

Let's look at Personnel and Recruitment

A large company needs to have a special department that looks after their staff, recruiting them (choosing staff for the different jobs) and their wellbeing (general safety and happiness), when at work. This is usually called HR, which stands for Human Resources.

An HR Officer has a very important job and their job involves:

- ★ Advertising and choosing the right people with the right skills for the right jobs
- ★ Looking at salaries and benefits
- ★ Helping to train staff to teach them things they do not know
- ★ Understanding employment law (set of rules for staff), working conditions and equal opportunities (so there is no discrimination – unfair treatment of a person)
- ★ They have to be up to date with all the latest laws and information about working.

What other skills do good HR Officers need?

- ★ Be really good at listening, but also explaining – have excellent communication skills
- ★ Able to handle difficult people
- ★ Be considerate yet honest
- ★ Be organised and methodical
- ★ Able to write up notes from interviews and meetings clearly
- ★ Be good at maths and accurate with numbers.

HR Officers have to understand the needs of the company and what it requires from staff; it's important they are able to work with all types of people, from young or junior staff to senior managers, as well as with lawyers and trade unions.



Salaries range from £15,000 to £20,000 for support staff, and between £21,000 and £80,000 for HR Managers.

