

## Have you ever considered pursuing a career in the Human Resources field?

HR is a professional career that demands integrity, confidentiality, and a high level of interpersonal interaction capability from its practitioners. Increasingly, for a successful career in HR, you will also need business management, finance, and accounting education. You must be prepared to develop a deep understanding of the business the organization is engaged in to succeed in a career in HR. The following are some tips and advice to assist you in preparing for this career.

The Human Resources Department of an organization is mainly responsible for hiring and training the company's staff and managing the operations of company policies. Employees in this department strive to streamline work processes, maintain employee records, and manage the general flow of the work environment.

Below is a list of potential duties that a Human Resources representative may execute:

- ◆ Manage recruitment, hiring, and training of employees
- ◆ Develop, maintain, and enforce personnel policies and documents
- ◆ Develop and maintain employee benefits and wellness programs
- ◆ Maintain a positive relationship between employees and their employer
- ◆ Maintain records of and assist with internal disputes or complaints
- ◆ Promote and manage career development and training programs
- ◆ Ensure compliance with all policies at each level of the legal system
- ◆ Track, maintain, and present employee performance data

*These and other duties fall under the general umbrella of Human Resources and may become more or less specific based on the organization.*

### Recommended Education and Skills

Many candidates interested in a Human Resources position ask if a college degree is necessary to be hired. The answer is no, though candidates will be limited in the positions and salaries they will qualify for as well as in the advancements they wish to make.

- ◆ A four-year bachelor's degree, preferably in Human Resources, personnel, management, training and development, business, or another related field
- ◆ Classwork that addresses management, recruitment, training, administration, organizational structure, and compensation
- ◆ A graduate-level in Human Resources or a related field for candidates interested in higher management positions
- ◆ Certifications in specific disciplines of Human Resources such as the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)



Some of the **key skills and personal qualifications** you will need to work successfully in Human Resources include:

- ◆ Effective interpersonal skills so you can interact successfully.
- ◆ Knowledge of business acumen, computers and information systems.
- ◆ Excellent spoken and written communication.
- ◆ Comfort with diverse people who have various educational levels, cultural heritages, religious practices, ages, work experience, and opinions.
- ◆ Understanding of statistics and finance.
- ◆ Experience in conflict resolution.
- ◆ Able to set and accomplish goals and work as a member of a team.
- ◆ Demonstrate a high level of integrity, confidentiality, and teamwork.

## Trend

The current trend in Human Resources is the more education candidates possess, the better their chances of obtaining a position and advancing in this career field.