

CAREER PATHWAY: HUMAN RESOURCES GENERALIST



What do they do? Compile and keep personnel records, such as address, weekly earnings, absences, amount of sales or production, supervisory reports, and date of and reason for termination. May prepare reports for employment records, file employment records, or search employee files. Screen, recruit, interview, and place workers.

People with these roles and responsibilities are also called: Human Resources (HR) Assistant, HR Specialist, Personnel Assistant, Administrative Assistant, HR Coordinator, HR Technician, HR Associate, HR Administrative Assistant, HR Consultant, HR Representative

Some typical job duties include:

- Process, verify, and maintain personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, and classifications.
- Explain company personnel policies, benefits, and procedures.
- Compile and prepare reports and documents pertaining to personnel activities.
- Arrange for advertising or posting of job vacancies, and notify eligible workers of position availability.
- Process and review employment applications to evaluate qualifications or eligibility of applicants.
- Hire employees and process hiring-related paperwork.



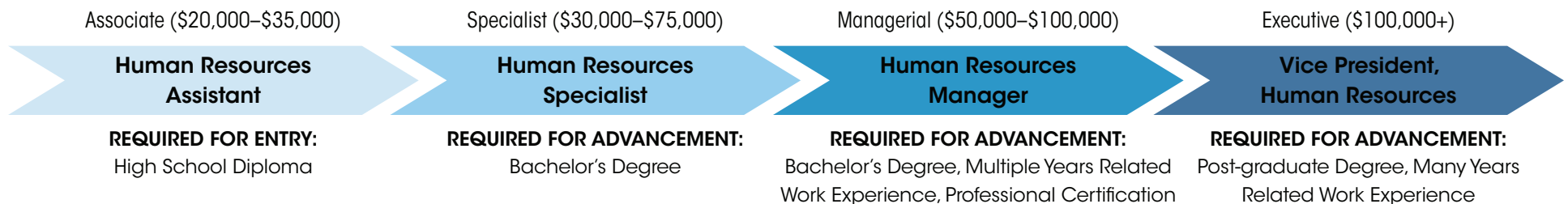
HOW MUCH DO THESE JOBS PAY IN OHIO?

AVERAGE:
\$38,410

MOST IMPORTANT OCCUPATIONAL SKILLS

- Basic Skills:** Reading Comprehension, Active Listening, Speaking
Social Skills: Social Perceptiveness, Coordination, Service Orientation
Problem Solving Skills: Complex Problem Solving
Technical Skills: Operations Analysis, Operation Monitoring
System Skills: Judgment and Decision Making, Systems Analysis, Systems Evaluation
Resource Management Skills: Time Management, Management of Personnel Resources, Management of Material Resources

CAREER PATHWAY AND EDUCATIONAL REQUIREMENTS



CERTIFICATIONS THAT CAN HELP YOU ADVANCE:
HR Assistant Certificate
Offered by many community colleges

Professional in Human Resources
HR Certification Institute

Senior Professional in Human Resources
HR Certification Institute

Certified Human Resources Specialist
MSU's School of Human Resources & Labor Relations