



# INTERNSHIP PROGRAM: HUMAN RESOURCES

**10 to 12 Week Program**

A Human Resources internship will incorporate interpersonal skills, business knowledge and leadership through projects and business objectives.

You will gain industry knowledge and transferable skills such as critical thinking, communication, and presentation skills. If you are passionate about building environments where individuals can thrive, this internship is for you.

**Week 1** – Intro to Employment Laws

**Week 2** – Recruitment Funnel: Finding the Ideal Candidate

**Week 3** – Becoming A Professional Interviewer

**Week 4** – Employee Onboarding Administration

**Week 5** – Company Culture: Building an Environment of Inclusion and Success

### **Special Project**

**Week 6** – Employee Development: Building Programs for Optimum Performance

**Week 7** – Company Policies and Procedures: Maintaining a Compliant and Safe Workplace

**Week 8** – Employee Relationship Management: Putting the Human Back into Human Resources

**Week 9** – Project Management: Driving Results for the Organization

**Week 10** – Upgrading to Strategic Talent Management

### **Special Project**

***Additional Information on Back***

## ELIGIBILITY:

- Pursuant of a degree relevant to Accounting, Finance or Business Administration
- Authorized to work within the United States
- GPA of 3.0 or higher
- Ability to commit a minimum of 10 hours per week

**Human Resources**  
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**JOIN  
OUR TEAM**

