

An HR Generalist is responsible for a wide range of tasks related to human resources management, including employee relations, recruitment, compliance, and benefits administration.

Key Responsibilities

1. **Recruitment and Onboarding:** HR Generalists manage the hiring process, which includes creating job descriptions, posting job ads, screening candidates, conducting interviews, and facilitating the onboarding of new employees.
2. **Employee Relations:** They act as a point of contact for employees regarding HR-related queries, addressing concerns, and resolving conflicts. This includes conducting employee evaluations and providing feedback.
3. **Benefits Administration:** HR Generalists oversee employee benefits programs, including health insurance, retirement plans, and leave of absence management. They ensure that employees are informed about their benefits and assist with enrollment and changes.
4. **Policy Development and Compliance:** They help create, update, and implement HR policies and procedures, ensuring compliance with labor laws and regulations. This includes conducting audits and maintaining records for compliance purposes.
5. **Training and Development:** HR Generalists may organize training sessions for employees and management on various topics, such as workplace policies, diversity, and inclusion.
6. **HR Administration:** They maintain employee records, manage HR information systems (HRIS), and prepare reports on HR metrics. This administrative role is crucial for the smooth operation of the HR department.

Skills Required

Communication Skills:

- Strong verbal and written communication skills are essential for effectively interacting with employees and management. Their job requires them to talk with HR managers/directors, coworkers and company employees daily. They also need to be able to write effectively to communicate ideas. For example, the upper management sets up a new benefits program to come into effect at the start of the new year. HR generalists deliver a spoken presentation to the entire company before sending out a written document that outlines the main points of the presentation.

Organizational Skills:

- HR Generalists must be highly organized to manage multiple tasks and maintain accurate employee records.

Problem-Solving Skills:

- They should be adept at resolving conflicts and addressing employee concerns in a fair and timely manner.

Knowledge of Labor Laws: Familiarity with employment laws and regulations is critical to ensure compliance and protect the organization from legal issues.

Computer literacy:

- HR generalists need to have proficiency in computer software and digital technologies. Much of their job requires them to enter new employee data, update employee payroll information and benefits programs as well as review performance data ahead of performance evaluations with employees.

Interpersonal communication

- Interpersonal communication is the process by which someone can communicate effectively between different groups of people. This is a crucial skill for HR generalists because they have to interact with those in supervisory roles and employees alike, so they need to be able to monitor their communication methods to cater to a variety of professional relationships. For example, an HR generalist takes on an authoritative role when talking with new employees, whereas they take on a subordinate role when interacting with an HR manager.

Confidentiality

- Confidentiality is the process by which someone can keep sensitive information private. This is an essential skill for HR generalists because the company trusts them with confidential information. For example, HR generalists have access to personal employee information, including phone numbers, addresses and medical information, but they cannot disclose it to unauthorized personnel.

Compassion

- Compassion is an essential skill for HR generalists because employees rely on them to listen to their concerns and work to find solutions that improve their workplace experience. Those employed as HR generalists should care about their company's employees and their happiness because it can motivate positive change within the workplace culture.

Creativity

- Creativity helps HR generalists identify new and unique ways to solve problems and improve the onboarding process. For example, HR generalists might work with other personnel to come up with fun team-building activities for employee orientation day.

Decision-making

- HR managers trust them to make decisions regarding daily operations. For example, decision-making could help them address employee complaints and decide how best to solve disputes between coworkers according to policy without involving their director.

Education

Completed a four-year bachelor's degree program, preferably in human resources. You could also pursue a bachelor's degree in business management or a related area. Or, at least 4 years of experience in the HR field.

In summary, HR Generalists play a vital role in managing various HR functions, ensuring that the organization runs smoothly while supporting employees and adhering to legal requirements. Their diverse responsibilities make them essential to the overall success of the HR department.