

HR Career Guide



Why work in HR?

HR (or human resources) opens doors to jobs in every sector – the world is your oyster. You can build your career internationally or at home. From media to engineering and from banks to charities, pretty much every industry and company will need to hire the expertise of an HR professional.

A career in HR offers long-term options and a huge variety of roles. You could be involved in recruiting or training staff one day, or helping your company decide how staff should be rewarded the next. There are even roles which focus on employment law, protecting the rights of employees at work.

Roles in HR include:

- HR Generalist
- Learning and Development
- Recruitment and Talent Planning
- Employee Relations

Progression Example:

HR Administrator
HR Advisor/Officer
HR Manager
HR Business Partner
HR Director



Average starting salary

£16,000*



Average top salary

£60,000 - £70,000*

Is HR right for me?

If you are interested in getting the absolute best out of people then a career in HR and people development could be the one for you.

Qualities important for a career in HR include:

- Being a decisive thinker that can analyse and propose practical options
- The ability to influence people at all levels
- Personal responsibility with a drive to follow through on your promises
- The confidence to challenge
- Ability to lead by example acting with integrity without being biased

What makes a good HR CV?

- Listing qualifications you hold and at what level
- Describing all HR functions in your role
- Explaining how you've implemented processes to improve business

What qualifications do I need?

Although work experience is always important when applying for a job, your personal qualities and academic qualifications will also play a part in impressing future employers. Most companies will look for those who have studied via an apprenticeship or university degree. Accreditations from the recognised professional body CIPD will also go strongly in your favour and help with your personal development.

72%

of HR professionals agree **CIPD** qualifications are vital for progression*

*Based on data collected by Yolk Recruitment in 2017
** XperTHR survey 2014

Interested in a career in HR? Get in touch with our specialists:

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