



Human Resource Management
Career and Industry Guide



**EMPLOYABILITY
TEAM**

Advancing Careers

Contents

Introduction	2
I have a degree, now what?	2
Career Decision Making	2
5 Main Roles within HR	3
What industries can I work in?	3
Types of HR roles	4
Where and how can I do my research	5
Transferable Skills	5
How to gain experience	5
Further HR qualifications and courses	6
Where to look for graduate schemes?	7
Where to look for other graduate jobs and part-time opportunities?	8
Generic job searching websites:	8
HR specific job searching websites:	8
Recruitment Agencies.....	8
Changing Careers	9
Do you already have considerable experience?	9
Psychometric Testing	10
Speculative Applications	10
Professional Bodies	11
CareerZone	11
Enterprise	12
LinkedIn	12
Employability Support	12

Introduction

“What can I do with a Business and Human Resources degree?”

“Which companies offer careers with my degree?”

If you're asking yourself these questions then we would advise you to research your career choices as thoroughly and as early as possible, particularly in relation to experience required, different career routes you can explore or where postgraduate study choices can develop future opportunities.

Three ways you will succeed in finding a graduate job:

1. Undertaking paid work whilst at university or in the six months immediately after
2. Focusing your job search exclusively on graduate level jobs and making your applications whilst still studying
3. Having a career plan upon leaving university

I have a degree, now what?

If you don't know what career you want when you graduate, you may have more options than you think. Having a degree opens you up to many graduate level jobs and postgraduate study, which doesn't specifically have to be in Business or Human Resource Management, as many industries are open to graduates from any degree background. So, explore your options!

The below link has some useful guidance for graduates who are still deciding on their career ideas and options; key skills that are gained in each degree and what you can do with them.

<https://targetjobs.co.uk/careers-advice/career-ideas/i-have-degree-now-what>

Career Decision Making

Your first step should be to bridge the gap between where you are and where you want to be. Exploring your values, interests, and skills will help you find educational and career options that match up with your goals and plan for the future.

As well as being familiar with opportunities you can secure with the degree you are studying or have studied, it may be useful to take a careers assessment or quiz, to get a deep understanding of industries or alternative roles you may be suited to. Examples of these are below:

- **Buzz Quiz** – A short, fun quiz which uses the Myer-Briggs personality factors to determine what careers may suit you (as well as other things).
<https://icould.com/buzz-quiz/>
- **National Careers Service Skills Assessment** – An assessment that supports you in identifying your transferable skills as well as finding out what interests and motivates you.
<https://nationalcareers.service.gov.uk/skills-assessment>
- **Prospects** – Offers a 'Career Planner' which is a detailed career quiz as well as the 'Job Match Beta' which asks questions on interests, as well as what you find purposeful and rewarding, matching your answers with job roles.
<https://www.prospects.ac.uk/planner>

5 Main Roles within HR

[The 5 Main Roles in HR \(paycor.com\)](https://www.paycor.com)

- Talent Management
 - Responsible for recruiting, hiring developing and retaining staff members
 - Constructing job specifications then advertising job openings and scheduling interviews with suitable candidates
 - Perform background checks and reviews for the selected candidates
 - Send letters of confirmation to selected candidates and issue rejection letters to unsuccessful applications
- Training and Development
 - Responsible for overseeing that training and development takes place to induct a new hire to the team successfully
 - Providing staff with training to help them thrive, including: leadership training programmes, personal and professional development and managerial training
- HR Compliance
 - Ensuring the company is abiding to current laws and changes in regulation, such as wage law, employee benefits law, anti-discrimination and harassment laws
- Compensation and Benefits
 - Evaluating the pay practices of competitors and establishing the compensation structure
 - Payroll – this may be performed in house or outsourced to a bookkeeper or payroll provider
 - Considers benefits such as health insurance, holiday leave, sick leave and retirement accounts
- Workplace safety
 - Developing and supporting safety training and maintaining logs in the event injuries or fatalities that happen at work

What industries can I work in?

Nearly every type of organisation needs HR staff, so there are opportunities in all sectors.

The size and number of opportunities can vary but roles exist in a variety of places from financial and consumer companies through to not-for-profit organisations like charities and local government.

[Job sectors | Prospects.ac.uk](https://www.prospects.ac.uk)

Whichever path into HR you choose, it's important to remember the challenges and opportunities that different sectors present. The responsibilities of a HR professional may be different, depending on the sector that you work. For example:

- Construction – fast moving and risky
 - Professionals need to be mentally agile and able to react to fast-changing situations

- Construction contracts are often handed out at short notice with little time to plan
- Health and safety procedures are paramount to prevent injuries on site
- Technology – recruiting and retaining talent
 - Shortage of tech talent means HR professionals have challenges recruiting
 - Big emphasis on reward and creating appealing working environment and company culture

Types of HR roles

Roles directly related to your degree:

- [HUMAN RESOURCES OFFICER](#) (Personnel Officer)
- [HIGHER EDUCATION LECTURER](#) (University Lecturer)
- [RECRUITMENT COORDINATOR](#) (Recruitment Executive)
- [TRAINING & DEVELOPMENT OFFICER](#) (Learning & Development Officer, Training & Development Coordinator)
- [COMPLIANCE OFFICER](#) (Equal Opportunities Officer, Regulatory Affairs Specialist)
- [EQUALITY, DIVERSITY & INCLUSION OFFICER](#) (Diversity Officer, Equality Officer)
- [STAFF COORDINATOR](#)
- [EMPLOYEE RELATIONS SPECIALIST](#) (Employee Relations Officer)
- [OFFICER MANAGER](#) (Clerical Manager)
- [TALENT AGENT](#) (Talent Acquisition Specialist, Recruiter, Internal Recruiter)
- [FACILITATOR](#) (Training Facilitator)
- [INDUSTRIAL RELATIONS OFFICER](#) (Labour Relations Officer)
- [PAYROLL ADMINISTRATOR](#) (Payroll Officer, Payroll Specialist)
- [COMPENSATION SPECIALIST](#) (Compensation & Benefits Specialist)
- [HR ANALYST](#)
- [HEALTH AND SAFETY OFFICER](#)
- [OCUPATIONAL PSYCHOLOGIST](#)

Roles where your degree will be useful:

- [RECRUITMENT CONSULTANT](#)
- [BUSINESS ADVISOR](#) (Business Consultant, Enterprise Adviser, Business Coach)
- [CAREERS ADVISER](#) (Careers Officer, Careers Consultant, Careers Specialist, Careers Coach, Employability Officer, Employability Adviser, Employability Coach, Employability Consultant)
- [LIFE COACH](#)
- [MEDIATOR](#)
- [MANAGEMENT CONSULTANT](#)
- [TRADE UNION RESEARCH OFFICER](#) (Trade Union Representative)
- [SALES EXECUTIVE](#)
- [RISK MANAGER](#) (Operational Risk Manager, Risk Compliance Manager, Risk Control Manager)

If you are new to the HR industry and need to build up some relevant work experience alongside your degree, you may want to consider an entry level role, before progressing onto a more senior position. To search for roles that require limited work experience, you can search for a 'entry level' 'junior' or 'assistant' roles.

Please note that although you may not have worked in a HR position previously, some aspects of your current work experience may have given you valuable skills for a position of this type. For example, if you have had responsibility training and mentoring new staff members and being involved in a colleague's induction, or if you have worked as a team leader and have had experience in interviewing or onboarding new staff. You may have some relevant experience without realising this!

Where and how can I do my research

[What can I do with a human resource management degree? | Prospects.ac.uk](#)

[How to get a job in HR | Prospects.ac.uk](#)

[How to start a career in HR with no experience | Michael Page](#)

[Working in Human Resources | Civil Service Careers \(civil-service-careers.gov.uk\)](#)

Transferable Skills

Many transferable skills, as well as knowledge of business operations, frameworks and HR, are developed throughout Business-related degrees. This skillset includes:

- Project management
- Communication and active listening
- Self-awareness and self-management
- Cross-cultural awareness
- Interpersonal skills
- Research skills
- Negotiation and influencing skills
- Creativity
- Organisation and time management skills
- Problem solving and analytical skills

How to gain experience

Whatever career area you're interested in, finding some short-term paid or voluntary work will improve your prospects of getting a graduate job and can give you a valuable insight into how a company or organisation operates. Students who gain relevant work experience while studying secure graduate level employment quicker after graduating.

Please see our '**Ways to gain experience and skills throughout your degree**' resource under 'Employability Resources' for more ideas and information for finding gaining experience. Here are some ideas that you may want to consider:

- Volunteering – this can be a great way to gain industry specific skills and knowledge and will give you some great experience to add to your graduate CV. For example, can you support a charity with their recruitment and onboarding of volunteers? Can you support a charity with their administrative HR duties?
 - [Reach volunteering](#)
 - [Charity Hr jobs | CharityJob.co.uk](#)

- [Individual Volunteering | HandsOn London](#)
- [Give your time and expertise | CIPD](#)
- Internships – these are a period of work experience, offered by an organisation, lasting a fixed period of time. They are typically undertaken by students and graduates looking to gain relevant skills.
 - [Placements & Internships for Students | RateMyPlacement](#)
 - [Internships | Bright Network](#)
- Relevant work experience – work shadowing or paid work experience. Can you find a role within a HR department? Can you find any administrative or office-based experience? Can you take on any responsibilities in your current role that includes HR functions e.g. training, recruitment etc.
- Become a Peer Mentor at the university. We are looking for Level 5 & 6 Students to become Student Peer Mentors. This will help you to build leadership, coaching and communication skills whilst mentoring fellow students to success.
 - If you want to find out more, please contact student.peermentoring@london.aru.ac.uk
- Networking - this important and helps you develop contacts in the industry. Student membership of the CIPD provides access networking opportunities. These contacts may support you in finding relevant experience!
 - [Get involved | CIPD](#)
 - LinkedIn

Further HR qualifications and courses

HR qualifications may be a great addition and add extra value to your CV, alongside your degree in Business and Human Resource Management.

Industry specific qualifications could be advantageous but not always required. However, as some of these courses are free – you may want to consider these to add an extra element of experience and knowledge!

Please note that here are a few examples of courses that you could take, however, there are lots of great courses out there. LinkedIn Learning also has a range of free courses available, and you can access this for free whilst you are studying by contacting the Learning Resources Team!

Free HR related courses:

- **Equality and Diversity (Level 2 Qualification)** – Examine rights and responsibilities, stress the importance of taking individual responsibility and action to help and support others
 - [Equality and diversity training online - Free Courses Online](#)
- **LGBT Inclusion in the Workplace (Level 2 Qualification)** - Organisational policies and legislation affecting LGBT people in the workplace. Contribute to maintaining a supportive workplace environment for LGBT people
 - [Level 2 LGBT Inclusion in the Workplace Course | Learning Curve Group](#)
- **Data Protection and Data Security (Level 2 Qualification)**- this course allows learners to demonstrate an understanding of data protection and data security.
 - [Data protection online courses - Free Courses Online](#)

- **Mental Health First Aid (Level 2 Qualification)** – Become equipped with the confidence, skills, and qualification to support others with mental ill health.
 - [Free Mental Health First Aid Course - Free Courses in England](#)
- **Workplace Violence and Harassment (Level 2 Qualification)** – Consider the possible causes of violence in the workplace and how to reduce the risk of workplace violence and harassment
 - [Workplace Violence and Harassment Free Courses in England](#)
- **Recruitment and Selection (Level 2)** – a straightforward guide to the recruitment process: from writing job descriptions to finally assessing who to appoint.
 - [Human resources: recruitment and selection - OpenLearn - Open University](#)
- **Workplace Learning with Coaching and Mentoring** - consider theoretical and practical issues in planning and managing learning and talent development programmes in your organisation.
 - [Workplace learning with coaching and mentoring - OpenLearn - Open University](#)

CIPD Qualifications

A CIPD qualification is a certificate or diploma in people practice, people management or learning and development awarded by the governing body CIPD. CIPD qualifications are the easiest route to becoming a member of the CIPD and developing your credibility within the HR and L&D professions. CIPD qualifications are highly valued and recognised globally.

[Why study for a CIPD qualification? - CIPD | CIPD](#)

If you are looking to continue your studies and gain a CIPD qualification, Anglia Ruskin Chelmsford and Cambridge have a Postgraduate course that is accredited by the CIPD. As an alumni of Anglia Ruskin University, you will receive £2,000 alumni scholarship.

[HR Masters degree - MA - ARU](#)

[Human Resource Management \(CIPD day release\) - PG Dip - ARU](#)

Where to look for graduate schemes?

Graduate schemes are training programmes at an entry level for those who have obtained an undergraduate or postgraduate degree.

Examples of companies that offer HR graduate schemes are:

- [Balfour Beatty](#) - The human resources strand of the two-year business graduate scheme enables graduates to study towards relevant professional qualifications while receiving formal on the job training.
- [BP](#) - On their business graduate programme you'll split your time between two new roles over the three-year programme.
- [Civil Service](#) - Giving graduates with at least a 2:2 in any degree subject the opportunity to work within both strategic and operational HR environments. On completion of the three-year Fast Stream in human resources, you'll have completed a CIPD-accredited professional qualification at Level 7.

- [Mitchells & Butlers](#) - The two-year HR graduate scheme will train you in disciplines such as recruitment, L&D and employee relations, as you embark upon three-month projects.
- [J.P. Morgan](#) - runs a two to three-year rotational human resources programme
- [Diageo](#) – Offers a two-year HR graduate programme, with the potential to complete a placement elsewhere in Europe
- [Marks and Spencer](#) – 24 month People HR Graduate Programme

Please note that these are just a few examples of graduate schemes. As previously mentioned, HR professionals are required in all industries and companies therefore there are a wide range of opportunities and schemes available!

[Which employers offer HR graduate training schemes? \(targetjobs.co.uk\)](#)

Websites that you can search for graduate schemes are:

- [Bright Network](#)
- [Prospects](#)
- [Give a Grad a Go](#)
- [Milkround](#)
- [Target Jobs](#)

Where to look for other graduate jobs and part-time opportunities?

If you are looking for part time or flexible opportunities, please see our '*Finding part-time graduate work*' resource on the 'Employability Resources' tile of the VLE.

Generic job searching websites:

Generic websites are widely used by organisations to post jobs in any industry or level. Although these websites can be useful to find a range of opportunities, you may find that the same jobs are advertised across many platforms. Using industry specific job searching websites may save you time and allow you to find opportunities that best fit your interests.

- [Reed](#)
- [Indeed](#)
- [Total Jobs](#)
- [CV Library](#)

HR specific job searching websites:

- [Ashdown Group](#)
- [People Management](#)
- [Personnel Today](#)

Recruitment Agencies

Another way of searching for roles is by using recruitment agencies as they work directly with organisations that are looking to hire. Recruiters are consultants that match candidates to job roles using interviews and

application support. Contacting recruitment agencies is another way of maximising your chances of finding roles as they contact you if a role that suits your interests, skills, knowledge, and experience becomes available.

General recruitment agencies that support graduates:

- [Hays](#)
- [Adecco](#)
- [Morgan Hunt](#)
- [Tiger Recruitment](#)
- [Huntress](#)

HR recruitment agencies in London include:

- [HR Recruit](#)
- [Nigel Wright](#)
- [Tiger Recruitment](#)
- [OakLeaf](#)

Changing Careers

It's never too late to re-train in another field - in fact, having life experience behind you when heading back to university can work to your advantage.

[Make a career change | Prospects.ac.uk](#)

[Career Change Advice | At 30, 40, 50 | Career Consultants](#)

[How to Change Your Career | Guardian Jobs \(theguardian.com\)](#)

[How To Change Careers, According To 50 People Who Made A Pivot \(forbes.com\)](#)

Whilst you are completing your degree, or once you have graduated, you may be looking to make a career change into a different industry or a different role. Consider these points when looking to progress into something new.

1. Stepping Up

- a. Can you progress from your current role into a new role within the company or industry?
- b. Have you spoken to your manager or HR department about the opportunity for progression or taking on further responsibilities?
- c. Can you accept management or supervisory responsibilities?
- d. Can you apply for a role similar to your current role where there is scope for development?

2. Stepping Out

- a. Move into a different sector - have you researched what sectors you are interested in? Can you network with individuals in this sector? Can you gain any relevant work experience?
- b. Look into your transferrable skills and how these can be used in another role or industry
- c. Demonstrate how you can be a great fit and asset to another company

Do you already have considerable experience?

You may already have considerable relatable experience that you have gained prior to studying for a degree. An undergraduate or postgraduate degree in Business and Events Management can be a great way to secure

your career acceleration and rise into managerial and leadership positions. Having extensive industry experience, alongside a degree, may open the door to career progression opportunities and senior positions.

When searching for senior leadership or managerial positions, you may need to use specialist job searching websites which cater for applicants with extensive industry knowledge and experience. Some of these websites may only list jobs that have a salary of £50,000 or above, and are specifically designed to support professionals with extensive experience, so you find these more helpful than the graduate schemes aimed for entry level skills in the sector.

- [Aruba Exec](#)
- [Exec Appointments](#)
- [Executives on The Web](#)
- [Experteer](#)
- [Senior Executive jobs | Guardian Jobs \(theguardian.com\)](#)
- [Executive Opportunities - Search Executive Jobs Online \(stoneexecutive.co.uk\)](#)

Psychometric Testing

Many employers use psychometric tests as part of the recruitment process. They're common in graduate jobs, work placements and internships. Psychometric tests are used to:

- Identify the people best suited to a particular job
- See if you are a good fit for their company culture
- Screen a lot of applicants without having to interview everyone

You'll see tests of things like:

- Verbal reasoning – your ability to understand written information
- Numerical reasoning – how you think using numbers
- Abstract or spatial reasoning – your ability to understand patterns, logical rules or work with shapes
- Personality - questions about how you behave, to predict how you might act in a work situation (there are no right or wrong answers)
- Situational judgement tests - set a scene and ask what you would do in that situation

Psychometric Testing can be quite difficult if you have not had any experience of them in the past. You can practice these tests on Career Zone by going to the 'Aptitude Test' section. You can also find free practice tests on sites like:

- [The Psychometric Test Project](#)
- [The British Psychological Society](#)
- [SHL practice tests](#)

Speculative Applications

A speculative application is when the job seeker conducts research and directly contacts a company they wish to work for to see if there are any employment opportunities. Statistically, almost 60% of jobs are not actively advertised on the open market (UK Careers Fair).

Targeting and reaching out to companies to enquire about opportunities may increase your chances of success in the competitive job market. Being proactive in this way can give you access to a much wider variety of roles and increase your chances of success in the competitive job market.

Speculative applications provide a direct route into the company and contacting recruiters can lead to:

- [Temporary or permanent work](#)
- [Internships or work shadowing opportunities](#)
- [Increased business connections](#)

Even if it turns out there isn't a job available, your positive approach may impress the employer sufficiently that they'll bear you in mind for future vacancies that arise.

To find out more about speculative applications, please see page 5 of our **'Cover Letter writing guide and examples'** under the 'Employability Resources' tile for more information and an example.

Professional Bodies

Professional bodies are organisations run by individuals that are experts in a particular sector e.g., HR, accountancy, project management, banking, marketing etc. They can be extremely useful to join as they often provide opportunities for career development and further training, as well as industry specific events or networking opportunities. Whilst you are still a student, they may offer you free student membership.

- [Chartered Institute of Professional Development](#)
- [The Society for Human Resource Management](#)
- [Learning and Performance Institute](#)

The logo for the Chartered Institute of Professional Development (CIPD) is displayed in a large, bold, purple font.

CareerZone

Career Zone is a digital platform which provides careers and employability online resources for all our students. CareerZone has great resources to help you explore, understand and decide your career path, and the below sections provide you up to date information on various industries and job roles.

- **'Industry Reports'** – bespoke industry sections with further links to useful websites for further exploration
- **'Labour Market Information'** - explore different roles, with facts about each role, including employment growth, average working hours and salaries, as well as common tasks and required qualifications
- **'Career Pathways'** - videos directly from people who perform various roles, allowing you to get a real sense of what the role is about.

To access Career Zone, log into your VLE platform. On the right side of the screen, you will see 'Services' where you can click on the Career Zone button, which takes you directly into the platform.

Enterprise

You might also want to explore the world of enterprise. If you've got a great idea and you spot a gap in the market and want to earn a living from doing something you're passionate about, if you start your own business, you won't be unemployed. You might want to help others or make the world a better place, so if you have a product or service that can save people time, or money, or stress, and generally make life better, then this is always a great reason for starting a business.

The Enterprise Hub is an entrepreneurial support service provided to current students and alumni who wish to establish their own businesses. The Enterprise Team is comprised of experts who possess a wide range of specialist business skills and experience. This includes a group of students and alumni entrepreneurs who offer not only their insights to running a successful business but also provide additional guidance as peer mentors. The Hub offers bespoke workshops to those already running businesses as well as those seeking to establish new start-ups. To register your interest or for more information please contact our Enterprise Team via email - Enterprise@london.aru.ac.uk

LinkedIn

It can be really hard to stand out in the job market when there are so many other graduates trying to do the same thing. One quick win is to have a LinkedIn account to raise your profile and build up professional contacts while still at university.

Benefits of using LinkedIn:

- Build your personal brand - people will remember you and your brand when they look for someone with your particular skills and expertise. A strong personal brand can lead to new opportunities
- To build a strong network of professional contacts - you never know when a connection will come in handy and the bigger your network, the more chance you have of being referred to a job role
- To prove your dedication - having a LinkedIn account as a student proves that you are dedicated to pursuing a career
- To get job alerts - you can program LinkedIn to send you job alerts for certain companies, industries or specific job titles, so that you'll never miss out on a great opportunity again

Employability Support

If you need any employability support or want to discuss your future career options, you can book a one-to-one appointment with one of our Careers Consultants. So, whether you're looking to prepare for your first graduate role and need advice on your CV or application form, or you're looking for a part-time job to fit around your studies or want to apply for a postgraduate course, then please drop us an email at employability@london.aru.ac.uk or call us 0207 400 6789 and we'll get you booked in as soon as possible.