



Information for Client Looking for a Career in Human Resources Management or Recruitment

OVERVIEW

There are several levels of human resources positions in public and private operations.

- *Entry Level*

Entry-level positions include Personnel Clerk, HR assistant or HR specialist for which responsibilities and tasks might include assisting with keeping records of employee benefits, work performance and compensation. Entry-level human resource workers may assist in employee orientation, training and development. These positions support personnel officers and human resources departments by compiling, maintaining and processing information relating to staffing, recruitment, training, labour relations, performance evaluations and classifications. While completion of grade 12 is accepted, most employers look for completion of programs or courses in personnel administration at the college level.

- *Recruitment specialists*

With experience and further education, it is possible to progress to specialist and management positions such as recruiters; managers in recruitment, staffing, personnel, human resources; recruitment specialists or be self-employed as such. Recruitment officers identify and advertise job vacancies, recruit appropriate candidates and assist with the selection and reassignment of employees. They need to be familiar with the business operations of the industry in which they work. Excellent organizational and communication skills (oral and written) are essential. Employers may require the Registered Professional Recruiter (RPR) designation with the Association of Professional Recruiters of BC (APRC).

- *Human Resource Managers*

More senior positions are Human Resource (HR) managers who ensure employees receive the proper compensation and benefits, oversee workplace safety, direct the maintenance of employee records, and manage overall employee hiring, evaluation and

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labor relations. They also develop, implement and oversee training programs or procedures. HR managers must stay up-to-date with policies that govern employee rights, such as equal opportunity employment and sexual harassment. Education, work experience and certification (e.g. CHRP) requirements for these positions are more extensive.

While individuals can work their way up in the profession without formal HR education or CHRP designation, those qualifications are preferred by most companies. The amount of business experience, a person has is also a factor, as are numeracy and analytical skills.

HUMAN RESOURCE MANAGER QUALIFICATIONS AND CERTIFICATION

- University degree in field related to personnel management such as human resources, business administration, industrial relations, commerce or psychology
 - some employers require a master's degree
- Certification as a *Chartered Professional in Human Resources* (CHRP) optional but is usually the minimum required
- Experience in entry-level clerical or administrative position related to personnel administration may be required
- 3 - 5 years progressive experience usually required for more advanced positions
- Extensive skills using computer-based management information systems

HUMAN RESOURCES AND RECRUITMENT OFFICER (RPR DESIGNATION)

The Institute of Professional Management (IPM) offers a 3-module training program which upon successful completion provides for the Registered Professional Recruiter (RPR) designation with the Association of Professional Recruiters of BC (APRC). The IPM is a certified educational body registered with Employment and Social Development Canada (ESDC) and offers nationally recognized accreditation programs.

STEPS TO CHARTERED PROFESSIONAL AND HUMAN RESOURCES (CHRP) CERTIFICATION

Certification is managed by the Chartered Professionals in Human Resources (CPHR) who have developed a competency framework for the profession. The framework

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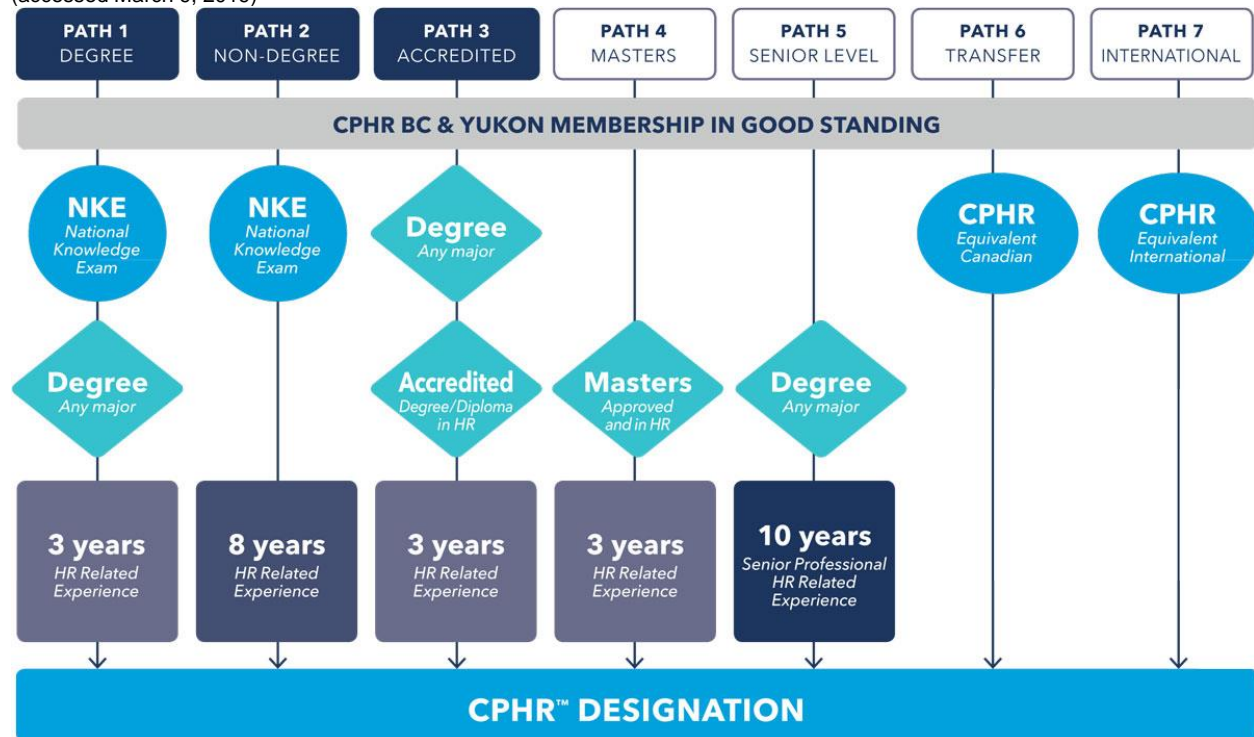
defines the required nine functional areas of knowledge in the HR field based on a dual-competency model (both technical and general skills, abilities and knowledge).

All HR professionals seeking the CHRP designation are required to write the association's National Knowledge Exam® (NKE) and demonstrating three years' experience in HR related work. The exam consists of 160 multiple choice questions. It is scheduled in June and November each year through the provincial branch of the national association. Successfully completing the exam = candidate for certification.

The following diagram outlines the possible routes to certification, but with the following caveats:

- Path 4 (Masters) - there are currently no approved agreements in place
- Path 7 (International) - International prospects must have satisfied a certification path approved by CPHR BC & Yukon and be deemed to substantially meet or exceed the conditions of CPHR BC & Yukon certification requirements

PATHWAYS TO THE CPHR DESIGNATION Source: <https://cphrbc.ca/cphr/become-a-cphr/the-cphr-path/> (accessed March 9, 2019)



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BASIC MEMBERSHIPS in CPHR

There are several categories of membership in the BC and Yukon chapter of CPHR <https://cphrbc.ca/member-matters/join/categories-and-fees/>. The starting point is to join as a 'general member' or 'student member'.

General Member – is for someone currently employed in the HR field or who has a genuine interest in the profession. This membership provides access to professional development and networking opportunities. In order to become a CPHR one must first be a general or student member.

Student Member - is an individual enrolled part-time or full-time in a recognized and accredited post-secondary educational institution completing an undergraduate program intended to meet the CPHR undergraduate requirements.

POST-SECONDARY ACCREDITED EDUCATION PROGRAMS IN BC

A minimum CGPA of 70% is required, and earliest accepted year of graduation is in brackets

Metro and Fraser Valley –:

- *Acsenda School of Management (May 2014)* - Bachelor of Business Administration in Human Resource Management;
- *Ashton College (May 2017)* - Diploma in Human Resources Management program
- *British Columbia Institute of Technology (BCIT) (May 2013)* - Human Resource Management diploma program
- *Kwantlen Polytechnic University (May 2012)* - Bachelor of Business Administration in Human Resources Management
- *University of the Fraser Valley (May 2017)* - Bachelor of Business Administration in Human Resources Management degree program

Outside of the Lower Mainland:

- *Camosun College (December 2013)* —Bachelor of Business Administration Human Resource Management and Leadership degree program or Post-Degree Diploma;

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- *College of New Caledonia* (August 2016) — Post-Diploma in Human Resources Management program
- *Hang Seng University of Hong Kong* (December 2018) - BBA degree program
- *Okanagan College* (May 2013)— Bachelor of Business Administration in Human Resources Management degree program
- *Thompson Rivers University* (May 2017) - BBA (HRM) degree program or Post-Baccalaureate in HRM
- *University of Northern British Columbia* (May 2017) — Bachelor of Commerce in Human Resources Management degree program
- *Vancouver Island University* (May 2017)— Bachelor of Business Administration in Human Resources Management degree program

RESOURCES

Association of Professional Recruiters of Canada – (APRC) -
http://www.workplace.ca/resources/aprc_assoc.html

Chartered Professionals in Human Resource (CPHR) of British Columbia and Yukon -
<https://cphrbc.ca/>

Chartered Professionals in Human Resource (CPHR) Canada - <https://cphr.ca/>

Workplace.ca – a division of the Institute of Professional Management -
<http://www.workplace.ca/ipm/index.html>

JOB BOARDS

Chartered Professionals in Human Resource (CPHR) BC job board (member login required)
<https://eweb.cphrbc.ca/eweb/DynamicPage.aspx?WebCode=LoginRequired&expires=y&Site=BCHRNA>

Indeed -
<https://ca.indeed.com/jobs?q=Canada+Professional+Recruiter&l=Vancouver%2C+BC>

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