



## **HR Internship Writeup**

CASY & MSCCN partnered with Ed4online to create an internship for the Employment Specialist and Recruiter Connect Assistant Career Corps Volunteers that includes training, hands on work experience, and a Human Resource (HR) management course.

### **Internship Program**

The candidates selected for this internship will begin the program with a 1-week training on best practices in employment sourcing, screening, and placement with an emphasis on working with service members, veterans, and military family members. The interns will also begin the HR management course described below in the first week of the internship. After the training, interns will begin hands on instruction as they volunteer directly within the Employment Specialist or Recruiter Connect departments of the organization. The hands-on portion of the program lasts for a period of 15 weeks. The purpose of hands on training while taking the course is to provide an opportunity for the interns to apply the knowledge from the course in their work with job seekers and recruiters from different companies.

### **HR Management Course**

The HR management course offered through this internship weaves together solid human resource principles, timely research and recent events, such as the latest rise in unemployment and financial problems facing the U.S. and other countries. This course highlights important challenges facing managers and employees in today's business climate. Interesting case studies explore real companies and organizations in-depth and delve into some of today's most effective, unique approaches in dealing with HR issues.

This course is 4 months long and offers 3 college credits and they can be applied to decrease from 47 institutions (i.e. Capella University, Kaplan University, Walden University, etc.). For a full list of institutions please go to <http://www.alternativecreditproject.com/>

After completing this course, the Career Corps interns should be able to:

- Identify each of the major HRM functions and processes of strategic HRM planning, job analysis and design, recruitment, selection, training and development, compensation and benefits, and performance appraisal

Thank you for your generous commitment to helping CASY-MSCCN achieve its mission!



- Define strategic HR planning and the HRM process to the organization's strategic management and decision-making process
- Recall the wide range of sources for attracting and recruiting talent and appropriate practices for job placement
- Recognize emerging trends, opportunities and challenges in performance appraisal
- List training and development processes as well as future trends for HRM globalization

**Opportunities and careers this internship opens:**

1. Talent Acquisition Specialist
2. HR Generalist
3. Corporate Recruiter
4. Employment Counselor

The **end date of submitting the application is 1 March 2019.**

The application packages will be reviewed and phone interviews will be set up during 4 – 15 March 2019.

The selected candidates will be emailed the Welcome Aboard Package and they will return it signed during the week of 18 – 22 March 2019.

The interns will receive their CASY email addresses during the week of 25 – 29 March 2019 and the registration information for the HR Management Course on 1 April 2019

Thank you for your generous commitment to helping CASY-MSCCN achieve its mission!