ABL E Internship Program

C ommon Human Resources Track major activities: x Spend time learning about the HR process, procedures, and company policies. x Assist the Human Resources Department with developing and maintaining job descriptions. x Assist in the planning and execution of employee events. x Assist with scheduling job candidate interviews. Observe several interviews. x Assist with special projects, planning, recruitment candidate follow-up, etc. x Assist with accurately tracking all new candidates, including follow-up in centralized database. x Develop and record short training videoc.