

# **CAREERS IN HUMAN RESOURCES**

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**SHRM STUDENT CHAPTER WEBINAR**



# HR CAREERS

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**This webinar is designed for informational purposes only, and does not constitute legal advice. Any action or inaction by the viewer based on the information provided is done without guarantee of its accuracy or suitability for a particular purpose.**

# AGENDA

- Welcome and Introductions
- Notes of Appreciation
- Overview of HR Careers
- Responsibilities of Human Resources Departments
- General Summary
- Discussion



# SHRM COMPETENCIES

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- **CREDIBLE ACTIVISTS WHO BUILD RELATIONSHIPS OF TRUST**
- **CAPABILITY BUILDERS WHO DEFINE, AUDIT AND CREATE ORGANIZATION CAPABILITIES**
- **CHANGE CHAMPIONS WHO INITIATE AND SUSTAIN CHANGE**
- **HR INNOVATORS AND INTEGRATORS WHO LOOK FOR NEW WAYS TO DO HR PRACTICES**
- **TECHNOLOGY PROPONENTS WHO USE TECHNOLOGY FOR EFFICIENCY TO CONNECT EMPLOYEES**

# **RESEARCH FINDINGS**

**WHEN HR PROFESSIONALS  
DEMONSTRATE ALL  
COMPETENCIES, THEY ARE  
PERCEIVED AS EFFECTIVE AND AS  
IMPACTING BUSINESS  
PERFORMANCE.**

# IMPORTANCE OF COMPETENCIES

PROMOTE TRANSPARENCY

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IMPROVE WAYS ORGANIZATION RECRUITS, SELECTS AND DEVELOPS EMPLOYEES

ENCOURAGE ENGAGEMENT

ENCOURAGE ABIDING BY ETHICS CODE

SUPPORT ORGANIZATIONAL CHANGE

ENCOURAGE EMPLOYEES TO TAKE MORE OWNERSHIP FOR THEIR CAREER DEVELOPMENT

INTEGRATE HR PROCESSES

EVALUATE AND REWARD SKILLS AND PERFORMANCE, NOT PERSONALITIES AND NETWORK CONNECTIONS

# MAJOR FUNCTIONS OF HR

RECRUITMENT & SELECTION

TRAINING & DEVELOPMENT

MOTIVATION

PERFORMANCE APPRAISALS

REWARDS & COMPENSATION

MAINTENANCE

LABOR RELATIONS

COMMUNICATIONS

DISCIPLINE

HEALTH AND SAFETY



# HR GENERALISTS VS. SPECIALISTS

HR professionals take one of two career paths:

HR Generalist

HR Specialist







# HR GENERALISTS

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**PERFORMS ALL HR FUNCTIONS FOR AN ORGANIZATION**

**RESPONSIBLE FOR DAY-TO-DAY MANAGEMENT OF HR OPERATIONS**

**OFTEN THE FIRST POINT CONTACT FOR EMPLOYEES FOR HR ISSUES**

**HAVE EXPERTISE IN SPECIALTY AREAS; ASSISTS SPECIALISTS WITH THEIR WORK**

# RESPONSIBILITIES OF GENERALISTS

- Recruiting and Selection Logistics
- Organizational and Space Planning
- Performance Appraisals Logistics
- Federal and State Compliance
- New Employee Onboarding Logistics
- Review of and Updating Employee Handbook
- Communications with Employees
- Employee Relations
- HR Analytics
- Refer Disputes and Violations to HR Director of VP; Usually Not Responsible for Resolving Complaints Alone
- Secures and Aligns Employees to Help the Organization Achieve its Strategic Objectives



# A DAY IN THE LIFE OF AN HR GENERALIST

*Typical Day for HR Generalist\**

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- 7:30** Meet senior leader to review short-term business goals
- 8:00** Discuss employee termination issue with attorney
- 9:00** Review staffing activity with marketing department
- 10:00** Draft communication materials for structure changes
- 11:00** Review proposed promotion with compensation
- 12:00** Conduct lunch interview with job candidate
- 1:00** Attend HR meeting with other generalists
- 2:00** Attend HRIS meeting to review employee self-service features
- 3:00** Collect information to support arbitration hearings
- 4:00** Present changes in benefits package to logistics department
- 5:00** Facilitate a consensus meeting regarding a job candidate

\*<http://www.siop.org/tip/April10/04martin.aspx>

# RECOMMENDED EXPERTISE

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- **BA/BS IN Human Resources Management or related discipline OR Certificate in HR**
- **Expertise in HR policies and procedures**
- **Strong knowledge of recruitment and selection**
- **Understanding of HR best practices and current legislation**
- **Critical thinking and problem-solving skills**
- **High level of professionalism and discretion**
- **Familiarity with HRIS**
- **Strong written and oral communication skills**

**Professional Certification is often advised.**

# **JOB OUTLOOK PER BUREAU OF LABOR STATISTICS**

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**Employment of human resources managers is projected to grow 9 percent from 2016 to 2026.**

# EXAMPLE: HR SPECIALIST IN TRAINING

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- **Conduct needs assessment for training issues: anonymous survey; focus group**
- **Identify appropriate training andragogy, e.g., cases, videos with discussions, web-based**
- **Develop, organize, facilitate and evaluate training programs**
- **Assist employees in improving existing skills**
- **Develop and facilitate onboarding training**
- **Evaluate training effectiveness: administer organizational culture climate survey**
- **Modify training programs**
- **Develop and facilitate interactive, multimedia presentations**
- **Modify training content and andragogy annually**
- **Continue to be updated on federal and state law, research on training**

# EMPLOYMENT OF SPECIALISTS

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**Employment of HR specialists is projected to grow 7 percent from 2016 to 2026**

**\*HR specialists will be hired to deal with complex employment laws and healthcare coverage options**



# EXPERTISE RECOMMENDED

- BA/BS degree in HR or a related field
- Master's degree in HR or an MBA with an HR concentration
- Expertise in HR policies and procedures
- Strong knowledge of specialty area, e.g., training, recruiting
- Understanding of HR best practices and current legislation
- Critical thinking and problem-solving skills
- High level of professionalism and discretion
- Familiarity with HRIS
- Strong written and oral communication skills

# **SPECIALISTS**

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**MOST COMMON SPECIALITES ARE:**

**RECRUITMENT & SELECTION**

**BENEFITS ADMINISTRATION**

**COMPENSATION**

**TRAINING**

# SCENARIO PLANNING

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- NOT ABOUT PREDICTING THE ABSOLUTE FUTURE!
- GOAL IS TO ENABLE HIGHER QUALITY THINKING AMONG HR PROFESSIONALS BY SUPPORTING ONGOING MONITORING OF THE CHANGING DYNAMICS IN THE HR EXTERNAL ENVIRONMENT.
- TRACKING CONTINUITIES AND DISCONTINUITIES SO LEADERES CAN IDENTIFY TRENDS AHEAD OF COMPETITORS
- DEVELP CREDIBLE SCENARIOS
- IDENTIFY SUCCESS FACTORS OR COMPETENCIES FOR YOUR COMPANY TO FLOURISH
- HR AND ADMINISTRATORS MUST FOCUS RESOURCES ON DEVELOPING COMPETENCIES
- CREATIVITY NEEDED TO IMPLEMENT STRATEGIC WORKFORCE PLANNING WITH REDUCED RESOURCES AND PERSONNEL

# GOALS OF SCENARIO PLANNING

PER SHRM

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- Anticipation of key opportunities and threats
- Strategic alignment with the business units involved in key HR decisions
- Strategic lens for identifying innovative, winning strategies
- Early warning capability to sense and respond to important weak signals in the environment
- Improved strategic decision outcomes with less overall risk.

# **SAMPLE STRATEGIES FOR HR FUNCTIONS**

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- **RECRUITMENT AND SELECTION**
  - **RECRUITING GRADUATES**
  - **RETIREEES**
  - **CROSS FUNCTIONAL TRAINING OF EMPLOYEES**
- **TRAINING AND DEVELOPMENT**
  - **CROSS FUNCTIONAL TRAINING**
  - **RETHINK TRAINING PEDAGOGY (USE POST TRAINING EVALUATIONS FROM PREVIOUS YEAR)**

# **SAMPLE STRATEGIES FOR HR FUNCTIONS**

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- **MOTIVATION**

- **USE VALID, RELIABLE, BIAS FREE PERFORMANCE APPRAISALS**

- **MAINTENANCE**

- **MORE FREQUENT COMMUNICATIONS**
- **EAP AND WELLNESS CENTERS**
- **EFFECTIVE DISCIPLINE NOTICES**

# CAREERS IN HR

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**LET'S HEAR FROM HR PROFESSIONALS!**

# PROFESSIONAL ORGANIZATIONS

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**SHRM**

**HUMAN RESOURCES CERTIFICATION INSTITUTE**

**ASSOCIATION FOR TALENT DEVELOPMENT**



# QUESTIONS

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**LET'S TALK!**

# THANK YOU

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