

**Position:** Employment Specialist Internship

**Location:** Monroe, WI

**Department:** Human Resources

**Status:** Internship

**Reports To:** Human Resource Coordinator

**Internship Length:** End May 2010 to Mid December 2010

**# of Positions:** Monroe, WI – 2

**Salary:** \$2,500 per month

**General Description:**

Performs a variety of duties such as interviewing, hiring, orientating, and general clerical, resulting from the needs of temporary full-time (TFT), and temporary part-time (TPT) positions. Assists with a variety of Human Resource related projects.

**Specific Responsibilities:**

1. Interviews and recruits applicants for temporary and positions. **(60-65%)**
  - A. Previews application and/or resume for skill level related to the appropriate job description.
  - B. Evaluates applicants qualifications for temporary positions.
  - C. Interviews applicants keeping all employment law guidelines in mind.
  - D. Performs reference and background checks on applicants as needed.
  - E. Sets up second interview with department as requested.
  - F. Conducts offers of employment to chosen applicants via a telephone or in person.
  - G. Processes necessary paperwork relating to the hiring.
2. Assists Human Resource Manager with special projects and tasks as assigned. **(15-20%)**
  - A. Conducting wage surveys.
  - B. Conducting temporary employee surveys.
  - C. Researching new labor markets.
  - D. Unemployment fact finding hearings.
  - F. Rehire Card program.
  - G. Corporate task forces.
  - H. Updates Human Resource related forms as needed.
3. Conducts temporary employee orientations. **(5-10%)**
  - A. Greets new employees and distributes employment packet.
  - B. Explains tax forms to be completed by each new employee.
  - C. Reviews tax forms for completion.
  - D. Photocopies identification to comply with federal immigration laws.
  - E. Explains policies and procedures to employees.
  - F. Answers any questions.
  - G. Directs new employees to work location.
4. Assists with updating and entering drug screening information into computer system. **(<5%)**
  - A. Documents applicant name, social security number and reason for screening, that are sent for a screening.
  - B. Provides drug screen sheet to supervisor.
  - C. Documents information into Drugstore when assigned.
  - D. Files forms in designated reference books.
5. Assists with creating and/or updating job descriptions. **(<5%)**
  - A. Observes employee performing job tasks.
  - B. Interviews incumbents and supervisors to determine job and worker requirements.
  - C. Analyzes occupational data such as physical, mental, and training requirements of jobs and workers.
  - D. Writes job description utilizing a personal computer and Word for Windows software.
  - E. Mails a rough version of the job description to the department manager/supervisor for edits.
  - F. Edits and corrects changes from department manager/supervisor and returns final draft.
  - G. Submits final draft of job description to HR Manager for grading procedure.
  - H. Conducts a grade analysis by reading and evaluating the level of responsibility the position requires.
6. Assists with training new temporary Human Resource employees as needed. **(<5%)**

- A. Trains personnel in a variety of office/interview procedures, including:
  - 1. Completing forms.
  - 2. Operating telephone systems.
  - 3. Hiring applicants via the telephone.
  - 4. Interviewing (if applicable).
  - 5. Completing tax forms.
  - 6. Operating office equipment.
  - 7. Locating files (applicant, hired, previous year hired).
- B. Answers questions completely and in a timely fashion.
- 7. Assists employees with questions regarding Company policies and procedures. (<5%)
  - A. Speaks with employee to determine the issues or questions.
  - B. Researches issue through manuals, guides, or management and informs supervisor of situation.
  - C. Follows-up with employee and explains results of research offering options if necessary.
  - D. Documents conversations if necessary.
- 8. Conducts exit interviews. (<5%)
  - A. Contacts employee and sets up interview time that is convenient for both parties.
  - B. Explains process and how information is utilized.
  - C. Documents conversation on correct HR form and submits to manager for review.
- 9. Maintains good housekeeping of work area.
- 10. Performs any duties as assigned by Human Resource Manager and/or Supervisor.
- 11. Performs all assigned tasks in a safe manner according to company policy.
- 12. Documents all situations involving employee misconduct and performance problems according to company policies and procedures.
- 13. Performs all designated job duties/tasks in other departments as assigned to ensure operating efficiency of the Company and maximum utilization of Company personnel. These assignments may be part of a formalized cross-training program or on an as needed, temporary basis.

**Quantitative Measurements:**

|  | RFT/RPT | TFT/TPT |        |
|--|---------|---------|--------|
|  | Exempt  | Hourly  | Hourly |
| Employees Supervised Directly (Assignment of duties, performance evaluations etc.) | 0       | 0       | 0      |

|  | RFT/RPT | TFT/TPT |        |
|--|---------|---------|--------|
|  | Exempt  | Hourly  | Hourly |
| Employees Supervised Indirectly (Under Incumbents span of control) | 0       | 0       | 0      |

***Expense Budget:*** \$ 0

***Equipment and Supplies Budget:*** \$ 0

***Labor Budget:*** \$ 0

**Other Measures (List):**

- 1. Conducts 600-800 temporary interviews annually.
- 2. Conducts 50-100 orientations annually.
- 3. Poor hiring decisions could place the company at risk for legal prosecution.
- 4. Operate company vehicles two to three times per week to visit interviewing facilities.

**Authority To Exercise Decision Making:**

***Shared Decisions:***

- 1. Rehiring temporary employees - 70% Incumbent - 30% Human Resource Manager.
- 2. Overtime working hours - 70% Incumbent - 30% Human Resource Manager.

***Independent Decisions:***

- 1. Evaluation and hiring of applicants.
- 2. Scheduling daily routine tasks and duties.
- 3. Placement decisions of temporary applicants.

**Comments:** Employee will work 80-90% of their time independently.

**Education And Experience Required:**

| Type of Experience            | <1 Yr | 1-2 | 3-4 | 5+ | Reason   |
|-------------------------------|-------|-----|-----|----|--|
| Human Resource Internship     | X     |     |     |    | Offers basic understanding of HR functions           |
| Public Speaking/Presentations |       | X   |     |    | Will orientate and present to groups of employees    |
| Interviewing Experience       | X     |     |     |    | Need to have basic understanding of structure/theory |

| Type of Education | Not      |         |          | Area of Specialization                      |
|-------------------|----------|---------|----------|---|
|                   | Required | Helpful | Required |   |
| High School       | X        |         |          | General Education                           |
| Associates Degree |          | X       |          | Business Management, Human Resources, Admin |
| Bachelors Degree  |          |         | X        |   |
| Masters Degree    |          |         | X        |   |
| PHD               |          |         | X        |   |

**Comments:** Must be pursuing or currently enrolled in a business related college degree program. Will consider applicants who are briefly out of a college program for legitimate reasons.

**Specialized Skills:**

| Skill                 | Level of Skill Required |          |     | How skill is used   |
|-----------------------|-------------------------|----------|-----|---|
|                       | High                    | Moderate | Low |   |
| Windows (Excel, Word) |                         | X        |     | Reports, statistics, letters, memos, HR forms, etc.         |
| Employment laws       |                         | X        |     | Compliance with Federal/State laws and regulations          |
| Written Communication |                         | X        |     | Postings, job descriptions, memos, reports, etc.            |
| Oral Communication    | X                       |          |     | Presentations to public, orientations, meetings             |
| Problem Solving       |                         | X        |     | Analyze employee problems, interviewing, projects           |
| Interpersonal Skill   |                         | X        |     | Negotiate with employees, interviewing, internal Mgrs       |
| Organization          |                         | X        |     | Multiple projects simultaneously, coordinating hiring, etc. |

**Comments:** Will have support from a supervisor/manager, but majority of time will be self supervised and directed.

**Nature of Relationships:**

| Internal       | Yes | No | Type of Contacts   |
|----------------|-----|----|--|
| Vice President |     | X  |  |
| Director       | X   |    | Provide daily updates on hiring information.                               |
| Manager        | X   |    | Coordination of tasks and duties. Contacts for solving employee conflicts. |
| Supervisor     | X   |    | Assist with employment related issues. Serves as a resource.               |
| Employees      | X   |    | Periodic conflict resolution, interviewing, orientations, etc.             |

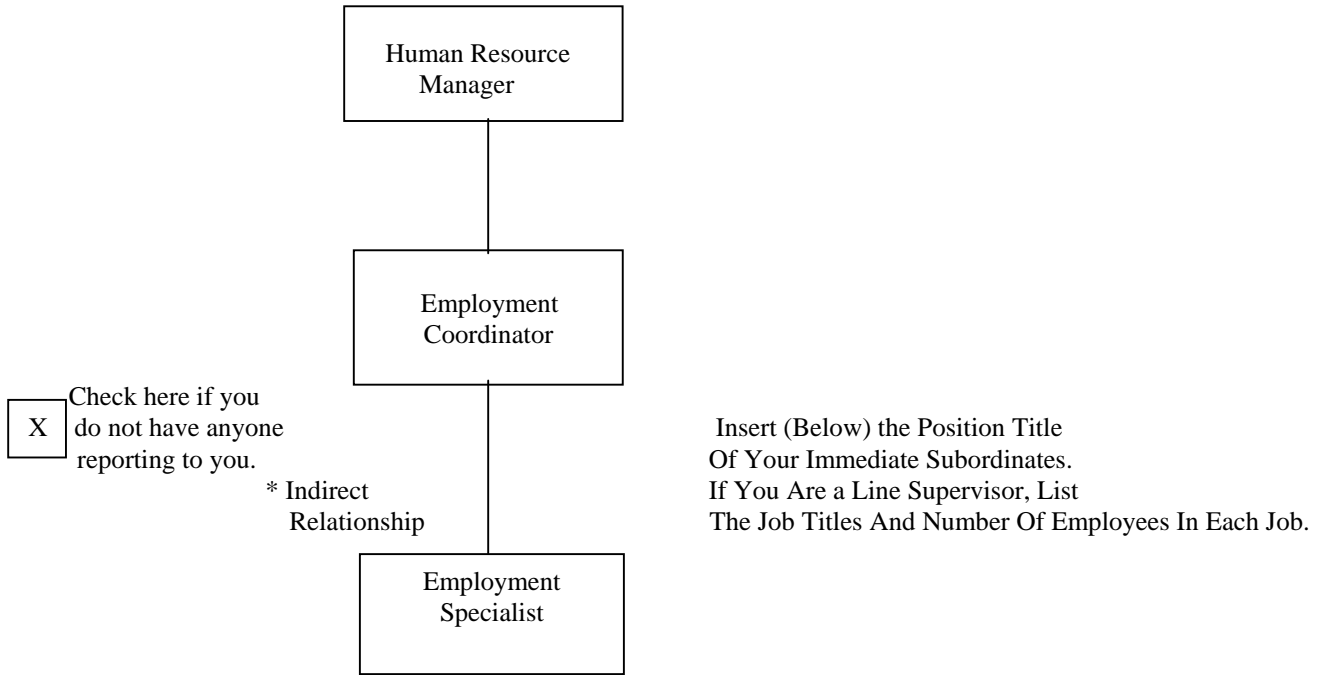
**Comments:** Communication is the most frequently utilized skill this person will draw from. All levels of employees may contact or request information from this individual.

| External                  | Types of Contacts   |
|---------------------------|---|
| Drug Screen Clinics       | To set-up appointments, check on billing or verify information. |
| Local Businesses          | Wage surveys.   |
| Area city representatives | Schedule locations for area recruitment.                        |

**Comments:** Must be professional at all times when dealing with external contacts due to only Swiss Colony person they deal with.

**Personnel Responsibilities:**

1. List the job titles of individuals directly reporting to the position described; list the number of employees reporting to each.



**POSITION REQUIREMENTS/WORKING CONDITIONS**

(880 - Employment Specialist)

| <b>TASK/ABILITY</b>       | <b>TASK AND ABILITY DESCRIPTION</b>  | <b>PERCENT OF SHIFT</b>             |
|---------------------------|--|-------------------------------------|
| Break Schedule            | One, one hour lunch break.   | N/A                                 |
| Hearing                   | Able to hear to use the telephone and communicate with personnel.  | 80-90%                              |
| Vision                    | Able to see to conduct interviews, orientations, and utilize PC.   | 90-95%                              |
| Sitting                   | Able to sit at a desk when interviewing or working on projects.  | 75-80%                              |
| Standing                  | Not required.  |                                     |
| Walking                   | Not required.  |                                     |
| Lifting                   | Able to lift up to 20 pounds.  | <5%                                 |
| Carrying                  | Able to carry up to 20 pounds.   | <5%                                 |
| Bending                   | Knees - Able to sit at a workstation and properly lift 20 pounds.<br>Waist - Able to sit at a workstation and properly lift 20 pounds.   | 75-80%<br>75-80%                    |
| Twisting                  | Shoulders - Not required.<br>Waist - Able to utilize workstation.  | 5-10%                               |
| Reaching                  | Left/Right - Able to reach laterally to utilize work station.<br>Front - Able to reach forward to grasp tools on desk.<br>Overhead - Able to grasp tools, books, etc., from shelves. | 25-30%<br>65-70%<br>5-10%           |
| Use Of Hands              | Fine Manipulation - Writing, typing, using paper, calculator, etc.<br>Heavy Manipulation - Moving chairs, tables, boxes, etc.  | 80-95%<br>5-10%                     |
| Temperature               | Office (65-75 degrees)<br>Production (60-85 degrees)<br>Receiving/Warehouse (40-90 degrees)<br>Cooler (32-40 degrees)<br>Freezer (-10-0 degrees)                                     | 75-80%<br>5-10%<br><5%<br><5%<br>0% |
| Drug Screening            | Required to operate company vehicles.  | N/A                                 |
| Speech/Communication      | Able to give presentations, orientations, interview, telephone, hire.  | 80-90%                              |
| Criminal Background Check | Required.  | 100%                                |
| Climbing                  | Not required.  |                                     |
| Other                     | Will need to operate a company vehicle when traveling to satellites.   | 5-10%                               |