FRANKLIN P. PERDUE SCHOOL OF Business

ABLE Internship Program

Common Human Resources Track major activities:

- Spend time learning about the HR process, procedures, and company policies.
- Assist the Human Resources Department with developing and maintaining job descriptions.
- Assist in the planning and execution of employee events.
- Assist with scheduling job candidate interviews. Observe several interviews.
- Assist with special projects, planning, recruitment candidate follow-up, etc.
- Assist with accurately tracking all new candidates, including follow-up in centralized database.
- Develop and record short training videos.
- Assist with developing and rolling out a rewards system.
- Conduct an employee survey regarding work place satisfaction.
- Reorganize the method of dissemination of policy and procedures, finding a better delivery system.
- Write a new policy.
- Process and enter data related to Employee Garnishments and Support Orders.
- Complete Employment Verification requests.
- Assist in the development process of organizing employee benefit items, i.e. internal tracking of Life Insurance beneficiary forms.
- Connect with site leaders to understand their staffing needs and support them as needed.
- Review resumes and how alignment towards business needs/role.
- Conduct phone interviews and sit in on panel interviews for leadership roles.
- Ensure compliance requirements are met including background checks and I9.
- Support full cycle recruitment administratively.
- Create Marketing Material for Recruitment.
- Attend Job Fairs if they are available during the internship period.
- Assist Benefits Specialist with administering the health & wellness program and or organizing the Benefits Fair.
- Organize and attend training and development opportunities.
- Assist with inputting data for employee benefits.
- Observe coaching sessions.
- Help with the New Hire Onboarding Process.
- Interact with customers in assisting them with the necessary form or information they need for employment actions.
- Provide support with special projects. Meet with each member of the team to learn about their position's duties and responsibilities and how their role fits within the HR Office as well as overall organization.
- Review current job descriptions against the Primary Purpose, Duties and Responsibilities, Qualifications, and Accountability factors for each position in the salary structure.
- Participate in Hay Point Factor Analysis of job descriptions.
- Analyze data and make recommendations on salary structure changes.
- Manage JEM (Job Evaluation Manager) system changes.
- Research a workplace topic (or assigned project) and create a presentation to present to the HR Department by the end of the Internship.

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