

## Human Resources Intern Project Ideas

No matter what industry you are in, any business field can benefit from utilizing interns to their fullest potential. One of the many myths about internships is that employers cannot find the time to delegate meaningful work to their interns. The reality is that through thoughtful organization, a great number of assignments and tasks can be given to interns to save employers both time and labor. Below is a list of responsibilities, or “real work” that interns can do in the human resources field:

- Assist in recruitment, interviewing, and selection process
- Maintain HR information program by inputting new hires, and updating current employee records for promotions, transfers and terminations
- Write offer letters and create new hire packets for potential new employees
- Assist with HR reports (new hires, turnover, etc.)
- Contribute content to employee publications
- Assist with training program and employee development plans (training topics, and organization training initiatives)
- Manage and monitor employee files (I-9, AAP, random drug tests, vacation and sick days).
- Assist in compiling procedures manual, supervisor manual and annual calendar for human resources administration
- Assist in updating position descriptions and assuring consistency among departments.
- Update employee section of website
- Pre-screen applicants – background checks, match criteria
- Conduct new employee orientation as needed
- Research current employment law
- Update organizational forms, policies, handbooks, employee manuals, etc.
- Participate in or conduct human resource surveys as necessary.
- Assist with the analysis of data and preparation of presentation materials on surveys
- Assist in the placement of advertisements in various publications for recruitment purposes
- Attend Human Resources related meetings and functions (i.e.: career fairs, mock interviews, speaking presentations, etc)
- Assist with payroll
- HRIS – Data Entry
- Coordinate Internship Program (scheduling and conducting interviews, placement)