

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:

- Help design or interpret job analysis questionnaires.
- Perform job analysis interviews.
- Write or update job descriptions.

Selection:

- Participate in job interviews.
- Administer employment tests.
- Enter job application data.
- Screen job applications.
- Help design a selection system.
- Post or process internal job opportunities.

Benefits:

- Research health care options.
- Recommend vendors.
- Conduct benefit enrollment.
- Maintain information on employee benefit choices.
- Educate employees on benefit choices.

HRIS:

- 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.

Recruiting:

- Choose recruiting sources.
- Research or price recruiting sources.
- Design/place web or print ads.
- Track recruiting source effectiveness.

Compensation:

- Administer payroll.
- Research compensation systems.
- Help develop compensation systems.

Training:

- Conduct a needs analysis.
- Research or recommend training programs.
- Help design a training program.
- Help evaluate a training program.
- Help deliver a training program.

Handbooks:

- Research information for employee handbooks.
- Write or update employee handbooks.

_____ Faculty Signature _____ Date

_____ Faculty Name (Print)