

# Middle School Career Investigations

## Human Resources Introduction

### Meeting Carla



**CALEB:** Can you believe how many different careers you can have at Commonwealth Cascades?

**MAKAYLA:** That's why we're here in Human Resources. Since I can work next summer, I want to find out what type of jobs are available for me, as well as how to apply.

**CARLA:** Hello, I'm Carla, and I work in Human Resources. Can I help you?

**MAKAYLA:** Yes! I am interested in working at Commonwealth Cascades next summer. I was wondering what jobs are available and how to apply.

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### Applying at Commonwealth Cascades



**CARLA:** You have come to the right place. I'm the Director of Human Resources, so I lead the team in charge of the hiring and placement of professionals at Commonwealth Cascades. In order to apply for a position here, you will need to fill out the online application on our website. We have all of the open positions listed there. You can apply to work in any of the departments, even here in the Business Administration Career Cluster.

**CALEB:** What is that?

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**CARLA:** Professionals in business management and administration may run a business or help make a business successful. The Business Management and Administration Career Cluster involves planning, organizing, directing, and evaluating business functions essential to efficient and productive business operations-in every sector of the economy.