

HRM

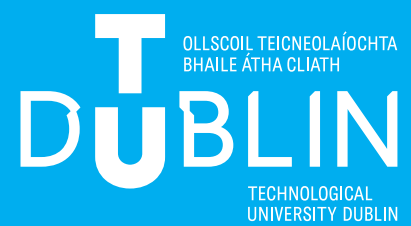
Your Careers Adviser

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Skills developed in college

You will have already developed a range of skills throughout your education (academic & extra-curricular), work experience and personal interests and activities.

Below are some examples of broader business skills developed as a result of studying Human Resource Management. They are not all limited to your academic study and can be applied to other contexts. Employers' job vacancy details often refer to these skills. Skills sections on your CV can help you demonstrate the broad range of qualities you have to offer employers such as being able to:

- demonstrate understanding of organisations, the external environment in
- which they operate, how they are managed and the future needs of organisations
- apply critical thinking analysis and synthesis, including being able to identify
- assumptions, evaluate statements, detect false logic, identify implicit values, define terms
- adequately and generalise appropriately
- problem-solve and make decisions, using appropriate quantitative and
- qualitative skills and also be able to create, evaluate and assess options, together with
- being able to apply ideas and knowledge to a range of situations
- employ effective communication, using ICT and a range of media widely used in business,
- for example, business reports
- demonstrate numeracy and quantitative skills including modelling and data analysis,
- interpretation and extrapolation
- Self-manage own time, behaviour, motivation, initiative and enterprise.
- Show an appetite for reflective, adaptive and collaborative learning.
- be self-aware, sensitive and open to the diversity of people, cultures, business and
- management issues
- have leadership, team building, influencing and project management skills
- be effective at listening, negotiating and persuasion
- research business and management issues
- address Human Resources Management issues at European and international levels.

*During the course of your Human Resources management degree, you will also have developed an essential range of other specific skills, including:

- A talent for clear expression, both oral and written;
- The ability to plan in advance and think strategically;
- Research, analysis, team working and presentation skills;
- The ability to think independently.

Types of employers/industry sectors

A Human Resource Management degree prepares you for a career/s stretching across any sector or industry. You can work almost anywhere with a HRM. Nearly every type of business or industry utilises HRM professionals in some way.

Typical Human Resource Management Divisions

Human Resource Management graduates can work in various roles as diverse as:

Recruitment

- HR Recruiter
- Social Media Recruitment Specialist
- Recruitment Specialist/Manager

HR Front Office

- HR Business Partner
- HR Consultant
- HR Front Office Clerk

Compensation and Benefits

- Compensation and Benefits Analyst
- Compensation and Benefits Specialist
- Compensation and Benefits Manager
- Organizational Design Specialist
- HR Reporting Specialist

Training

- HR Training Administrator
- HR Training Specialist
- HR Training and Development Manager

Career Development

- Career Development Specialist
- HR Career Development Manager

HR Back Office

- HR Administrator
- HR Back Office Manager

Your Human Resource Management course covers the breadth and depth of the Human Resources profession, from small to large organisations in the private, public, and not for profit sectors; from the fundamental to sophisticated, and local to global. The programme, accredited by the CIPD, is designed to take account of the key professional areas for the HRM professional, as outlined by the Chartered Institute of Personnel and Development.

Here are some examples of other employing organisations who may value either the subject knowledge or skills Human Resource Management graduates have to offer:

- industrial & commercial organisations
- the finance sector
- the public sector: government & local authorities
- major recruiters offering graduate training schemes
- small businesses
- self-employment may also provide an opportunity for graduates

For sector information see:

- www.gradireland.com
- www.careersportal.ie
- www.prospects.ac.uk
- www.targetjobs.co.uk

Career options with your course

The majority of Human resources graduates initially fulfil Human Resources Assistant roles although some have found other occupational roles including:

- Learning Development Adviser
- Payroll Assistant
- HR Business Specialist
- HR Co-ordinator
- Recruitment Consultant
- Employment Co-ordinator
- Business Analyst
- Pension Adviser
- Roster co-ordinator(Europe)
- Account Executive
- Re-location Assistant

For occupational information see

- www.gradireland.com
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Employers who have recruited in your area

Some of the companies who have recruited HRM graduates:

- Adare HR Dublin
- Aer Lingus Dublin
- Allen Dublin
- Bank of Ireland Dublin
- Courtyard Kildare
- Darren Events
- De Loitte Dublin
- Demonware
- ESB
- Facebook
- Google
- Northern Trust
- Intel Dublin
- Jurys Inn Dublin
- Mercury Engineering Dublin
- Telefonian
- The HR Company
- The Weston
- AIB Dublin City Loan Processing
- Arnotts
- Beaumont Hospital
- Brown Thomas
- Chill Insurance
- C.P.L.
- D.C.U.
- Dixon Car Phone
- Ernst & Young
- E.S.B.
- Executive Connections
- F.B.D. Westmeath Personal Insurance
- Goodbody
- Houseware Products
- ID Mobile
- J.D. Sports
- P.W.C
- Qatar Airways
- Sky Dublin
- St James' Hospital

Job Hunting

It is important that you access both the advertised and hidden jobs market and use any and every means available to you to job hunt effectively.

Advertised Jobs

Most University and IT Careers Services have jobs listings on their websites:

www.tudublin.ie/jobscene

Graduate programmes and immediate vacancies

www.prospects.ac.uk & www.targetjobs.co.uk

Graduate jobs UK

www.gradireland.com

Immediate jobs/Summer/Graduate programmes

www.mondotimes.com

Local and national press

www.publicjobs.ie

www.localgovernmentjobs.ie

Public service

www.irishjobs.ie/agencies

Complete list of recruitment agencies/online recruitment sites

Company Websites - Immediate vacancies and Internships

Internet sites:

www.jobs.ie

www.glassdoor.ie

www.jobsireland.ie

www.monster.ie

www.recruitireland.com

www.indeed.ie

hrcrossing.com,

ie.linkedin.com/jobs/human-resources-jobs

Other

- Careers fairs – Gradireland Fair – Autumn and Summer Fair, plus many others.
- Notice boards/Student email account/Lecturers
- Company Presentations
- Specialist Magazines

Voluntary Sector/Charities

www.activelink.ie

Voluntary Sector/Charity/NGO vacancies in voluntary sector

www.volunteeringireland.com

www.dochas.ie

Association of non-governmental development organisations

www.comhlahm.org

Volunteering opportunities

www.wheel.ie/directory

Directory of voluntary and community organisations

Unadvertised Jobs

Networking

- Job Shadow/Informational Interviewing/work experience
- Networking – who is in your network?
- Professional Bodies,
- Social networking sites (facebook, twitter, LinkedIn, Facebook, Blogs, discussion boards)
- Attend events,
- Businessandleadership.com (events)
- Get in touch with guest speakers
- Thesis / College projects/Placement/Site visits/guest speakers
- TU Dublin Societies
- First Destination Reports
- Join Alumni Association/Linked-in TU Dublin Alumni group

Contact companies directly

- Speculative applications + cold calling. Think about your offering
- Contact organisation with ideas (ways to reduce costs, make them more money, speed up R+D, Your Unique Selling Point)
- Utilise directories – Kompass.com, IDA, Marketing Services Directory, professional bodies, golden pages

Entrepreneurship

- Freelancing/Self-employment – Hothouse, TU Dublin, Aungier Street
- Start-up companies – www.startupdublin.com, dublinstartupjobs.com
- FDI and indigenous – www.makeitinireland.com, www.itshappeninghere.ie
- https://angel.co/ - start up jobs worldwide

Track companies

- Check out Labour Market trends, ilo.org (Intl Labour Organisation, www.careersportal.ie, IDA, IBEC)
- Search newspaper business pages on-line to get success stories on businesses as they are growing – TU Dublin Careers website (labour market news)
- Industry award recipients
- Best Workplaces in Ireland (download on gradireland.com)
- Follow target companies on facebook, linked-in, twitter
- Think of small companies not just big brands

Other proactive ideas

- Enter competitions / scholarships
- Consider alternative/related roles
- Think of small companies/brands not just big names

For more information on how to go about finding a job and job-hunting sites, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

Interviews

For more information on how to perform in interviews, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

CVs/Cover letters and applications

For information on how to put together a great CV/Cover Letter or Application, [See www.tudublin.ie/careers](http://www.tudublin.ie/careers)

Useful links (e.g. Company Databases, Professional Bodies, LinkedIn Groups)

This list contains links to some of the most useful websites for your course including professional bodies and associations, employer directories, information sources and LinkedIn groups.

General websites — useful links

- www.iitd.ie – Irish Institute of Training and Development
- www.cipd.ie – Professional Body – HR and People Development
- www.imi.ie – Irish Management Institute
- www.hrsociety.co.uk – HR Society UK
- www.ibec.ie (Irish Business and Employer's Association)

LinkedIn discussion groups – HR Professional Association, HR IQ, HR Professionals world-wide

Careers open to all disciplines (Including 'Paths Into...' Series)

Many graduate vacancies don't require specific degree subjects as possession of a degree is taken as evidence of intellectual ability. What is more important to the potential employer is the range of transferable skills and experience you can demonstrate.

Many graduate training programmes take final year students from a wide range of disciplines, register with the [Career Development Centre's Jobsence](#) for a full list of programmes. Here is a range of career areas that are potentially open to graduates of all disciplines. It's important to note that some of these options may require further study either on the job or beforehand.

If you are considering diversifying or changing career direction a postgraduate conversion course may be a viable option.

Some examples of career areas open to students of all disciplines:

- Teaching & Education
- Financial Services & Accounting
- Marketing, Advertising and PR
- Retail, Sales and Customer Service
- Banking, insurance and financial services
- Charities and voluntary sector
- Fund management / administration and investment banking
- Human resources, recruitment and training
- Management consulting
- Management, business and administration
- Media and publishing
- Public sector and civil service
- Social, community and youth

For further information see: www.gradireland.com/career-sectors

Further Study

Are you considering further study or training? See www.tudublin.ie/careers for comprehensive information

Some examples of further study programmes undertaken by graduates of your course:

- Masters in Strategic Management TU Dublin
- Postgraduate Diploma in Accounting TU Dublin
- PhD TU Dublin
- Masters in Psychology UCD

Conversion courses

Some graduates find that their primary degree did not meet their expectations, either vocationally, academically or personally, and seek change career direction. Conversion courses offer the opportunity to diversify into another chosen career area while meeting the necessary entry requirements for that discipline. However, it should be noted that this is not the case for all disciplines e.g. disciplines such as science and engineering will require an undergraduate degree in that discipline.

Self Employment

Ever thought of being your own boss? Think you have an innovative product or service idea that could have commercial value? Want to commercialise your research? See www.tudublin.ie/careers

Other Options (e.g. Time out, travel etc.)

Volunteering and working with communities with is a great way to gain valuable real world experience, to develop new skills, to meet new people, to do something worthwhile and to improve your employability. For more details, see www.tudublin.ie/careers.

Labour Market Information

For information on the latest labour market trends see www.tudublin.ie/careers.

Additional Information / Advice

For any query you might have, please do not hesitate to get in touch with us.