Overview

Human resources is the department or division of a business or organization that manages all aspects related to its personnel, including recruiting employees, providing 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 (adapted from Vault.com). While large organizations typically have HR personnel in several different functions and roles, smaller companies may employ HR generalists (called HR Generalists, Analysts, Coordinators, Managers or Assistants) or who are responsible for implementing all facets of the job.

Key skills utilized in human resources include: decision-making, organizational, interpersonal, listening, communication, negotiating, relationship building and analytical.

Sample HR Functional Areas:

Benefits and Compensation

Specialists in this HR function plan and coordinate an organization's benefit and compensation plans. This includes analyzing industry standards to ensure that employees are offered competitive wages and benefit programs. This also consists of the running and analysis of employee benefit programs, coordinating any written materials or presentations to assist employees in choosing and understanding their benefit options and working directly with benefit providers. Workers in this field must comply with any pertinent government rules and regulations and develop corporate policies and procedures accordingly. Sample job titles include:

- Benefits Coordinator
- Compensation Analyst
- Benefit & Compensation Analyst

Training & Development

Specialists in this HR function develop and facilitate programs to improve individual and organizational performance. This includes assessing training needs through various methodologies, presenting information through a variety of formats and developing resources such as training manuals. Sample job titles include:

- Corporate Trainer
- E-Learning Developer
- Technical Trainer
- Training Specialist
- Learning & Development Specialist
- Professional Development Specialist

Recruiting, Staffing and Talent Management

These individuals help companies to attract and hire the best and most talented employees. This typically involves responsibilities such as developing effective job descriptions, targeting and reaching out to potential candidates, reviewing applications, interviewing or arranging

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interviews with business managers, answering candidate questions and helping them learn more about the organization, tracking candidate application materials and extending offers. Some companies hire executive search firms to help them to recruit for senior employees or highly specialized roles. Sample job titles include:

- Recruiter
- Technical Recruiter
- Talent Acquisition Specialist
- College/Campus Recruiter/University Relations Recruiter
- Executive Search Recruiter/Consultant/Trainee

HR Professional Development Associations

Society for Human Resource Management (SHRM)
The world's largest HR professional society, representing 285,000 members in more than 165 countries.

WorldatWork
A non-profit human resources association for professionals and organizations focused on compensation, benefits, work-life effectiveness and total rewards (strategies to attract, motivate and retain an engaged and productive workforce).

International Public Management Association for Human Resources
The leading public sector human resource organization in the world.

Certifications

There are several certifications available to those seeking HR credentials and advancement in the field:

SHRM CP (Society for Human Resource Management Certified Professional)

SHRM SCP (Society for Human Resource Management Senior Certified Professional)

PHR (Professional in Human Resources)

SPHR (Senior Professional in Human Resources)

HR Job Boards

http://jobs.shrm.org/

http://www.hrjobs.com/

http://www.hrcrossing.com/

http://www.hr.com/en/hr_careers/job_seekers/

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