

HR Specialist Job Description

Duties and Responsibilities:

- Verify references and conduct background checks on job candidates
- Provide applicants with information regarding compensation, job benefits, and working conditions
- Use human resources management software to prepare and maintain records of employee hiring, promotion, transfers, or termination
- Explain human resources policies, standards and procedures to employees to ensure compliance
- Conduct interviews and review applications to match candidates with job requirements
- Carry out search for choice candidates by using the services of recruiting agencies and networking or internet resources
- Interview exiting employees and process the paperwork for employment termination
- Develop and implement hiring strategies to meet the human resources needs of an organization
- Conduct review of personnel policies by analyzing employment-related data to identify areas that require improvement
- Ensure company recruitment processes support guidelines for equal employment opportunities
- Review applicant qualifications to ensure they meet the eligibility requirements for licensing
- Conduct research to determine selection or testing techniques appropriate for applicant evaluation
- Ensure recruitment criteria conform to standards of professional/statistical testing
- Administer intelligence, skill, psychological or drug tests to assess current or potential employees
- Provide management with reports of staff performance and interviewing operations.

HR Specialist Requirements – Skills, Knowledge, and Abilities

- Education and Training: To become an HR specialist, you require a Bachelor's degree in human resources management, business, public administration, or in related fields. Certification from professional human resources association such as the Society for Human Resources Management (SHRM) is usually required by employers
- Attention to Details: HR specialists monitor work operations to ensure compliance with federal and local labor laws
- Interpersonal Skill: They are able to work with hiring managers and other recruit personnel to meet the human resource needs of a company
- Communication Skill: They are proficient in interacting with supervisors, hiring agencies and new recruits to relay necessary information.