging professionals group. While paid internships are always coveted, unpaid internships are just as valuable. The experience that this group gains during an internship is what will leave a lasting impact on their ability to earn more in the future! Help place the members of your group by sharing their resumes with the organizations you identify. Successful internships last anywhere from 6 months to 1 year.
5. Ask your chapter board of directors to commit to being “resource sharers” for the duration of their board terms. Providing a BOD contact sheet to members of your group will be the first step in connecting them to those who have already willingly agreed to be resources as they may need. During your initial orientation, you should have already explained what these resources can do for them, and your group should be encouraged to reach out as they may need help on a project or have questions on something they may not understand. The group

should also be encouraged to look for resources throughout the chapter membership, or with their co-workers/leaders back in their organizations. The idea is to educate them on the importance of reaching out to those who have experience and can help them achieve success much more quickly!

6. Finally, look for mentors within your BOD and chapter membership that are willing to serve as a mentor for up to three (3) emerging professionals within your group. Your job would be to pair up each of our group members with those mentors for a minimum of at least six (6) months. The mentor should not feel tasked with meeting regularly with their mentee; but rather be available as needed. When able, the mentor should invite the mentee to their place of work to see how they perform in action. This helps the mentee see the tactical side of the profession when most of what they know up to this point will be from a classroom. Be sure to renew your mentor list each year to ensure you do not over burden the mentors you select. It can be exciting for mentors to help initially; but when the task becomes another job duty, it may cause burnout of your mentor – you do not want to do that!
7. Once your program is set based on the four (4) pillars mentioned above, you will have succeeded in providing options for your emerging professional to gain additional tools that will advance them further than one who might have education alone. Once you have done your job, the rest is up to them. As the Emerging Professional Chapter Director, it is not your job to search for jobs for them, nor should you apply for them. Your job is to be the link for them to grow in this profession; but they must take the initiative to apply their skills in the workforce.
8. Don't forget to check in regularly with your group members to ensure the program is working the way you designed it. If you need to adjust the program, do not be afraid to do so. It will take time to create a program that works for the group members you serve. While each chapter may differ in culture, the goal is the same: provide assistance to our emerging professionals so that they may be successful in the HR profession!

Job Description

Job Title: Emerging Professionals Chapter Director	Classification: Volunteer
Time Commitment: 2-3 hours/month	Last Revised: October 6, 2018

Summary of Position:

The Emerging Professionals Chapter Director (EPCD) works independently and manages the Emerging Professionals program for the local Texas chapter in an effort to assist in the success of emerging professionals. By utilizing the TXSHRM Emerging Professionals Plan as a guide, the EPCD shall research educational opportunities, create job shadowing and internship opportunities, identify a list of experts to serve as resources, and identify a list of mentors that will provide mentorship opportunities for the emerging professionals group.

Organizational Relationships:

Reports to: Chapter President

Directs: Emerging Professionals group members, and committee members as necessary

Other: Shall create and maintain professional relationships with chapter members, BOD members and other organizational contacts within the chapter community.

Essential Duties:

Advertises to the chapter the existence of the EP program and recruits group members to join the program throughout the year;

Conduct an orientation as necessary, and host periodic meetings for the group members;

Identify educational opportunities that can be provided for a group of emerging professionals throughout the year;

Work with local organizations and companies who are interested in providing internship opportunities to those in your emerging professionals group;

Coordinate with your chapter board of directors to commit to being “resource sharers” for the duration of their board terms, and provide a BOD contact sheet to members of your group;

Identify mentors within your BOD and chapter membership that are willing to serve as a mentor for up to three (3) emerging professionals within your group; and

Continue to be a resource to your group as needed, and tweak the EP program as necessary based on the organization needs of your chapter.

Minimum Requirements:

Requires ability to communicate effectively both verbally and in writing;
Requires ability to organize and prioritize work independently and effectively;
Requires ability to work after standard business hours and/or on weekends;
Requires the ability to effectively mold and communicate a message that will maintain CHAPTER's public image in a positive light;
Requires the ability to work in teams that may contain multiple personalities, work ethics, and competencies; and
Preferred knowledge of HR principles and management.

Acceptable Education/Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Human Resource Management, Organizational Management, or related field with three (3) years' experience in an HR Generalist role; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Other Licenses/Certificates:

PHR, SPHR, GPHR or SHRM-CP, SHRM-SCP preferred.

Closing

TEXAS SHRM is committed to helping local chapters create, or enhance their current strategy when it comes to developing successful HR professionals! This is done when chapters create plans that will focus on the mission at hand – cultivate your emerging leaders!!

As your TXSHRM Emerging Professionals Director, I am committed to helping you connect with those that are starting out in the profession of HR that we love and respect so much.

Should you need any information on the formation of such plan, or should you need help connecting with emerging professionals in your area, please reach out to us at melcarrillo@epcounty.com.

We look forward to working with you on the development of your emerging talent!