



# RECRUITING INTERN

**COMPENSATION:** Minimum Wage  
**HOURS / WEEK:** 38-40; hours to be determined  
**START DATE:** June 13, 2022  
**LENGTH OF INTERNSHIP:** 10 Weeks

## INTERNSHIP OPPORTUNITY:

When you intern for the ActOne Group Connections through the AppleOne **Intern-to-Dream**® Program, you will join a team of forward thinkers that focus on turning you into a leader in the workplace during our comprehensive 10-week program. We offer unique corporate & branch internships in addition to networking opportunities with our leading partners. Our internships come with hands-on responsibilities and projects, orientation, graduation & certification. Many of our past interns have gone on to secure positions with great companies and some have also joined the ActOne Group as internal employees. The AppleOne internship experience is second to none. When you intern with us, you become part of a family that will always be there to guide you throughout your career.

## JOB DESCRIPTION:

Interns in this position will learn all aspects of recruiting through a staffing service. We start by teaching basic, fundamental skills and talents ranging from how to place an ad to how to place a candidate with a client. Individuals will work with their intern leader and will also have team support during their development in this position. This intern will also have the opportunity to learn the recruitment process from start to finish.

During the internship, the individual will have the ability to learn about different job functions and roles within the branch that contributes to the success of the branch and the company as a whole.

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
- 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 a 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 able to complete the 10-week internship program and attend orientation on Monday, June 13, 2022 and graduation on Friday, August 19, 2022.
- Accepting Seniors and Juniors; Senior interns preferred.
- Applicants must be actively enrolled in an accredited university or college.
- Applicants must be eligible to work in the United States without sponsorship by the company.