

Typical Human Resources Intern Responsibilities

The goal of an internship in human resources is to apply knowledge acquired in the classroom to real-world situations, as well as gain the skills and experience that is necessary to prepare the student for a successful career in human resources.

UW Oshkosh Human Resource Highlights:

Human resource management students at UW Oshkosh are given the necessary skills to design jobs and write job descriptions; recruit, screen and hire new employees; train employees to perform their current jobs more effectively; and help employees develop new skills to take on more responsible positions. This exceptional program was the recent recipient of the UW Oshkosh Chancellor's Award for Excellence. Also, the Society of Human Resource Management Club (SHRM) has achieved the Superior Merit Award in seven of the last ten years.

Internship Overview:

Internships are professional experiences that students participate in to gain professional skills and experiences. Internships are structured as learning experiences that combine in-class theory with real-world applications. A valid experience for human resource management majors is an internship or co-op that requires skills and knowledge obtained from College of Business human resource courses. Positions should be similar to an entry-level position that these students would get out of college. Students pursuing a human resource management degree typically look for an internship working with a company's human resources department to assist in the hiring and training process. Students in the human resource management program may also be looking for experience in managing a business.

Specific responsibilities may include:

- Work with experienced store managers to learn about store operations, management responsibilities, merchandising, advertising, inventory, bookkeeping, and human resources
- Routinely supervising workers and addressing questions
- Resolving problems in paperwork
- Advising employees on safety issues, productivity, and damage claims
- Ensuring that the employees are working efficiently
- Updating various databases including the grievance log, applicant flow, HRIS, etc.
- Researching and collecting data for various HR initiatives
- Networking with external resources
- Performing reference and background checks
- Preparing materials for orientation
- Preparing all new hire paperwork
- Advertising all open job positions
- Creating new personnel files

Projects students have done in the past:

- Assisted with recruiting, interviewing, staff training and conducting orientations
- Revamped training manual
- Developed recruiting survey
- Made safety newsletters
- Worked with compensation and benefits
- Managed an entire store and team during shift
- Worked with logistics, human resources, guest experience, sales floor management, and assets protection