



STUDENT ACTIVATION



Human Resources Analyst

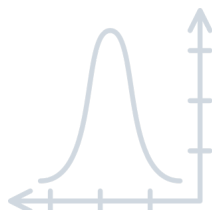
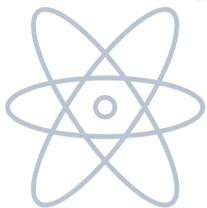
OVERVIEW¹

Human resource analysts are highly analytical, communicative professionals who are responsible for recruiting, selecting, and hiring workers for a business or organization. They meet with colleagues to identify the organization's human resources needs, and then post employment announcements for positions that meet these needs. They screen resumes, cover letters, and application materials to select candidates to interview. Analysts interview candidates, contact references, and perform background checks. They provide prospective employees with detailed information about position duties and benefits. They hire candidates selected for employment and may help with onboarding and orientation. Human resource analysts are often responsible for maintaining files for employees and processing paperwork to facilitate raises, promotions, and transfers.



EVALUATE YOUR INTEREST

- I enjoy learning about other professionals' work backgrounds and thinking about how they would fit into a variety of different roles.
- I am energetic and welcome the opportunity to thrive in a fast-paced, deadline-driven workplace.
- I am a strong communicator who is comfortable recruiting others.
- I enjoy bringing together people from different areas of expertise with different strengths. I am comfortable speaking and listening to people from a wide variety of backgrounds.
- I am able to look closely at others and recognize specific talents, skills, and strengths.
- I am highly organized and can keep track of several projects at once, each with many moving parts.



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STUDENT ACTIVATION (CONTINUED)



How does this career affect me?	What are some other similar careers?¹	How does this career affect the world?^{2,3}
<p>When you submit an application for a job or career that interests you, you most likely will first deal with a human resources analyst. Human resource analysts recruit, select, and hire workers for businesses and organizations. They may first find your profile on social media and contact you to gauge your interest. Once you submit your materials, they will analyze your resume and background to decide whether you are a good fit for the position you've applied for. They may conduct your first interview, and will answer any questions you have about the position or the organization. If you are hired, human resource analysts will be responsible for making sure your paperwork is completed and you are trained and ready to start.</p>	<p>Compensation and Benefits Managers and Analysts design and oversee payment and benefits packages for an organization's employees. They set salary and benefits plans based on job descriptions.</p> <p>Customer service representatives work with customers to resolve issues and ensure they receive orders on time and according to expectations.</p> <p>Labor relations specialists interpret and implement contracts and agreements between labor and management.</p> <p>Training and development managers and analysts design, plan, and implement professional development and training programs for employees.</p>	<p>The world is an increasingly interconnected place. The goods and services people utilize on a daily basis, from automobiles to digital devices, to the foods they eat, are often the product of resources that come from many different locations from all over the globe. As a result of globalization, processes for producing goods and services and delivering them to consumers is becoming more and more complex. Human resources analysts match individuals' qualifications to positions and careers to ensure that goods and services are produced efficiently. Efficient production means a higher quality of life, as goods and services that were once unattainable become affordable to the average person.</p>

TAKE ACTION

- Help to plan a family celebration, such as a holiday dinner, a vacation, or a family reunion. While doing so, ask yourself these questions: What smaller tasks need to be completed to ensure the celebration comes together successfully? In what order should these tasks be completed? Which family members are best for performing these tasks? Does anyone else need to be brought in to help? What goods and services need to be acquired? After the celebration, reflect on how the planning process might be improved next time.
- Find a role at school or in an extracurricular activity that provides you with the opportunity to recruit new students or members. For example, you can serve as a "shadow" to prospective students, or coordinate recruitment panel discussions or presentations.
- Join a club at school that is involved with planning a major school event or product such as a dance, an important sporting event, the yearbook, or the school newspaper. Identify the various tasks and people required to plan the event or product. Collaborate with your peers to think about ways in which the process might be improved from previous years or next time.