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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:** |  |  |