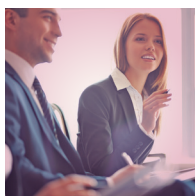


How to Pursue a Career in **HUMAN RESOURCES**

Five Simple Steps to Success



Leading People.
Leading Organizations.



Pursuing a career in HR takes careful planning. One goal of the **Society for Human Resource Management (SHRM)** is to help create better-prepared entry-level HR candidates through education and assessment, development of competencies, and internships.

With that in mind, SHRM has developed a **career path** for students to follow to be better prepared to work in HR upon graduation.

Step 1

Earn an HR Degree and Cap It Off by Taking SHRM's Assurance of Learning[®] Assessment.

Search for universities that offer HR curriculum using SHRM's online **HR Program Directory** (shrm.org/hrprogram). An HR degree from a business school is often required to land an entry-level HR job, and business acumen is required to be a competent HR professional. The programs in the directory follow SHRM's curriculum guidelines, based on input from HR faculty and employers seeking qualified HR graduates.

Work with a Faculty Advisor

Deciding whether becoming an HR generalist or specialist better meets your career goals and picking the right route to success can be confusing. Find an advisor who can help you clarify your interests and strengths early in the process.

Carefully Select the Right Courses to Meet Your Career Goals

Examine the curricula offered by schools you are considering to confirm that they include the coursework that employers expect graduates to have studied (shrm.org/guidebook).

Make Graduation a Priority

In the long term, not having a degree means you will probably earn less and have fewer opportunities for advancement. Make completing your degree a high priority.

Take SHRM's Assurance of Learning Assessment

Competition for entry-level HR jobs is considerable. Show employers that you have the HR knowledge they want for their organization—take SHRM's Assurance of Learning Assessment (shrm.org/assessment). It's also a bridge to earning SHRM's competency-based certification once you are eligible (shrmcertification.org).



Step 2

Become a SHRM Student Member.

Tap into the SHRM Network

Becoming a SHRM student member provides you with resources to help you on your career journey—so get started early. Join SHRM (shrm.org/join) today. You'll get access to a wealth of useful resources, including HR sample documents, best practices, research, webcasts, information about the SHRM Student Case Competition and Career Summits, and premium access to the [internships.com](https://www.internships.com) website and SHRM's HR Jobs. Visit the SHRM student programs page (shrm.org/students) to get detailed information about student membership.

Join a SHRM Student Chapter

Join your university's student chapter—or form a new chapter if your school doesn't already have one (shrm.org/students). The affiliated local professional SHRM chapter may offer internships or provide opportunities to attend professional chapter meetings. It's a great way to build an HR network in your area.

Save on Professional Membership after Graduation

Rely on SHRM as your career partner. As a student member, you can upgrade to professional membership at a deeply discounted rate for the first two years after graduation (shrm.org/gopro). SHRM resources such as the HR Knowledge Advisor service will be invaluable to you in your first HR job (shrm.org/kc).

Apply for SHRM Foundation Scholarships

The SHRM Foundation awards various scholarships to SHRM student members each year, including scholarships to those who have taken the SHRM Assurance of Learning Assessment. Apply online before the annual November 1 deadline (shrmfoundation.org/scholarships).



Step 3

Gain Experience and Competitive Advantage with Internships.

Adding practical work experience to your résumé gives you a competitive advantage in your job search. Approximately **67%** of internships convert to permanent job status upon graduation. Plus, a recent SHRM survey found that of HR practitioners who hire recent graduates for entry-level work, **65%** require between one and five years of HR-related work experience to secure an entry-level position in HR.

Internships.com

Internships give you opportunities to explore the HR field. SHRM members get free premium access to HR-specific internship postings across the country. Search here for your next HR internship ([internships.com/group/shrm](https://www.internships.com/group/shrm)).

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Other Real-World Experience

Ask your advisor how to include hands-on HR experience from class projects on your résumé.

Examples of ways to get real-world experience while still in school:

- Work on HR-related research projects in class that include analyzing and solving real company issues.
- Connect with your professional SHRM chapter members to learn about their HR work and challenges. Volunteer to help them to build your experience.
- Participate in the SHRM Student Case Competition and Career Summits. Refine your presentation skills and collaborative teamwork skills under time constraints. These events are great résumé boosters that can ease your transition from campus to career.



Step 4

Find That First HR Job.

Revise Your Résumé

When searching for your first full-time job out of school, make sure to update your résumé to include your degree earned, your Assurance of Learning certificate, internships and any other HR-specific experience. When applying for a job, be sure your cover letter explains your relevant experience and why you would be a good fit for the position.

Network with HR Professionals

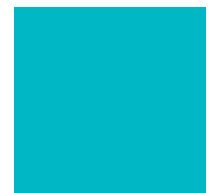
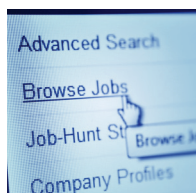
After graduation, upgrade to SHRM professional membership, join a local professional SHRM chapter and network. Attend chapter meetings and let members know you are dedicated to your HR career. Ask about job opportunities. Find a mentor to help guide you on your path. Volunteer, too—it is a great way to meet people and demonstrate your abilities and work ethic.

Research Before Your Job Interviews

Make the most of job boards including SHRM's HR Jobs board (shrm.org/jobs), Monster.com, Career.com and more. Familiarize yourself with organizations where you've applied—prepare for an interview by researching the company on its website and reading employee reviews (glassdoor.com).

Use Social Media to Your Advantage

Social media can be effective in your job search. Make your LinkedIn profile current and professional; ensure that your Facebook profile is acceptable on a professional level and that you have adjusted your security settings to limit what potential employers can see. SHRM hosts LinkedIn and Facebook groups and has its own HR young professionals community (shrm.org/yp) for networking. Join interest groups and participate in discussions or start your own to build an active online presence that helps recruiters find you.



Step 5

Get Ready to Advance Your Career.

Meet the challenges posed by an ever-changing workplace. Commit to lifelong learning when starting your transition from **campus to career**.

Advance Yourself, Your Organization and the Profession

Demonstrate your investment in HR by becoming a professional member of SHRM and using our trusted online resources to stay current in the field. For example, take advantage of the HR Knowledge Advisor service to get answers to specific questions. Leverage member-discounted educational offerings to build new skills. Attend local chapter meetings to learn from guest speakers with HR expertise, network with HR professionals near you and become a volunteer leader.

Stay on the Path to Success with the SHRM Competency Model and SHRM Certification

Build your HR competencies and become SHRM-certified as soon as you are eligible. The SHRM Competency Model (shrm.org/hrcompetencies) identifies what it means to be a successful HR professional—across the performance continuum, around the globe, and from early- to executive-career levels. Develop your competencies, and once eligible, attain the SHRM competency-based certification that's right for your career—the SHRM-CP or SHRM-SCP (shrmcertification.org). Guide your development further by using the SHRM HR Competency Diagnostic Tools™ (shrm.org/competencytools).

