**Careers in Human Resources – Job Duties of an HR Employee**

**Directions: Visit the following website:**

[http://www.bls.gov/ooh/management/human-resources-managers.htm#tab-1](http://www.bls.gov/ooh/management/human-resources-managers.htm%23tab-1%20)

Review the duties of a Human Resource Manager and fill in each of the sections about the job description below.

Duties of an HR Manager:

Work Environment:

Education Required to Enter the Field:

Steps to Promotion as an HR Manager:

Important Qualities of a Successful HR Manager:

Salary Range: