

HR Intern Job Description Template

Overview of HR Intern

An HR intern is an entry-level position in human resources, typically filled by students or recent graduates. They assist HR professionals with various tasks such as recruitment, onboarding, and employee relations. HR interns gain practical experience in areas like talent acquisition, personnel management, and organizational development. This role provides valuable exposure to HR processes and helps individuals develop essential skills for a career in human resources.

What Does an HR Intern Do?

Are you excited to launch your HR career and have a strong interest in human resources? We are seeking a talented HR Intern to join our team and assist with various HR tasks.

This internship provides valuable exposure to the field of HR, allowing you to learn various aspects of human resources, including recruitment, onboarding, and employee relations.

If you're someone who is eager to gain hands-on experience in HR, has excellent communication skills, and is detail-oriented, then this internship is perfect for you!

HR Intern Responsibilities and Roles

- ❖ Assist with the recruitment process by posting job openings, evaluate resume, and set up interviews.
- ❖ Help with onboarding new employees by preparing paperwork, conducting orientation sessions, and coordinating training programs.
- ❖ Assist the HR team in updating HR databases and keeping track of employees.
- ❖ Assist with organizing and coordinating HR events, such as employee engagement activities and wellness programs.
- ❖ Help with conducting research and analysis on HR-related topics, such as employee benefits and compensation.
- ❖ Assist the HR department administratively by entering data, filing, and responding to questions from employees.

- ❖ Assist with drafting HR policies and procedures, as well as updating employee handbooks.
- ❖ Support the HR team in conducting performance evaluations and providing feedback to employees.
- ❖ Help with organizing and maintaining HR files and documentation in compliance with legal requirements.
- ❖ Help with additional HR-related assignments and initiatives as required.

HR Intern Skills and Requirements

- ❖ Pursuing a degree in business administration, human resources, or a similar discipline.
- ❖ Strong interest in human resources and eagerness to learn and grow in the field.
- ❖ Outstanding interpersonal and communication abilities, with the ability to engage professionally with staff members at all levels.
- ❖ Excellent at multitasking and setting priorities, having a keen eye for detail and exceptional organizational abilities.
- ❖ Proficiency with Word, Excel, and PowerPoint among other Microsoft Office applications.
- ❖ Ability to maintain privacy and exercise caution when working with sensitive information.
- ❖ Proactive and self-motivated with a positive attitude and willingness to take on new challenges.

Pro Tip

While screening applicants and employees, deploying skill testing and competency-based valuation is crucial for a bias-free hiring process. Use Xobin to run end-to-end screening, assessment and AI-powered video interviews for this role and 1500+ other roles.