



## Learning Objectives – Human Resources Intern

Technical/Academic Skills and Content	Related Job Tasks	Evidence or Outcomes
Planning	<p>Help plan and organize employee engagement activities</p> <p>Help plan and execute events and workshops for new hires and current employees</p>	<p>Employees are engaged in and have a general knowledge of company policy and procedures</p>
Screening	<p>Prepare job postings for available positions</p> <p>Schedule phone screenings and interviews for new hires</p>	<p>Provide quality potential new hires to hiring manager</p>
Payroll	<p>Manage staff payroll</p> <p>Submit hours to manager for payroll</p>	<p>Employees are paid on time and payroll records are organized and clear</p>

Employability/ Interpersonal Skills	Related Job Tasks	Evidence or Outcomes
Personal mindset	<p>Adapt approach in response to new conditions or others' actions</p> <p>Follow rules/directions as required by the task/situation</p>	<p>Maintain professional responses and interactions with employees</p> <p>Help employees understand company policy and procedure</p>
Problem solving	<p>Gather and organize relevant information about a problem from multiple sources</p>	<p>Help employees resolve problems and answer questions</p> <p>Direct employees to relevant resources available to them</p>
Verbal communication	<p>Organize information that serves the purpose of the message, context and audience</p> <p>Gauge others' understanding of the message</p>	<p>Maintain good relationships with employees</p> <p>Clearly understand and respond to employee needs and questions</p> <p>Maintain confidentiality</p>

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.