

Understanding our Career Fields

GET FAMILIAR WITH OUR 18 CAREER FIELDS

#14 RECRUITMENT & Human Resources (HR)

Why choose Recruitment & HR?

This career field gives you the opportunity to support a wide range of companies to include recruitment firms, consulting firms, or Human Resources (HR) departments within established companies supporting the general themes of job postings, candidate interviewing, recruitment and hiring, payroll, and much more.

Benefits of interning in REcruitment & HR

- Remote availability
- Influential position
- Continued industry growth
- Networking and Making Connections

Key Skills you may learn

- Applicant Tracking
- Learning and development facilitation
- Data entry and management
- Hiring management
- Recruitment

Sample Future Careers

- ❑ International Human Resources Manager
- ❑ Training and Development Manager
- ❑ Human Resources Consultant
- ❑ Executive Recruiter
- ❑ Labor Relations Manager
- ❑ Employment Manager

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Placement

Placement: HR Internship @ Rated Original
Placement Career Field: Recruitment & HR
Placement Country: South Africa

Project 1: The intern may support in the development and delivery of internal trainings to support understanding of skills and/or new processes. Depending on the scope of the project the intern may assist in the creation of one course or create multiple lessons to meet key learning objectives. Support using a learning management system, interactive curriculum, and delivering best practices of teacher/learner academics may be crucial.

Project 2: The intern would be required to conduct a survey, online and video based to understand how employees across sectors have been impacted by a new process, procedure, or rule within the company. The output of this survey shall be a result finding that may not only provide information breakdown sector, role, gender, etc.

Project 3: The Intern is expected to help research and better understand what the best tools are being utilized currently, the features and what emerging trends (e.g., AI/Machine Learning) and how they are being applied. The intern may need to develop a roadmap for how the leading technologies have been developed and create an in-depth analysis of 3 leading companies on how they have built their businesses and attracted people including common trends and traits amongst them.

Other Projects :

The project may require an intern ready to apply knowledge of business practices and processes in a fast-paced, real-world environment. The intern may assist in writing reports, conducting research, analyzing data, and making recommendations to improve effectiveness and efficiency. While the specific project may be assigned based on intern skill and project scope it may include helping plan and design business processes and making recommendations for improvement, performing research and analysis in support of operations, or estimating costs and benefits of multiple actions and/or solutions and provide recommendations.

The intern may analyze the market and identify leads aligned to our industry and in high-growth markets. Project may require initial research into which markets and key target areas, followed by generating lead lists through data mining and research. In the first instance intern may be exposed to current sales cycle and outcomes to best identify the 'most valuable customer profile' as well as key traits for successful customers. Once identified, presented to, and approved by the Business Development team, the intern may begin prospecting their own leads through careful research, inputting all data and key metrics into the CRM system. All work may be done in alignment with the current Business Development process and potentially in parallel with the Marketing team's lead generation efforts. Depending on scope and skill the intern may be able to run reports on the forecasting of new business for the next quarter based on new leads.

Please note: The projects and actual tasks may vary and can be discussed with your supervisor before and during your internship.

Skills You Will Learn

General Skills: Communication skills; Oral/Written Communications;
Technical/computer skills

NACE Career Readiness Skills: Career Management; Digital Technology;
Teamwork/Collaboration

Career Field Skills: Data Entry & Management; Develop/organize Team building activities; Learning & Development Facilitation