

XPD – Experience & Professional Development

**Micro-Internships for HR
 Coordinator/Recruiting
 Specialists**

We've identified the most common responsibilities outlined in hr/recruiting job descriptions:



- Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs
- Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits
- Administering various employee plans such as payroll, benefits, and other HR programs
- Arranges management interviews by coordinating schedules; arranges travel, lodging, etc.
- Attracts applicants by placing job ads, contacting recruiters, using job sites and social

While these are specific responsibilities, what's missing are the skills required to successfully execute them, which is especially important for entry-level hires who don't have the professional track record. To help, we've worked with human capital leaders and sales executives to identify these core skills, and map them to the typical responsibilities below:

Skills listed below could be used as "qualifications" or requirements as you complete the [Micro-Internship Form](#).

DESCRIPTION	SKILLS	
Establishes recruiting requirements by studying organization plans and objectives; meeting with managers to discuss needs	Grit/Drive	Empathy
Builds applicant sources by researching and contacting community services, colleges, employment agencies, recruiters, media, and internet sites; providing organization information, opportunities, and benefits	Communication	Presentation
Administering various employee plans such as payroll, benefits, and other HR programs	Problem solving	Appetite for learning
Arranges management interviews by coordinating schedules; arranges travel, lodging, etc.	Organization	Team player
Attracts applicants by placing job ads, contacting recruiters, using job sites and social.	Creativity	Analytic thinking

SAMPLE PROJECTS	
Candidate Sourcing	We will provide you with a job description and would you to identify 25 prospects in a specific city that are qualified for the job. Once identified, please provide their contact information including name, phone, and email, and a brief justification as to why you think they would be a good fit for the role.
Employee Recognition Program	We would like you to research best practices of other companies to recognize their employees based upon years of employment (1 year, 3 years, 10 years, etc.). In particular, we would like to understand what "gifts" are most valued by employees and other ways of creating programs that align with company culture. Please note that the forms of recognition do not need to exclusively be a physical item or have a monetary value, but could be another form of recognition, an experience, etc. After conducting this research (which will likely include online research, calls to companies, discussions with friends, etc.), prepare a summary of the data, highlighting some of the most effective recognition programs and your suggestions on ideas.
Resume Ranking	We will provide you with 50 resumes and a job description, and would you to review each one and rank your top ten based upon their qualifications for the job. Once ranked, provide justification for why you ranked each of the ten where you did, and key questions and concerns you want to understand from an interview.

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XPD- EXPERIENCE & PROFESSIONAL DEVELOPMENT
www.cbsju.edu/xpd
 Open Monday - Friday, 8:30 a.m. - 4:30 p.m.

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