

Careers in the Human Resource Industry

Human resources involves management and coordination of company personnel and implementation of corporate strategies, including hiring and firing, as well as training and development. Human resources exists within all levels of organizational development, from small business to multinational corporations. Human resources is designed to help organizations achieve a competitive advantage using a limited supply of skilled workers. An organization's human capital while minimizing financial risk .

Human resources employees must remain accountable to federal, state, and local labor laws and regulations, ethical business practices, and net cost, in a manner that maximizes employee motivation, commitment, and productivity. To effectively manage a company's workforce, human resources professionals must analyze three key facets of the workforce profile, including: (a) demographics, (b) diversity, and (c) skills and qualifications. A variety of human resources careers address various facets of organizational development, labor relations, information systems, and business leadership.

Sample Human Resources Job Titles:

Human Resources Manager	Training and Development Manager	Labor Relations Manager
Compensation and Benefits Manager	Staffing and Recruitment Manager	HR Information Systems Manager
Employee Interviewer	Compensation and Benefits Analyst	Human Resources Clerk
Director of Human Resources	Payroll Specialist	HR Generalist

Human Resources Job Facts

A considerable amount of work-related skill, knowledge, and experience is need for most occupations in human resources management.

Many of these occupations involve coordinating, supervising, managing, recruiting, and training others. Interpersonal skills are crucial.

Forbe's Top Rated Business Analytic Employers 2011

- Ascentis
- Authoria
- Kenexa
- Workscape
- Automatic Data Processing
- Employease
- Recruitmax

Typical Human Resources' Professionals' Tasks:

- Serve as a link between management and employees by handling questions, interpreting and administering contracts and help resolve work-related problems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Advise managers on organizational policy matters such as equal employment opportunities and sexual harassment., and recommend needed changes
- Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures
- Plan and conduct new employee orientation to foster positive attitudes toward organizational objectives
- Identify staff vacancies and recruit, interview, and select applicants
- Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations
- Plan, organize, direct, control, and coordinate the personnel, training, and labor relations activities of an organization
- Represent the organization as personnel-related hearings and investigations
- Administer compensation, benefits, and performance management systems, and safety and recreation programs

Careers in the Human Resource Industry

The human resources industry is multifaceted, offering a variety of positions catering to a number of different skills and interest. The key to individual success is to research, locate and land the human resources job that has the greatest compatibility with your skills, interests, and ambition.

Key Skills:

- Active Listening
- Reading Comprehension
- Critical Thinking
- Speaking
- Social Perceptiveness

Interview Process:

- Spend time thoroughly researching the company
- Think about the areas you are weak in and be prepared to describe them in a positive way
- Show genuine enthusiasm about the position and the company. Many qualified candidates get passed over for jobs because they do not convey their interest in the position well

- Management of Personnel Resources
- Complex Problem Solving
- Judgment and Decision Making
- Negotiation
- Conflict Resolution

Potential Salaries for those in Human Resources Occupations:

Location	Pay Period	2009				
		10%	25%	Median	75%	90%
United States	Hourly	\$29.59	\$37.14	\$47.68	\$62.54	\$80.00
	Yearly	\$61,560	\$77,240	\$99,180	\$130,090	\$166,400

Source: Bureau of Labor Statistics, Occupational Employment Statistics Survey, Alabama Wage Information

Common Mistakes Made in the Job Search Process:

- Being uncertain about your job search goals
- Missing opportunities to gain experience
- Ignoring company culture/fit
- Failing to update your resume and cover letter
- Neglecting to prepare for an interview
- Not pursuing the job until you receive an offer

To prepare of interviews and improve your marketability, establish basic familiarity with a range of HR disciplines:

1. Benefits and Compensation
2. Business Leadership
3. Consulting
4. Workplace Diversity
5. Employee Relations
6. Ethics and Sustainability
7. Global Context
8. Labor Relations
9. Organizational and Employee Development
10. Safety and Security

Websites:

- www.shrm.org
- www.astd.org
- www.humanresources.org

Professional Associations:

- Society for Human Resource Management
- American Society for Training and Development
- National Human Resources Association