

HR & RECRUITMENT

Sector Background

Human Resources (HR)

Human Resources (HR) work, covers all areas of people management from recruitment onwards. The HR department is a key part of most large businesses, and HR managers will work closely with senior management in recruiting and selecting new staff: assessing staffing levels, writing job descriptions, advertising vacancies, and managing the selection process.

The functions of HR also include staff development and training, remuneration, employee relations, health and safety, grievances and disciplinary procedures, liaising with unions, and processing redundancies.

Generalist HR functions are usually found in small and medium sized companies, where the HR manager will deal with the whole range of HR activities. In large organisations you will often find specialists, for example in learning and development, recruitment or employee relations.

Recruitment

Recruitment is a specialised function within HR and involves many different activities. A career in recruitment could involve working for an employer as part of their HR department, or working in a recruitment agency. It requires sales and marketing skills as well as people skills. The functions of recruitment include writing and placing job advertisements; devising ongoing marketing campaigns; actively recruiting potential candidates; shortlisting potential candidates; organising and carrying out job interviews and assessment centres; and managing the offer process.

Typical Roles

Some roles in this sector include;

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| <ul style="list-style-type: none"> ● HR Manager ● Employee Relations Officer ● Occupational Psychologist | <ul style="list-style-type: none"> ● Careers Adviser ● Recruitment Consultant ● Training & Development Officer/ Manager |
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Entry Routes

Human Resources

Undergraduate Study

Competition for HR roles among graduates is strong and while a HR degree is not necessary, it can be an advantage. Many graduates gain an entry-level role as a HR administrator and then progress up to more senior positions with experience and demonstration of excellent work.

The majority of Business and Commerce undergraduate degrees in Ireland offer opportunities to specialise in HR in the final two years of the course. There are also a limited number of undergraduate courses that offer students the opportunity to study Human Resource Management as a full degree:

- [Bachelor of Science in Human Resource Management](#), Dublin Institute of Technology
- [Bachelor of Arts in Human Resource Management](#), National College of Ireland

Postgraduate Study

Interested students can also take the opportunity to study HR at [postgraduate level](#) in a large number of colleges and universities, after studying an undergraduate degree in Business or another discipline.

Membership of a Professional Body

Although membership of the [CIPD](#) is not an absolute requirement for entry into this career, employers generally look on membership as an asset.

Recruitment

Graduates of Arts, Business/Commerce, Sales and Marketing are often attracted to recruitment positions. However, all degree disciplines are welcomed, as it is a candidate's personal characteristics that are important. To succeed, potential candidates should be self-motivated, target-oriented and ambitious.

Relevant Bodies & Professional Associations

<u>Chartered Institute of Personnel and Development</u>	<u>Recruitment Agencies Ireland</u>
<u>Irish Institute of Training and Development</u>	<u>National Recruitment Federation</u>
<u>Irish Management Institute</u>	<u>Association of Recruitment Consultancies (ARC)</u>
<u>Institute of Public Administration</u>	<u>Institute of Recruitment Professionals</u>