

RECRUITING INTERN

COMPENSATION: Minimum Wage

HOURS / WEEK: 38-40; hours to be determined

START DATE: June 9, 2025

LENGTH OF INTERNSHIP: 10-Weeks

LOCATION: 3 Positions Available in CA: Irvine, Temecula, Ontario – Hybrid



INTERNSHIP OPPORTUNITY

Embark on an unforgettable journey with the ActOne family this summer through our dynamic internship program! The AppleOne **Intern-to-Dream®** Program isn't just an internship; it's a transformative experience designed to amplify the knowledge you've gained in the classroom, molding you into the influential leader you're destined to be. Joining the ActOne team means immersing yourself in a 10-week growth, innovation, and leadership development journey. Our hands-on internships go beyond traditional roles, offering impactful projects and responsibilities that enhance your industry expertise. Many of our past interns have seamlessly transitioned into coveted positions with top companies, while others have become integral members of the ActOne family.

At ActOne, you're not just an intern but part of a family committed to guiding you throughout your career. Are you ready to turn your aspirations into achievements? Apply now and let your internship with us be the catalyst for an extraordinary career!

LEARNING OPPORTUNITY

Interns in this dynamic position will embark on an immersive journey into the world of recruiting through our staffing service. We kickstart the learning experience by imparting fundamental skills and talents, guiding interns from crafting compelling ads to successfully placing candidates with our clients. Collaboration is at the core of this internship—individuals will closely work with their intern leader and receive robust team support throughout their developmental journey.

What makes this internship truly exciting is the opportunity to gain hands-on insights into the entire recruitment process, from initiation to completion. As interns, you'll not only develop essential skills but also witness the impact of your contributions firsthand.

Beyond recruiting, this internship opens doors to exploring various job functions and roles within the branch, providing a holistic understanding of how each piece fits into the broader success of the branch and the company. It's a chance to not just learn but actively contribute to the growth and accomplishments of our team. ***Join us for an enriching experience that goes beyond the ordinary, shaping your skills and setting the stage for a promising future in the field of recruiting.***

In this position, the intern may:

- Attend and participate in daily team meetings supporting project managers with presentation of actionable items and daily focus
- Learn how to create and maintain well-written job postings
- Acquire skills necessary to work with the team to source, recruit, and hire personnel for existing and anticipated openings utilizing diverse resources such as social recruiting, internal databases, paid resume search, networking and referrals
- Learn to provide orientation and assist in onboarding new associates by outlining client's requirements
- Respond to candidate questions by learning customer service skills

RECRUITING INTERN

COMPENSATION: Minimum Wage

HOURS / WEEK: 38-40; hours to be determined

START DATE: June 9, 2025

LENGTH OF INTERNSHIP: 10-Weeks

LOCATION: 3 Positions Available in CA: Irvine, Temecula, Ontario – Hybrid



- Maintain accurate records of recruiting and order fulfillment activity, including timely data entry in our candidate database
- Attend and/or lead candidate interviews
- Assist with Lead generation for Sales and Marketing plan
- Assist with community outreach and relationship related activities
- Development and research of the best practices of successful job seekers and top performers
- Attend a job/career fair with their branch or with a nearby branch for exposure to in-person recruiting practices
- Learn about local and federal laws pertaining to hiring practices
- Additional duties as required

KEY QUALIFICATIONS

- Effective verbal and listening communications skills
- The ability to build rapport with people from a wide range of backgrounds and cultures; a positive friendly and confident personality
- Detail oriented, effective organizational skills
- Computer Proficient, including the ability to operate computer database programs and the MS Office (Word, Excel)
- Ability to work independently as well as in a team environment
- Research and public presentation
- Customer service experience
- Professional appearance

TO PARTICIPATE IN APPLEONE'S INTERNSHIP PROGRAM, YOU MUST MEET THE FOLLOWING CRITERIA

- Applicants must be available to complete the 10-week internship program, including attending orientation on Monday, June 9, 2025, and graduation on Friday, August 15, 2025.
- Applicants must be currently enrolled in an accredited university or college or have graduated from an accredited institution within the past year.
- Applicants must be eligible to work in the United States without requiring sponsorship from the company.
- For hybrid positions, interns must have the ability to work both remotely and in-office on scheduled days as determined by the company.