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| --- | --- | --- | --- |
| Intern Name |  | Start Date |  |
| Position | Intern | Department | Human Resources |
| Supervisor |  | ADA |  |

**Instructions**: This checklist is provided for HR Department to assist HR Intern in their knowledge and development of HR functions. **The Intern is only allowed to work no more than 25 hours per week.**

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| **Schedule** | **Who is responsible** | **Time-line** |
| * Welcomewith department staff
* Review the schedule with Intern – set up expectations
* Explain work procedures – hours of work, breaks, meal periods, call-in procedures
* Dress Code
 | Supervisor | **1st Week** |
| * Work area is equipped and ready for Intern
* Ensure all HR equipment is available (learn how to use the copier, fax document, scan), shredder
* Show them around the office – where files are kept
* Sign off on Confidentiality and Review Ethics
 | Supervisor or ADA |
| * Overview of Onboarding
	+ New Hire Paperwork and Onboarding
 | Supervisor or ADA |
| * Recruitment: Overview of all aspects of hiring an employee
	+ Posting
	+ Recruitment Kickoff
	+ Offer Letter
	+ Hiring
	+ Overview of Data Entry of New Hires
 | HR Assistant |
| * Benefits & Payroll Team Meeting: Give an overview of the department and what each of Specialist are responsible for in their respected areas.
 | Payroll and Benefits Coordinator  |
| * Sit in the New Employee Hire Orientation – January 17, 2019
 | HR Assistant | **2nd Week** |
| * Front Desk
	+ Review duties and responsibilities of an HR Front Desk person.
	+ New Hire Onboarding
	+ HR Data Management
 | HR Assistant | **2nd & 3rd Week** |

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| **Schedule** | **Who is responsible** | **Time-line** |
| * Recruitment
	+ How to Post a position
	+ Overview of TAM
	+ Schedule a Recruitment Kickoff Meeting and observe
	+ Understand Unconscious Bias
	+ Reviewing the process & procedures for recruitment
	+ Scheduling phone, on-campus and final interviews
	+ Offer Letter
	+ Reference Checks, CBC & I9
	+ Unemployment Compensation
	+ HR Data Management
	+ AAEEO Reporting
 | HR Assistant | **4th Week** |
| * Benefits
	+ New Hire
	+ Terminations
	+ FMLA
	+ Workers Comp
 | * ADA
* Wellness Program
* Employee Assistance Program (EAP)
* Leave of Absences per Classification
 | Benefits and Payroll Coordinator | **5th Week** |
| * Payroll
	+ Timesheets
	+ Missed punches
	+ Entering vacation
* Unemployment Compensation
 |
| * HR Programs
	+ Generating Reports
	+ Overview of Student Hires
	+ Workers Comp
 | * Training and Development – LawRoom
* On-line Training
 | HR Assistant | **6th Week** |

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| **Schedule** | **Who is responsible** | **Time-line** |
| * Employee Relations
	+ Compensation – Total Title and Total Compensation
	+ Performance Reviews
	+ HR Laws and Compliance
 | Supervisor | **7th Week**  |
| * Title IX
* Dignity & Respect
 | Title IX Coordinator | **8th Week** |
| * HR Policies and Procedures
	+ Employee Handbook & Work Rules
	+ Employee Engagement
 | Supervisor | **9th Week** |
| * HR Department Management
	+ Employee File Compliance
		- Personnel File – What goes into the PAF, Medical, FMLA
		- File Retention Schedule
* Respond to legal issues
	+ Newsletter
* Final Presentation to the HR Team on any HR function
 | HR Assistant |

**Internship Acknowledgement**

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| **Student Signature/Date:** |  |  |
| **Supervisor’s Signature/Date:** |  |  |