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# Example of HR Intern Job Description

Our company is hiring for a HR intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for HR intern

* Conduct a performance analysis around the knowledge transfer processes between training and each business unit
* Performing background checks and references when needed
* Provide support of new hire on-boarding process by preparing training materials and conducting orientation
* Utilize applicant tracking system to screen and recommend candidates for interviews
* Assist in maintaining employee files
* Coordinate/conduct pre-screen interviews
* Assist in creating social media job postings
* Provide support of new hire on-boarding process
* Review our overall recruiting process and present findings and recommendations for improvement
* Engaged with business managers and recruiting team members to develop a hiring manager toolkit

## Qualifications for HR intern

* Very good verbal and written communication skills including fluency in English
* Intermediate proficiency in the MS Excel
* Must be demonstrating interest in the corporate organizational structure and the specifics of the HR functions, including the HR systems, tools and reporting
* Understanding of the role of HR and the impact the function has on the wider organisation
* Motivated self-starter person
* Minimum completion of two years of undergraduate coursework towards a Bachelors in Human Resources or Business related field