



# A Day in the Life of a Human Resources Analyst

## Here's what you can expect in our full-time Rotational Analyst Program.

We asked Analysts who've been through this career-path program to answer the most frequently asked questions about this position. Katie, in Cleveland, Ohio, shared some experiences as a Human Resources Analyst.

### Q. What is your typical day like in this Program?

As an Analyst, you will work on a variety of projects in one of our HR functional areas, including analyzing data, preparing reports and presentations, and helping to manage processes and programs. You will collaborate with other employees in HR across multiple functions to complete your work and gain exposure to internal clients within Key's business areas.

### Q. What areas can Analysts rotate through in this program? And, how many rotations do you go through?

Analysts go through three six-month rotations. Every Analyst goes through the HR Analyst rotation supporting the Community Bank or Corporate Bank/Shared Services HR initiatives, and two other functional area rotations in Talent Acquisition & Talent Management, Learning, Compensation & Benefits, and HR Operations, depending on the individual's interests, talents, and business needs.

### Q. What is the typical career path for someone who starts as an Analyst in this program?

Usually, you'll become an HR Analyst supporting workforce analytics and a variety of HR projects. This

typically leads to an HR Business Partner role, in which you would serve as a strategic HR business advisor within one of Key's business areas.

Depending on the staffing needs within HR and the Analyst's interests, skills, and talents, Analysts may be considered for other roles within the functional areas of Talent Acquisition & Talent Management, Learning, Compensation & Benefits or HR Operations.

### Q. What would you say are the most important traits an Analyst needs to be most successful in this program?

An Analyst needs to be versatile and adaptable, capable of performing a wide range of tasks and responsibilities, from analytical work to project management. The Analyst will also need strong interpersonal, communication, and teamwork skills, as collaboration is essential for success in the role. The Analyst should also show the ability to take initiative, demonstrate leadership, and work well with internal clients.

### Q. What is your favorite part of being an Analyst in this program?

The ability to learn about many different areas of HR, work with a variety of people and across HR functions and be involved in a variety of interesting projects that build my skills in analysis, leadership, project management, and client relations. There is an abundance of development opportunities within the program, including mentoring, shadowing, and exposure to the business.

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## **Q: What do I need to know before applying for the program?**

**Preferred Majors:** Business Administration, Human Resources, Psychology.

**Minimum GPA:** Minimum cumulative 3.0 GPA or above preferred.

**Certifications:** Some analysts become PHR or SPHR certified.

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