

SIX STEPS

to Successfully

Begin a Career in Human Resources

STEP 1

Become a SHRM Student Member & Grow Your Network

Leverage All the Resources SHRM has to Offer – Access a wealth of highly-relevant resources, including HR sample documents, best practices, research, webcasts and more. shrm.org/join

Join a SHRM Student Chapter – Tap into SHRM's vast people network of both peers and potential employers. shrm.org/chapters

Connect with a Mentor – Whether it's a professor, someone from a SHRM chapter, or simply an HR professional you respect, a mentor can be an invaluable resource, helping you navigate decisions regarding your school, internship and/or career.



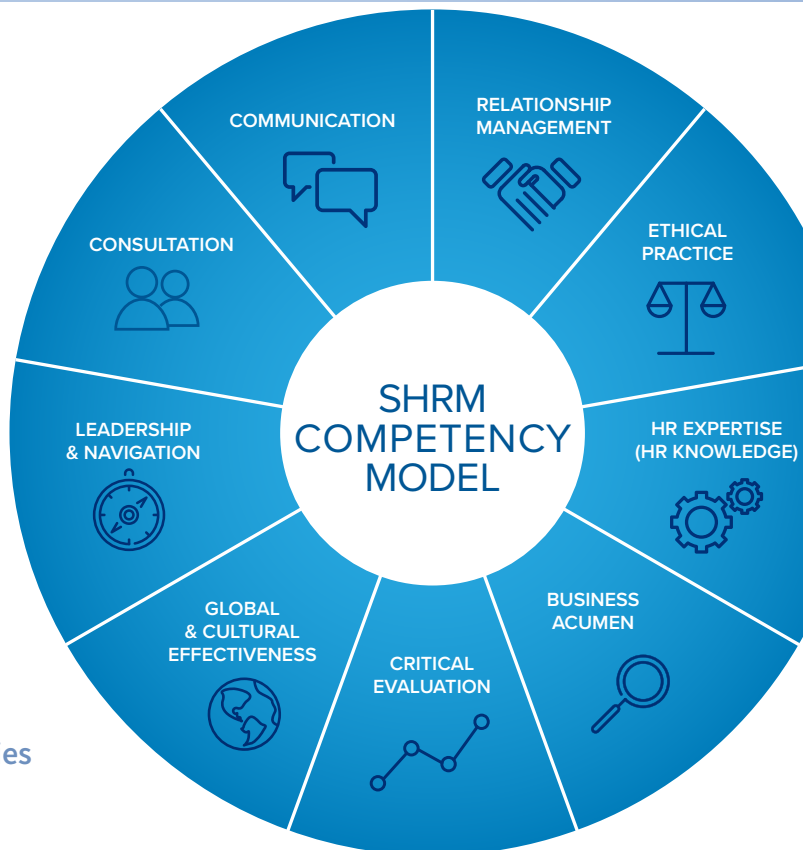
STEP 2

Select HR as Your Major

Use SHRM's HR Program Directory or Curriculum Guidelines to choose a comprehensive HR degree program.

Work with a Faculty Advisor – They can help you clarify your interests and strengths early in the process. They can also be a great referral and recommendation resource when searching for an internship and job later on. shrm.org/academics/programdirectory

Research the SHRM Competency Model – This model illustrates and defines the knowledge and skills necessary to be an effective HR professional. Use this model as the framework to guide your studies, your internship, your career, and your professional development. shrm.org/hrcompetencies



86% of employers

require at least one year of HR experience to qualify for an entry-level job in HR.

More than 50% of students

complete at least one internship even though less than 10% of universities require an internship to graduate.

STEP 3

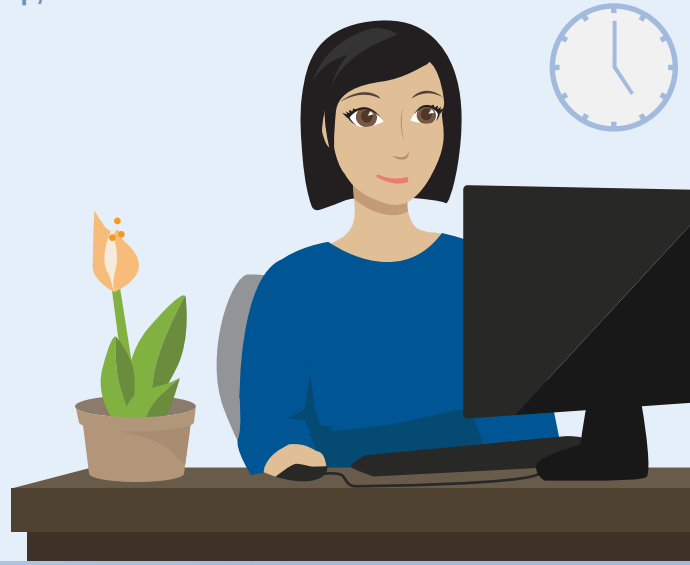
Gain Experience & Competitive Advantage with HR Internships

Leverage Internships – SHRM members get premium access to HR-specific internship postings across the country. internships.com/group/shrm

Strategies to Include "Real World" Work on Your Resume During School – Relevant experience may include:

- Conducting research or work-related projects where you analyze and resolve HR-related issues with faculty or HR pros in the community; or
- Volunteering to help HR pros in your local SHRM chapter.

Develop Competencies – Use your internship as an opportunity to further the knowledge and skills outlined in the SHRM Competency Model.



73% is the average offer rate to HR interns.

STEP 4

Graduate with Your Degree & Choose SHRM as Your Career Partner

Upgrade to a Professional Membership at shrm.org/gopro

BONUS: As an existing student member, you can upgrade to 2 years of professional membership at 50% off!

Utilize Full Benefits of Membership – One of the most valuable benefits of professional membership in SHRM is the "Ask an Advisor" service, where you can get a direct consultation with a seasoned and SHRM-certified HR expert. Also, take advantage of SHRM's newly-launched Career corner and receive step-by-step instructions on how SHRM can help take your career to the next level. shrm.org/careerprepanplan



110,500+

HR professionals have earned their SHRM-CP or SHRM-SCP certification.

5,000+

job postings seek SHRM credential holders monthly.

STEP 5

Use the SHRM Competency Model to Help You Find That First HR Job

Revise your resume:

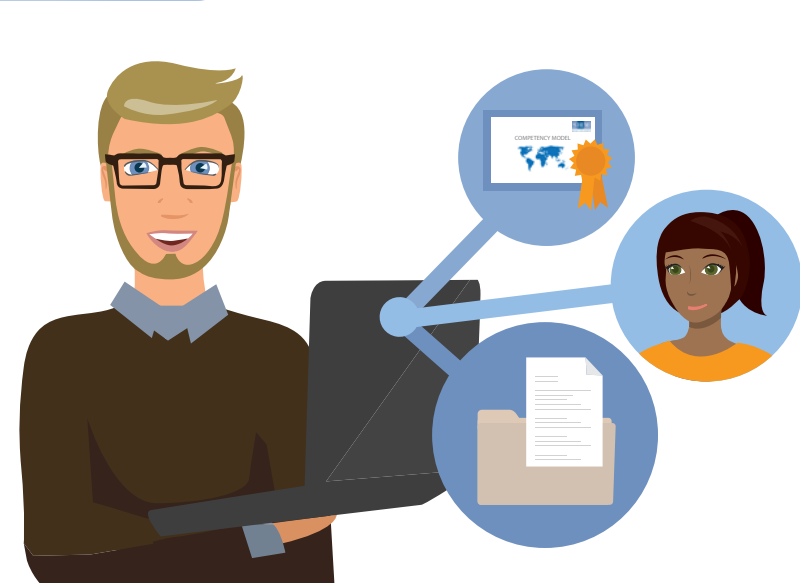
- Use a Well-Branded Headline – Think like a marketer. Include relevant terms from SHRM's Competency Model, where appropriate. shrm.org/hrcompetencies
- Share Details About Your Work/Internship/Studies – Make the work come to life for those reading who may know nothing about that organization.
- Emphasize Achievements – Include any awards and honors, whether from your school, internship or SHRM chapter.
- Highlight HR Keywords – Keep applicant tracking systems in mind.
- Share What Makes You Special – List any leadership posts, public speaking engagements, media features and/or quotes that speak to your professional capabilities.
- Write Tight, Lean, & Clean – Concise writing is the hallmark of a powerful and modern resume. This will require multiple rounds of editing to get it just right.

Network with Professionals – Now that you've expanded your professional network via your professors, mentor, internship and SHRM chapter, utilize those connections as your best referral sources for job leads and recommendations. shrm.org/chapters

Research Before Your Job Interviews – Show that you've done your homework by researching the company thoroughly online prior to your interview and reference the SHRM Competency Model when describing why the job is a good fit for you. shrm.org/jobs



STEP 6



Get Ready to Advance Your Career

Leverage SHRM Membership – Utilize the plethora of SHRM resources, including briefs on new legislation, sample policies/toolkits, conferences and professional development opportunities, to further your knowledge and skills.

Use the SHRM Competency Model – This is your roadmap to SHRM Certification and career advancement.

Earn Your SHRM Certification in Your Final Year of Study – Convey to your colleagues, your leadership, and potential employers that you have the knowledge required of HR professionals and the ability to effectively implement that knowledge in the workplace. shrmcertification.org/studenteligibility