HUMAN RESOURCES INTERNSHIP

Overview:

As a Human Resources Intern, you will be heavily involved in the employment processes within the company. This includes areas such as recruiting, scheduling and conducting interviews, hiring, onboarding, performance review, as well as employee engagement. You will also assist with general administrative HR projects throughout the internship. The Intern projects are designed to rapidly expand your skill set as well as provide you with a broad perspective of Human Resources.

Duties and Responsibilities:

- Help identify and recruit new talent through use of social media
- Schedule and conduct interviews with applicants
- Become familiar with company HR software
- Benchmark compensation strategies and structures to several other companies of similar size or industry
- Assist with new-hire orientations and on-site training
- Coordinate and schedule employee events in order to encourage employee engagement
- Facilitate and manage the employee review process while inputting feedback into HR information systems
- Support each HR unit with administrative functions including processing employee paperwork, filing confidential information, inputting employee data and assisting in meetings or conference calls

Qualifications:

- Pursuing a Bachelors in a relevant major such as: Human Resources, Industrial Labor Relations, Business, Organizational Studies, or Organizational Psychology
- Exceptional communication and interpersonal skills to build and maintain relationships in a culturally diverse environment
- Ability to manage multiple projects at one time
- Strong organizational skills
- Demonstrate leadership skills and competencies
- Strong intellectual/analytical capabilities while paying attention to detail
- Respect for confidentiality
- Familiarity with MS suite applications
- Effective working independently and in a team

NOTES and QUESTIONS to ask: