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# Example of Talent Acquisition Intern Job Description

Our growing company is searching for experienced candidates for the position of talent acquisition intern. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for talent acquisition intern

* Follow up On Hold posts, Open posts with 60+ days not updated
* Meet core key performance metrics of quality & accuracy measures, timeliness of work, positive feedback from internal stakeholders and candidates
* Promote vacancies meet compliance requirements, through the recruitment process
* Engage in recruiting for Fall Interns, including reviewing resumes, screening and submitting candidates
* Partner with universities to promote and post internship roles
* Partner with diverse student organizations to source candidates for opportunities
* Conduct competitive research on social media specifically Instagram, Facebook, Snapchat and Twitter, make suggestions on how to expand current out reach for full time and intern hires
* Ensure that all candidates interviewing with L’Oreal have completed our online employment application
* Collecting, entering, and maintaining new hire data
* Scheduling interviews for all levels of the organization

## Qualifications for talent acquisition intern

* Prior internship or work experience in a fast paced environment
* Recruiting or HR experience preferred
* Bachelor’s degree of currently enrolled in a Master’s program specializing in human resources, or another relatable field preferred
* Strong Power Point and graphic design skills
* High Initiative and strong independent worker
* Of our times with clarity, courage and integrity