



Clearfield Job Corps Center Human Resources Internship

To apply, please email your cover letter and resume to the email contact below.

Department: Human Resources

Contact Name: Greg Whinham Phone: 801-416-4318

Email: whinham.greg@jobcorps.org

Position(s) targeted for internship assistance: **Human Resource Specialist**

The internship experience is expected to last 12 weeks, please pace the activities accordingly. Please summarize the intended internship activities/outcomes for each of the following tiers:

Assigned Mentor(s)/Supervisor: Julie Brant, administrator and assigned staff members

Tier I Introductory

1. Overview of Human resource policy and procedure.
2. Learn how to process applications, determining if applicant meets qualifications and providing hiring manager with resumes.
3. Observe/Complete appropriate filing in personnel records.
4. Audit Personnel files to ensure documentation is complete.

Summary of Expected Outcomes: Intern will gain a basic understanding of HR services and employment documentation requirements.

Tier 2 Exploratory

1. Observe/Participate in processing new hires.
2. Support New hire trainings.
3. Participate in Job Fairs and recruiting measures.

Summary of Expected Outcomes: Intern will develop skills in recruitment and understanding of detailed process from beginning of recruitment to completion of the hiring process.

Tier 3 Immersive

1. Semester Project potential: Intern will evaluate current economic growth factors, inflation rates and complete a Comparative Salary study report.

Summary of Expected Outcomes: Intern will have indepth experience in completing a company comparative salary study, evaluating needs and providing recommendations.

