**My Next Move Career Search**

Record your O\*NET Interest Profiler (RIASEC) results in the boxes below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **R** | **I** | **A** | **S** | **E** | **C** |
| 1 | 0 | 16 | 21 | 24 | 24 |

**Career Option:** \_\_Human Resources Specialists\_\_\_ **Also Called:** HR Generalists, HR, Rep, Recruiter

**What they do:** Perform activities in the human resources area. Employee specialists recruit, screen,\_\_\_\_\_

interview, and place workers. HR specialists also maintain employment records, interpret and explain\_\_\_

policies, laws, standards, or regulations. Process employee paper work.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Knowledge** | **Skills** | **Abilities** |
| Administrative ServicesHuman ResourcesEnglish LanguageComputers and Electronics | Listening to others, not interrupting, and asking good questionsUnderstanding people’s reactions, changing what is done based on people’s reactions. Problem solving – noticing the problem and figuring out the best way to solve it.  | Verbal communication – speaking clearly and listening to understandUses rules to solve problemsNotice when problems happen |

**Technology**

ADP Workflow, human resource management\_\_\_

software, Microsoft Dynamics, SAP, LinkedIn,\_\_

Microsoft Access, KRONOS, People Soft,\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personality**

Attention to detail, Integrity, Cooperation, Concern

for others, Dependability, and Independence\_\_\_\_\_

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**Education** \_\_\_Bachelor’s\_Degree\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Job Outlook/Salary**

$58,350 per year, on average\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Outlook – Bright\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Similar Careers** Eligibility Interviewers, Insurance Sales Agents, Loan Counselors, Human Resources Assistant

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