

## Human Resources and Recruitment

### What Opportunities Are Open To You?

#### Start Your Research

##### Human Resources

HR covers a wide range of interconnected activities, but essentially HR is the process of generating performance through people. HR & Recruitment professionals recruit, train and develop employees and ensure a rewarding, professional and comfortable working environment.

For information and advice to help you find out more about this career area and look at job profiles, visit the Prospects website to see [HR Officer Job Profile](#), [What Can I Do With My HR Degree?](#) [How to Get a Job in HR?](#)

##### Recruitment

Recruitment is one aspect of HR which primarily deals with the recruitment and hiring of new staff. Recruitment consultancy is often more competitive and fast paced than other HR fields and within agency recruitment salaries are often commission based.

For more information and advice to help you find out more about this career areas and look at job profiles, visit [Recruitment & HR](#), [Overview of the Industry](#), [Tips for a Successful Recruitment Career](#)

##### Areas of Work

- **Employee Relations:** Designing and implementing policies to balance the needs of employees.
- **Employment Law** - Understanding the laws relating to employment and providing advice to employees and the organisation.
- **Health and Safety** - Looking after the mental and physical health of employees.
- **Pay and Benefits** - Developing an organisation's salary structure, including bonuses, managing payroll and negotiating pay rises.
- **Recruitment** - Overseeing the entire recruitment process, from finding potential candidates to recruiting new employees.
- **Training, Learning and Development** - Coordinating external training and delivering or organising internal training sessions.

### Resources to Research HR and Recruitment Careers

- [Inside Careers](#) - Sector overview, employee profiles and latest job opportunities
- [Target Jobs](#) – Sector information, job role details and latest opportunities
- [Milkround](#) – Overview, employer insights and informative video advice
- [National Careers Service - HR](#) – Information, advice and guidance on learning, training & work
- [National Careers Service - Recruitment Consultant](#)

## Typical Recruitment Employers:

- [Hays](#) – Leading global specialist recruitment group, and the market leader in UK and Australia
- [REED](#) – Specialist provider of permanent, contract, temporary and outsourced recruitment solutions, IT and HR consulting.
- [Page Group](#) - Over 35 years of experience and are an international world leading recruitment business

You can also search for recruitment and HR jobs at:

[People Management Jobs](#)  
[Personnel Today](#)  
[Recruiter](#)

## Chartered Institute of Personnel and Development (CIPD)

CIPD stands for better work and individuals to maintain better working lives. Policymakers and opinion formers look to the CIPD for a definitive and impartial point of view.

The CIPD offers a range of qualifications aimed at HR professionals with different levels of experience from new starters to departmental managers. Qualifications include:

- Level 3 Certificate/Diploma in Human Resources Practice
- Level 5 Diploma in Applied Human Resources
- Advanced Level (equivalent to Level 7) Award/Certificate in Human Resources
- Advanced Level Diploma in Human Resource Management

See the [CIPD Website](#) for more information.