

# 8 TIPS FOR EXCELLING IN HR



The best advice for excelling in Human Resources boils down to doing a few simple things well. Here are just a few of those things.

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## 1 MAKE YOURSELF INDISPENSABLE

Become the HR go-to person in your specialty or area of the business. Create demand for your services by doing things that others can't or won't do.

## 2 KNOW YOUR BUSINESS COLD

Master how your organization operates and generates revenue. It's easy to impress clients with your knowledge of HR ...when you've impressed them with your knowledge of their business first.

## 3 GO THE EXTRA MILE

Earn a reputation for over-delivering. Get things done faster, better or cheaper. Perform beyond your HR job description and you'll inspire confidence & gain respect.

## 4 QUANTIFY YOUR CONTRIBUTIONS

Use metrics and hard numbers (#, %, \$) to demonstrate your value to others...and show that your HR programs & key initiatives have clear impact and enables the business to perform even better.

## 5 STAY ON TOP OF YOUR GAME

Get coaching. Seek out stretch assignments. Go to seminars & workshops. Read articles. Embrace new technology. Stay sharp because just when you think you're winning the rat race...along come faster rats!

## 6 BE YOUR CLIENT'S TRUSTED ADVISOR

Listen, serve them and be their sounding board. Help them excel and grow. Make sure your HR priorities align with and help drive their business priorities.

## 7 ACT WITH INTEGRITY

'Fess up to mistakes quickly. Admit when you are wrong. Do the right thing. Your reputation for honesty & candor will compensate for the occasional discomfort of telling the truth.

## 8 GET FEEDBACK REGULARLY

Then act on it without being defensive. Consider feedback a gift that will raise your performance. When receiving it, the best response is always: "Thank you!"