



So you want to work in ... Human Resources?

THE PERFECT JOB FOR A 'PEOPLE PERSON'

Human Resources is the department or division of a business, corporation or organization that manages all aspects related to its personnel, including recruiting employees, training and career development, overseeing compensation packages, managing benefits plans and other duties that serve to maximize a company's business and its employees' satisfaction with their jobs.

Meeting these increased demands has resulted in the field of human resources evolving from its early role in which the primary responsibilities included hiring and training workers, managing a company's payroll and dealing with labor issues to now being charged with a broader, more conceptual, and strategic set of responsibilities that may include setting up job classifications and employee benefits systems, configuring and implementing human capital enterprise software or working with top management to develop plans to optimize the use and management of the company's human capital. In large, multinational corporations, an international human resources department is often created to meet the needs of U.S. citizens working in foreign countries, as well as people from other countries working in the United States.

JOB TITLES

Some of the most common HR-related job titles include:

- Benefits Specialist
- Career and employment counselor
- Chief Happiness Officer
- Chief Human Resources Officer
- Compensation Analyst
- E-Learning Analyst
- Employee Health-Maintenance Specialist
- Employer Relations Representative
- Employment Law Specialist
- Ergonomist
- HR Generalist
- HR Information System Analyst
- HR Manager
- HR Specialist
- Industrial Relations Director
- Job Analyst
- Job-Development Specialist
- Mediator
- Payroll Processing Specialist
- Recruiter
- Talent Acquisition Manager
- Technician
- Training Coordinator

Interested in learning more?

- Check out Vault's industry and professions guide to Human Resources: goo.gl/rDcc7n
- Review WetFeet's 'job descriptions and tips' for HR tab: goo.gl/mHvRIO

CORE COMPETENCIES OF AN HR PROFESSIONAL

- Problem solving
- Interpersonal skills
- Oral communication
- Written communication
- Planning/organizing
- Quality control
- Analytical
- Adaptability
- Dependability
- Safety and security
- Technology skills



WHERE DO HR PROFESSIONALS WORK?

Human resources professionals are generally employed in large or medium-sized companies across industries and in personnel consulting firms that help other companies find qualified employees, both on a permanent and temporary basis. Any organization with many employees - whether a bank, oil company or fast food restaurant - needs personnel specialists. Employment agencies, executive placement services, temporary help services, labor contractors and registries for chauffeurs, household workers, models, nurses, ship crews and teachers also need HR professionals. Other areas may include: staffing firms, HR Information Systems (HRIS), Professional Employer Organizations (PEOs) and HR Consulting.

RESOURCES & ASSOCIATIONS

- Society for Human Resource Management (SHRM): <https://www.shrm.org/pages/default.aspx>
- Austin Human Resource Management Association (AHRMA): <http://www.austinhumanresource.org>
- International Public Management Association for Human Resources: <http://www.ipma-hr.org/>

SO...WHAT CAN I DO TO HELP BREAK INTO HUMAN RESOURCES?

1. **Network:** Connect with HR professionals in the field. What better way to learn about the industry than to speak with someone who is actually doing it? Identify UT Alumni to connect with and conduct informational interviews. To learn more about networking and how to find HR professionals to connect with, head to goo.gl/VBquLq.
2. **Intern** – Explore internships that will offer you the chance to gain a better understanding of the HR profession. Search our Internship site [goo.gl/B0OJJR] to find out how to research and apply for relevant internship opportunities. An HR internship will help you explore the different areas of HR and to jump start your own network.
3. **Volunteer** – Volunteer for an organization you're passionate about; ask if you can help screen candidates for employment, check references, assist in creating open enrollment packets for new employees or administering employee satisfaction surveys. Do HR where you are! Learn more about volunteering at: <http://www.utvolunteers.org>
4. **Meet with a Career Coach** – A coach can help you determine which aspect of HR might be the best fit for you, develop a career search plan, help you compose a compelling resume and assist in practicing your interview skills. Find out more about how to set up a coaching appointment at goo.gl/vy3ZaU

RELATE WHAT YOU HAVE DONE TO HR

When employers review your resume and cover letter, they want to clearly see how your experience directly relates to the position. They want to know what makes you a qualified candidate: connect the dots for them! If you have not had an internship or experience that directly relates to HR, think about what you have done, and relate it to HR. Below you will find some examples to get you started.

- Compensation planning: Have you ever had to budget a resource (time, money, resources) to ensure fairness for all?
- Recruiting and interviewing: Have you ever worked on a project or with a volunteer organization and helped to find people with the right skills to support the mission? Are you confident speaking on the phone? In person? What about managing several schedules and trying to squeeze in meeting times on two or more conflicting calendars?
- Employee relations: Have you ever had the opportunity to help coworkers, friends or family overcome a personality conflict that was affecting the relationship? Think about what you did specifically and what the results were.
- Training/development: Have you ever looked at a process and figured out a better way to do it, then helped others to learn the new method?
- Customer service: Have you ever been a point of contact for answering questions and directing others to helpful resources?
- Benefits enrollment: How have you worked with others to complete necessary documentation where details are extremely important?
- Online investigation: Have you ever handled confidential or sensitive information? How are you with computer or cloud-based process flow?
- Payroll/benefit reconciliations: Can you reconcile a bank statement?

ADDITIONAL RESOURCES

- UT Austin Extended Campus - Human Resource Management Certificate Program: <https://goo.gl/fVTRau>
- Massive Open Online Courses (MOOC) – Human Resources Courses: <https://goo.gl/Yhi4M9>