

TOP 10

Soft Skills EMPLOYERS DEMAND FOR A CAREER IN HUMAN RESOURCES

Based on an analysis of millions of job postings across the United States



Planning

HR is a strategic function, so looking ahead is critical.

9

Building Effective Relationships

If HR isn't about working well with others, what is?

10

Research

Any HR office needs people who can do the digging on compensation, compliance, benefits, and more.

8

Problem Solving

Not all problems end up in HR—but many do.

7

Detailed-Oriented

When dealing with employee files and compliance measures, it's all in the details.

6

Writing

Every office needs people who can write.

5

Word + Office

These programs are everywhere.

4

Microsoft Excel

Any business runs on numbers, and numbers mean spreadsheets.

3

Organizational Skills

A HR staffer has to make sure things get done.

2

Communication

If you can't communicate effectively in HR, you should find another line of work.

1