SKILLS SHEET

OF A GOOD

HR Job Roles

1. Communication Skills

Effective communication is crucial for HR generalists as they serve as the link between employees and management. They must be able to convey information clearly and handle inquiries or conflicts efficiently. This includes both verbal and written communication, as well as active listening skills to understand employee needs and concerns

2. Organizational Skills

HR generalists manage a variety of tasks, from recruitment to compliance with employment laws. Being organized helps them keep track of numerous details, such as employee records, benefits administration, and recruitment processes. This trait is essential for maintaining efficiency and ensuring that all HR functions run smoothly

3. Problem-Solving Abilities

HR generalists often face challenges that require quick thinking and effective solutions. Whether it's resolving employee disputes or addressing compliance issues, strong problem-solving skills enable them to navigate complex situations and maintain a positive work environment

4. Knowledge of HR Practices and Laws

A solid understanding of HR laws, regulations, and best practices is fundamental for HR generalists. This knowledge helps them ensure compliance and implement effective HR strategies. Familiarity with HR software (HRIS) is also increasingly important in managing HR tasks efficiently

5. Interpersonal Skills

Building relationships with employees and management is a key part of the HR role. HR generalists should be approachable and empathetic, fostering a supportive atmosphere where employees feel comfortable discussing their concerns

6. Adaptability and Proactivity

The HR landscape is constantly evolving, and generalists must be adaptable to changes in laws, technology, and organizational needs. Being proactive in identifying potential issues and addressing them before they escalate is a valuable trait

Day- in-the-life of an HR Worker

WELL ….IT'S JST AS THE JOB DESCRIPTION SAYS…….

1. Place adverts online, conduct reference and background checks
2. Deal with onboarding, offboarding, disciplinary and ACAS
3. Deal with staff attendance, lifecycle , benefits, and policy interpretation.
4. Deal with guidance on HR policies, processes, and best practice.