



Madigan Library

HRM300 – Human Resource Management

Instructors: A. Whiteford, T. Brundage, G. Baumgardner

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Style Manuals

[Citation Creator](#) (This uses APA 5th format.)

[BF76.7 .P83 2010 \(6th ed.\)](#)

Publication Manual of the American Psychological Association. / American Psychological Association.

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[APA Electronic References](#)

This uses APA 5th edition and illustrates how to cite electronic, not print, resources.

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Outlooks, Forecasts and Labor Statistics

[Standard Occupational Classification System](#)

This classification system "is used by Federal statistical agencies to classify workers into occupational categories for the purpose of collecting, calculating, or disseminating data. All workers are classified into one of over 820 occupations according to their occupational definition."

[Occupational Outlook Handbook \(OOH\)](#) (U.S. Bureau of Labor Statistics)

"The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations."

[Bureau of Labor Statistics by Occupation](#)

"BLS publishes a large amount of information on employment and wages by occupation, including career information, employment levels and projections, and various types of earnings data."

[Bureau of Labor Statistics](#)

"The Bureau of Labor Statistics (BLS) is the principal fact-finding agency for the Federal Government in the broad field of labor economics and statistics. The BLS is an independent national statistical agency that collects, processes, analyzes, and disseminates essential statistical data to the American public, the U.S. Congress, other Federal agencies, State and local governments, business, and labor. The BLS also serves as a statistical resource to the Department of Labor." Find wages by occupation, benefits, wage calculator, work stoppages, consumer price index, inflation calculator, etc. here.

[Pennsylvania Occupational Outlook Handbook](#)

"The Pennsylvania Occupational Outlook Handbook is produced by the Pennsylvania Department of Labor and Industry, Center for Workforce Information and Analysis, to assist youth and adults in making career decisions. It contains detailed occupational information for over 230 occupations, covering the majority of jobs in Pennsylvania." In html and PDF formats.

[Pennsylvania Department of Labor & Industry](#)

"Established in 1913, the Department originally inspected the working conditions in factories around the state. Labor & Industry administers benefits to unemployed individuals, workers' compensation to individuals with job related injuries, and provides vocational rehabilitation to individuals with disabilities. The Department prepares job seekers for the global workforce through employment and job training services for adult, youth, older workers, and dislocated workers. In addition, L&I enforces various

Outlooks, Forecasts and Labor Statistics (continued)

laws and safety standards in the workplace and administers the Commonwealth's programs for community service by young Pennsylvanians. L&I also promotes economic development and an improved business climate through a variety of initiatives and programs to help Pennsylvania's workforce remain world-class and globally competitive."

[Short-Term Occupational Employment Forecasts](#) (Pennsylvania)

"Short-Term Occupational Employment Forecasts anticipate changes in employment and job openings within an occupation over time. They are revised every year to incorporate economic changes that occur across the nation. The data contained in these tables are a good source of information for estimating job opportunities, developing training programs, and gaining an insight into future employment trends." Available in Excel and PDF formats.

[PA Work Stats: Occupation](#)

From the Center for Workforce Information and Analysis, choose "Data," then "Occupation," then "Occupational Employment by Industry." Find occupational employment by industry, occupational employment and projections, occupational wages, and licensed occupations.

[American Fact Finder via the U.S. Census Bureau](#)

Related info: [AmFactF Factsheet](#)

A key source for population, housing, economic and geographic data. Sort by state, county, MSA, city, zip code, etc. Includes maps.

To access the "Fact Sheet" found within the "American Fact Finder, do this:"

1. On the left side, click "Fact Sheet."
2. Then click " Fact Sheet" again.
3. Type city/county, town or zip code (i.e., York.) Choose state (i.e., PA.) (Information in the Fact Sheet is not sorted by MSA.)
4. Click "Go."
5. Select a more specific geographic area, if necessary (e.g., a municipality, or city, etc.)
6. Look at the tabs located above the statistics. Choose the most recent data (i.e., 2006.)
7. View the data.
8. Note: Click on "Show more" to get more complete data.

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Salary Information

[Bureau of Labor Statistics by Wages, Earnings, and Benefits](#)

The Bureau publishes this information by geographic area, occupation, and industry.

[Occupational Outlook Handbook \(OOH\)](#) (U. S. Bureau of Labor Statistics)

"The Occupational Outlook Handbook is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the Handbook describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations."

[Occupational Wages](#) (Pennsylvania) (Source: Center for Workforce Information and Analysis)

"This publication represents a comprehensive collection of May 2007 Pennsylvania wage data to be used as a reference for educators, CareerLink sites, career counselors, Workforce Investment Boards, Economic Developers, program planners, and others. The information was collected through the Center for Workforce Information and Analysis (CWIA) Occupational Employment Statistics (OES) survey in cooperation with the U.S. Department of Labor's Bureau of Labor Statistics (BLS)." Available in Excel and PDF formats.

[PA Work Stats: Income & Wages](#)

This link will tell you that the session "timed out." Choose "Click here to start over."

Then choose "Data," (a blue tab near the top), then "Income & Wages," then "Income" again. View median family, median household, median HUD, per capita, and total personal income types. Display industrial data such as number of establishments within an industry sector. Also view the different occupational wage types.

[Salary Wizard](#)

"A free basic report shows national average salaries adjusted by location. Get personalized answers with a Personal Salary Preview (a free, e-mailed look at the effect of your personal traits) and a premium Personal Salary Report — the ultimate salary negotiation tool." Source: U. S. News & World Report.

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Benefits

[U. S. Department of Labor: Health Plans and Benefits](#)

A group health plan is an employee welfare benefit plan established or maintained by an employer or by an employee organization (such as a union), or both, that provides medical care for participants or their dependents directly or through insurance, reimbursement, or otherwise.

[U. S. Department of Labor: Compliance Assistance](#)

The U.S. Dept. of Labor (DOL) is committed to providing America's employers, workers, job seekers, and retirees with easy-to-access information on how to comply with federal employment laws. This information is often referred to as "compliance assistance," the cornerstone of the Department's efforts to protect the wages, health benefits, retirement security, employment rights, safety, and health of America's workforce.

[Social Security Administration](#)

This is the official Web site of the Social Security Administration.

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Job Descriptions and Hiring Information

[O*NET](#)

The O*NET program is the nation's primary source of occupational information. Central to the project is the O*NET database, containing information on hundreds of standardized and occupation-specific descriptors.

[Job Description Writer](#)

Use the Job Description Writer to build a meaningful job description. Start by selecting an occupation, and add details as you continue through the tool. You will be prompted with statements of tasks, work activities, work context, skills and knowledge, and tools and technology from [O*NET](#)

[Job Analysis](#)

"Job Analysis is a process to identify and determine in detail the particular job duties and requirements and the relative importance of these duties for a given job. Job Analysis is a process where judgments are made about data collected on a job."

[PA New Hire Reporting](#)

"All Pennsylvania employers are required to report all newly-hired employees. You can find all information on complying with this Federal and State mandate at this site."

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Interviewing

[Hiring Employees](#) (Source: US Dept of the Treasury: IRS)

An employer must verify that each new employee is legally eligible to work in the United States. Learn about finding, hiring, and training employees, recording their social security numbers, and determining wage withholding.

[Hiring guidelines](#) (Source: Career Resource Library)

Two lists are given: One is a short list of Web resources about hiring. The other list links to articles about hiring.

[Disability Employment 101](#) (Source: US Department of Education)

This online guide is a comprehensive analysis of hiring employees with disabilities that includes information about how to find qualified workers with disabilities, how to put disability and employment research into practice and how to model what other businesses have done to successfully integrate individuals with disabilities into the workforce.

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Personality Test

[The Big Five Personality Test](#)

This test measures what many psychologists consider to be the five fundamental dimensions of personality. This site links to .edu's and .org's that will yield more information about the "Big Five."

[Humanetrics: Jung Typology Test](#)

This test is based on the [Jung - Myers-Briggs typological approach](#) to personality.

"[Human Metrics](#) is an Israel-based company founded in 1996 to provide Internet online testing in the field of personality, relationships, and entrepreneurship. Company's team consists of psychologists, mathematicians and has 30 years of experience in application and development of comprehensive tests."

[Keirsey Temperament Sorter-II Personality Instrument](#)

Designed by David Keirsey, PhD, for corporate, career and personal development. Used by Fortune 500 companies, counseling professionals, and major universities.

[BF176 .T43 1983 \(4 vols.\)](#)

Tests

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Personality Test (continued)

The following are a sample of titles found in our library:

[BF176 .T419 1985 \(10 vols.\)](#)

Test Critiques

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Performance Appraisals

[A handbook for measuring employee performance](#) (Source: Workforce Compensation and Performance Service)

This depicts an 8 step process for developing employee performance plans that are aligned with organizational goals. It also provides guidelines for writing performance elements and standards that meet regulatory requirements and maximize the capabilities that performance plans have for focusing employee efforts on achieving organizational and group goals." It seems to emphasize employee accomplishments.

[Performance management: Frequently asked questions](#) (Source: U.S. Office of Personnel Management)

"The primary audience for this compilation of questions and answers are agency human resources offices and performance management program managers."

The following are a sample of titles found in our library:

[HF5549.5 .R3 N4 2003](#)

Effective phrases for performance appraisals: a guide to successful evaluations

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E-Book

Stress-free performance appraisals [electronic resource] : turn your most painful management duty into a powerful motivational tool

E-Book

Managing performance reviews [electronic resource] : how to ensure your appraisals improve individual performance and organizational results

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Labor Relations

The following are a sample of titles found in our library:

E-Book

Human resources management & development handbook [electronic resource]

“Here is the definitive reference on human resources management and development. No other work can match the scope of data, quality of material, and up-to-date information found in these pages. {It}... is both an authoritative reference and a practical how-to guide.”

E-Book

Planning and managing human resources [electronic resource]: strategic planning for human resources management

[HD5324 .B39 2005](#)

Labor relations

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“Beik ... is an independent labor historian, examines 11 watershed events marking workers' rights issues and changes that have occurred in US labor relations. Starting from the pre-Civil period, she traces the rise of the labor movement.”

Other information about labor relations:

[National Labor Relations Board](#)

“The National Labor Relations Board is an independent federal agency created by Congress in 1935 to administer the Nat'l Labor Relations Act, the primary law governing relations between unions and employers in the private sector. The statute guarantees the right of employees to organize and bargain collectively with their employers,...”

[State links to Arbitration, Alternative Dispute Resolution \(ADR\), and Arbitration Contacts and Procedures](#)

The site is sponsored by the National Center for State Courts.

[International Brotherhood of Teamsters](#)

“The International Brotherhood of Teamsters (IBT), formerly the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, is one of the largest labor unions in the United States. The name and logo reflect its origin as a craft union when founded in m1903.” (Source: Wikipedia, the Free Encyclopedia.)

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Databases

[ABI/INFORM Research](#)

Many full text business articles are located here.

Choose the "Advanced" search tab.

Type the name of your corporation or a keyword in the first box.

Choose "More Search Options," (bottom left,) then "Browse classification codes" (right.)

Choose classification code that you want to add to your search.

For example:

cc(1200) means social policy

cc(2410) means social responsibility

cc(2500) means organizational behavior

cc(9110) means company specific/case studies.

[LexisNexis Academic](#)

Find business news, 10-K, financial information using LexisNexis Academic. Heed help?

Use the [Guide to Business Research Using LexisNexis Academic](#).

[Campus Research \(Westlaw\)](#)

Contains court cases, statutes, rules, regulations, law reviews and legal news at a federal and a state level.

[PsycINFO](#)

Obtain the [PsycINFO for Business research \(PDF\)](#) handout.

About Firstsearch Databases:

Apply these concepts to all Firstsearch databases:

Identify how many times a term has been indexed as either a keyword or as a descriptor.

Switch from one Firstsearch database to another quickly by selecting another database listed in the drop down menu found after the words: "Search In Database."

Approximately the same search strategy will be listed. Remember to "Limit" accordingly in the new database.

[BusManagement \(Business & Management Practices\)](#)

This focuses on management issues. Reference to articles, not the whole article, will be given.