



# Example of HR Intern Job Description

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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

- Motivated self-starter person
- Minimum completion of two years of undergraduate coursework towards a Bachelors in Human Resources or Business related field