

# Human Resources And Recruitment

## **Overview**

Motivated and engaged employees are key to an organisation’s success and substantial time and investment is made to attract the right candidates. Human Resources (HR) departments may be ‘in house’ or part of an outsourced consultancy, where they may offer support and services related to recruitment of new candidates, learning and development, coaching and retention of existing staff, diversity and equality, performance and rewards, payroll and pensions, employee relations, wellbeing and policy. Many medium and large firms offer internships, placements and graduate schemes.

Recruitment agencies support the sourcing of candidates by offering recruitment and screening services, often brokering the relationship between a potential candidate and employer. Roles in this sector are often sales and target based, with the opportunity to earn commission and rewards. Executive Search services use networks and direct contact with senior level employees to fill potential vacancies. Some are sector specific.

Outplacement and change management consultancies may work with organisations facing restructures, mergers or redundancies and offer services to support employees through the transition.

## **Roles**

Different specialisms may be available, for example, Early Careers may involve the recruitment and development of apprentices, interns, placement students and graduates, while Talent Acquisition may involve recruiting and training leaders and specialists for the long term. Here are some examples of job roles which can be found on [Target jobs](https://targetjobs.co.uk/careers-advice/hr-and-recruitment) and [Prospects](https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/recruitment-and-hr):

* [HR Officer](https://www.prospects.ac.uk/job-profiles/human-resources-officer)
* [Equality and Diversity Officer](https://targetjobs.co.uk/careers-advice/job-descriptions/278257-equality-and-diversity-officer-job-description)
* [Careers Consultant](https://targetjobs.co.uk/careers-advice/job-descriptions/278447-careers-consultant-job-description)
* [Ergonomist](https://targetjobs.co.uk/careers-advice/job-descriptions/279475-ergonomist-job-description)
* [Management Consultant](https://www.prospects.ac.uk/job-profiles/management-consultant)
* [Training and Development Officer](https://www.prospects.ac.uk/job-profiles/training-and-development-officer)
* [E-Learning Course Developer](https://nationalcareers.service.gov.uk/job-profiles/e-learning-developer)
* [Occupational Psychologist](https://www.prospects.ac.uk/job-profiles/occupational-psychologist)
* [Recruitment Consultant](https://www.prospects.ac.uk/job-profiles/recruitment-consultant)

## **Building Experience**

Internships and placements may be offered by some companies. Due to the confidential nature of the work, shorter term placements many not always be possible in an HR department, but gaining experience working with others in a customer service or office environment, training new colleagues in a part time job, having supervisory or management experience, leading a team or project and operating a company database or system can all provide valuable relevant transferable skills.

[Chartered Institute of Personnel and Development (CIPD.co.uk)](https://www.cipd.co.uk/) qualifications are often sponsored by employers and are usually required for senior level positions.

## **Finding Opportunities**

Check [My Jobs Online](https://reading.targetconnect.net/student/login.html?remote=true) for vacancies and visit campus career fairs and employer presentations to find out more about which employers are advertising vacancies and coming onto campus.

[LinkedIn](https://students.linkedin.com/uk) can be a valuable way to network and job search and many recruiters check if you have a profile.

Larger companies and recruitment agencies may offer internships, placements and graduate schemes, and industry-specific job sites like [People Management Jobs](https://pmjobs.cipd.co.uk/#_ga=2.100081239.83962154.1563900087-478745397.1563900087) or [Careers in Recruitment](http://www.careersinrecruitment.com/) can help you target your search.

### Industry Jobs

[MichaelPage](https://www.michaelpage.co.uk/recruitment-jobs).co.uk/recruitment-jobs | [Instant-Impact](https://instant-impact.com/).com | [BrightNetwork](https://www.brightnetwork.co.uk/).co.uk

### Further Study/Research

[University of Reading](https://www.reading.ac.uk/ready-to-study/study/postgraduate-study.aspx) | [Find a Masters](https://www.findamasters.com/) | [Find a PhD](https://www.findaphd.com/)

### Graduate Jobs

[prospects](https://www.prospects.ac.uk/).ac.uk | [targetjobs](https://targetjobs.co.uk/).co.uk | [milkround](https://www.milkround.com/).com | [ratemyplacement](https://www.ratemyplacement.co.uk/).co.uk | [gradcracker](https://www.gradcracker.com/search/civil-building/environment-and-sustainability-jobs).com

## **Exploring Further**

[CIPD.co.uk/careers/routes-into-profession](https://www.cipd.co.uk/careers/routes-into-profession) – the professional body for Human Resources

[Recruitment and Employment Federation](https://www.rec.uk.com/) (rec.uk.com) – the Recruitment & Employment Confederation

[PersonnelToday](https://www.personneltoday.com/).com – the UK’s leading free-access Human Resources website, covering timely content on employment law, HR practice and news on the labour market

The skills and knowledge you’ve developed in your degree will be valuable in a wide range of roles and sectors. If you’re thinking of looking further afield but aren’t sure where to start, why not [book an appointment](https://www.reading.ac.uk/essentials/Careers/Advice-and-development/MyJobsOnline) with one of our Careers Consultants? Remember, graduates can use the Careers Centre for up to two years after they graduate.

Explore our [Careers Blog](https://blogs.reading.ac.uk/careers/) for more industry guidance and useful careers advice!