

## Defining HR Professional Level Experience

The scope of HR practice is the creation and implementation of all policies, practices and processes to effectively organize and manage human capital resources in the workplace in service of the ultimate goal of enhancing business outcomes.

In determining whether experience is at the professional level, as required to obtain the CPHR, the following factors are taken into consideration:

Independence of actions	Relates to the amount of planning, self-direction, decision-making, and autonomy involved in the work experience.
Depth of work requirements	Relates to the extent to which work experience requires data analysis and interpretation.
Level of interaction	Relates to the degree to which the individual interacts with a broad spectrum of contacts, including decision-makers.
Responsibility for work outcome	Relates to accuracy and extent to which the individual is held accountable for his/her work and decisions.

Junior levels within a human resources department, performing administrative functions are not considered to be at the professional level as it relates to the experience requirement.

## Assessing Your Role

The following chart can assist you to determine if your role is junior in nature or at the professional level.

Field	Junior Level Tasks	Professional Level Activities
Recruitment	<ul style="list-style-type: none"> <li>• Posting jobs</li> <li>• Writing job descriptions</li> <li>• Creating interview questions</li> <li>• Assisting in interviews</li> <li>• Attending career fairs</li> <li>• Tracking applicants</li> <li>• Checking references and background checks</li> <li>• Candidate phone screening</li> <li>• Screening resumes</li> <li>• Writing and sending the employment letter of offer</li> <li>• Conducting onboarding and orientation preparations or presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Creating workforce plans</li> <li>• Developing/implementing policies around Talent Management</li> <li>• Talent mapping</li> <li>• Analysis of talent needs and gaps</li> <li>• Developing/implementing innovative strategies for recruitment and interviewing</li> <li>• Training and supervising recruiters</li> <li>• Conducting or leading interviews</li> <li>• Making final decisions on hiring</li> </ul>

HR Analyst	<ul style="list-style-type: none"> <li>• Collecting and organizing information in report format</li> <li>• Developing presentations based on information collected</li> </ul>	<ul style="list-style-type: none"> <li>• Managing technical, analytical and audit functions of HR department</li> <li>• Responsible for HR quality control protocols</li> <li>• Ensuring the integrity of overall system infrastructure</li> <li>• Developing HR policy, analytics, job analysis, recruitment plans, etc.</li> </ul>
Learning & Development	<ul style="list-style-type: none"> <li>• Tracking learning needs and training progress of employees</li> <li>• Presenting pre-existing workshops or learning information sessions to employees</li> <li>• Coordinating training for colleagues or employees</li> </ul>	<ul style="list-style-type: none"> <li>• Identifying organizational learning priorities aligned with business strategy</li> <li>• Implementing learning and development programs</li> <li>• Evaluating existing learning and development priorities and evolving them to meet current needs of business</li> <li>• Developing an organizational culture that enhances the learning of all employees</li> <li>• Creating workshops, learning assessment tools, and other training programs (for internal employees)</li> <li>• Researching methodologies and programs to keep up to date on organizational trends and using this info to improve the program</li> </ul>
Health & Safety	<ul style="list-style-type: none"> <li>• Performing onsite safety checks</li> <li>• Providing safety training</li> <li>• Maintaining records</li> <li>• Coordinating, implementing, and monitoring safety program</li> </ul>	<ul style="list-style-type: none"> <li>• Developing health, safety &amp; wellness policies/programs</li> <li>• Analyzing accident trends and rates</li> <li>• Provide recommendations/guidance to operations for maintaining a safe environment</li> <li>• Reviewing compensation data and working with company representatives to resolve workers' compensation issues</li> <li>• Researching, writing, and recommending updates to existing health and safety programs, policies and procedures</li> </ul>

## Defining Human Resources Experience

To be credited towards the experience requirement, 50% or more of an applicant's time must be in human resources to achieve the three-year full time equivalent. In instances where the HR professional level workload is less than 100%, the candidate would have to report a period of time that is sufficient to meet the requirement. For example, six (6) years would be required in an HR position that is 50% human resources at the professional level to meet the three-year minimum. Experience is normally in an HR specific role within an organization that is responsible for the achievement of the organization's human resources objectives.

The next chart can assist you to determine if your non-HR specific role meets the requirements to receive credit towards the HR professional experience requirement.

Non-HR Specific Fields	Non-HR Level Tasks	HR Professional Level Tasks
<b>General Managers</b>  may be considered if the human resources work comprises at least 50% and there is no HR department in the workplace.	Transactional/administrative work  Line Management: <ul style="list-style-type: none"> <li>• Supervising staff</li> <li>• Assigning work</li> <li>• Setting pay</li> <li>• Approving sick days/vacation</li> <li>• Acting on HR advise of other professionals</li> </ul>	Direct responsibility, supervision, and accountability for HR strategy, design implementation and coordination of one or more HR functional knowledge areas for the organization.
<b>Small Business Owners/Operators</b> may gain suitable HR work experience towards the experience requirement provided their business is established to provide HR advice	Time spent on business development or operations  Transactional/administrative work  Line Management: <ul style="list-style-type: none"> <li>• Supervising staff</li> <li>• Assigning work</li> <li>• Setting pay</li> <li>• Approving sick days/vacation</li> <li>• Acting on HR advise of other professionals</li> </ul>	Direct responsibility, supervision, and accountability for HR strategy, design implementation and coordination of one or more HR functional knowledge areas for the organization.
<b>Labour Union Representatives</b>	Elected labour representatives  Union employees	Non-elected Labour Union Representatives where position is clearly identified as an HR position for the organization contributing to the HR strategy of the organization (not it's clients)
<b>Employment Lawyers</b> and lawyers with applied HR work experience. Activities identified as practicing human resources must be a significant part of the work experience and will be prorated accordingly	Advising clients or conducting litigation  Writing out a contract at the direction of a client	Professional level work for a client such as: <ul style="list-style-type: none"> <li>• Conducting labour negotiations</li> <li>• Mediation</li> <li>• Conducting downsizing activities</li> <li>• Negotiating terms of a contract</li> </ul>

Non-HR Specific Fields	Non-HR Level Tasks	HR Professional Level Tasks
<p><b>Chief Executive Officers and Chief Administrative Officers</b> may meet the requirement if the organization they are leading does not have an HR department or HR position and if they are spending at least 50% of their time performing professional HR work.</p>	<p>Transactional/administrative work</p> <p>Line Management:</p> <ul style="list-style-type: none"> <li>• Supervising staff</li> <li>• Assigning work</li> <li>• Setting pay</li> <li>• Approving sick days/vacation</li> <li>• Acting on HR advise of other professionals</li> </ul>	<p>Responsible for HR strategy, supervision, design and implementation of one or more HR functional areas for the organization.</p> <p>Note: CAOs may wish to submit their bylaw outlining their duties and responsibilities to properly assess their experience.</p>
<p><b>Instructors and Professors</b></p> <p>Teaching in the field of human resources is a practice of human resources.</p> <p>Academic Research conducted by professors in the field of human resources may be eligible for experience validation if it is a significant part of their work and/or replaces a course.</p>	<p>Non-HR courses</p> <p>Non-HR academic research</p>	<p>HR courses taught in an accredited college/university:</p> <p>Teaching one HR course per semester – 1/3 of 100%</p> <p>Teaching two courses per semester – 2/3 of 100%</p> <p>Teaching three HR courses per semester – 3/3 of 100%</p> <p>Note: Faculty will need to send in a course outline and/or syllabus with their application.</p> <p>Academic research: primary research in the field of human resources only</p>
<p><b>Trainers (external)</b></p> <p>Include individuals providing training to individuals or groups who are not employees of your organization.</p>	<p>Non-HR courses</p>	<p>HR courses related to the functional HR dimensions only.</p>