



# Human Resources Analyst

## **JOB OUTLOOK<sup>1</sup>**

Overall, employment of human resource analysts is projected to grow faster than the average for all occupations. Companies tend to outsource human resource tasks to outside staffing organizations who will need to hire analysts. In addition, expert human resource analysts will be needed to navigate increasingly complicated labor regulations and benefits packages.

## **SALARY RANGE**

\$53,190 – \$70,180

## **WHO ARE THEY?<sup>1</sup>**

Human resource analysts are highly analytical, communicative professionals who are responsible for recruiting, selecting, and hiring workers for a business or organization. They are wise decision makers who review and evaluate job candidates' qualifications and skills. They have strong interpersonal skills for recruiting workers from a wide variety of backgrounds and welcome the opportunity to meet new people. A careful eye for detail enables the effective human resources analyst to evaluate information to make screening and hiring decisions. Finally, human resources analysis have strong organizational skills for collecting, processing, and maintaining paperwork for all employees in an organization.

## **WHAT DO THEY DO?<sup>1</sup>**

Human resource analysts are responsible for every step in the process of hiring workers: recruitment, screening, interviewing, and placement. 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.



## Human Resources Analyst (Continued)

### EDUCATION/ TRAINING<sup>1</sup>

- Bachelor's degree in business or human resources with coursework in areas such as accounting, psychology, and human resource management
- On-the-job training that might include work in customer service or time as a human resources assistant
- Certification from an organization such as the Society for Human Resource Management (SHRM) or the HR Certification Institute (HRCI) is required by some companies and always helpful

### HOW DO I BECOME ONE?<sup>1</sup>

Most human resources analysts will need at least a bachelor's degree in human resources or business. Coursework often includes topics such as accounting, psychology, writing, and human resource management. Some analysts may need previous work experience that can be gained in human-resource assistant or customer service positions. Professional associations, such as the Society for Human Resource Management (SHRM), offer certifications for human resource experts. Some employees require certification.

In addition, human resources analysis need communication skills for speaking and listening to people from a wide range of backgrounds, decision-making skills for evaluating job applications and materials, interpersonal skills for recruiting new workers to an organization, and a knack for detail.

<sup>1</sup> "Occupational Outlook Handbook." U.S. Bureau of Labor Statistics. <https://www.bls.gov/ooh/business-and-financial/human-resources-specialists.htm>.