Human resources, also known as human capital, talent management, or simply HR, is all about an organization’s most important asset, its people. Every organization has people, and therefore, every organization within the working world needs human resources.

The industry is made up of human resources departments within organizations and human resources-related organizations, such as staffing agencies or recruiting firms. Human resources can look very different company by company. Each organization will organize and handle HR differently. In HR, you could be apart of a one-person team at a small non-profit or you could work on one aspect of HR in a large team at a large corporation.

Trends in HR include an emphasis on the employee experience, data & analysis, the gig/freelancer economy, the shift from work-life balance to work-life integration, HR working closely with IT, more millennials in the workplace, and change to overtime rules.

Human resources managers work in offices. Some managers, especially those working for organizations that have offices nationwide, must travel to visit other branches as well as to attend professional meetings or to recruit employees.

Human Resources:
- Recruiting
- Learning & development
- Compensation & benefits
- Employee relations
- HR advisors

Staffing:
- Staffing agencies
- Recruiting firms (which include general recruiting firms and executive recruiting firms)
- Personnel consulting companies

The job outlook for HR is growing as fast as average, roughly 5% per year according to the Bureau of Labor Statistics.

Projected Percent Change in Employment, 2014-24
Fitness trainers and instructors

- Human resources managers: 9%
- Operations specialties managers: 7%
- Total, all occupations: 7%

Note: All Occupations includes all occupations in the U.S. Economy. Source: U.S. Bureau of Labor Statistics, Employment Projections Program
A Career in HUMAN RESOURCES

SKILLS & EXPERIENCE NEEDED

Resume
Highlight business acumen, interpersonal skills, as well as oral and written communication skills on your resume.

Skills Required
- Analytical
- Decisive
- Tech savvy
- Detail-oriented
- Interpersonal
- Communication
- Conflict Resolution
- Negotiation
- Adaptability
- Stress Management
- Discretion

Hiring Process and Timelines
Interview processes vary greatly in HR interviews, but the majority are behavioral interviews. In many companies, the HR department conducts initial phone/video interviews and passes the best candidates along to the hiring managers. Considering that assessing interviewing skills may be an integral piece of your job, it is invaluable that you understand how interviews work and what is expected of you.

SAMPLE JOB TITLES
- Human Resources Assistant
- Recruiter
- Human Capital Analyst
- Human Resources Coordinator
- HR Generalist
- Associate, Recruiting
- Recruitment Coordinator
- HR Administrative Assistant

OTHER RESOURCES
- University Career Center & The President’s Promise
- Society for Human Resource Management
- HR Jobs
- HR Job Net
- Society for Human Resource Management (SHRM)
- National Human Resources Association (NHRA)
- Human Capital Institute (HCI)

WHERE ARE UMD ALUMS?

UMD CAMPUS RESOURCES
- University Human Resources (UHR) at UMD - consider an informational interview with an HR professional at the University!