**Seidman College of Business**

**Management Internship Learning Objectives**

**HUMAN RESOURCES**

**Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Internship Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company/Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**By doing the tasks checked below, my participation in this internship will allow me to explore different work environments and organizational cultures, learn to interact with diverse personalities, and assist me in determining if I am well-suited to career opportunities in this field:**

****Analyze how this internship fits into my career goals.

**Job Analysis: Recruiting:**

□ Help design or interpret job analysis questionnaires. □ Choose recruiting sources.

□ Perform job analysis interviews. □ Research or price recruiting sources.

□ Write or update job descriptions. □ Design/place web or print ads.

**Selection:** □ Track recruiting source effectiveness.

□ Participate in job interviews. **Compensation:**

□ Administer employment tests. □ Administer payroll.

□ Enter job application data. □ Research compensation systems.

□ Screen job applications. □ Help develop compensation systems.

□ Help design a selection system. **Training:**

□ Post or process internal job opportunities. □ Conduct a needs analysis.

**Benefits:** □ Research or recommend training programs.

□ Research health care options. □ Help design a training program.

□ Recommend vendors. □ Help evaluate a training program.

□ Conduct benefit enrollment. □ Help deliver a training program.

□ Maintain information on employee benefit choices. **Handbooks:**

□ Educate employees on benefit choices. □ Research information for employee handbooks.

**HRIS:**  □ Write or update employee handbooks.

□ Enter and track data relevant to human resource activities.

□ Write reports using internal HR data.

**Legal:**

□ Administer/investigate worker’s compensation, ADA, or FMLA claims.

□ Learn/research employment laws.

□ Process employee complaints/grievances.

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