

APPENDIX F:

Sample Job Description

Position: Talent Acquisition Analyst

Location: New York, New York

Term: 12 week internship

Start: May

About Us: XYZ Company is a national diversified television broadcasting company. We own and operate, program or provide services to 300 stations located in 50 geographically diverse markets. We are seeking an intern to join our Talent Acquisition team this summer.

The main responsibilities are:

- Support Talent Acquisition team with program planning, day one onboarding, interview scheduling and various other tasks related to hiring and onboarding new employees
- Learn about company policies regarding compensation, benefits administration and employee engagement
- Help prepare job description library and assist in preparing job descriptions not yet created
- Participate in brainstorm sessions with Talent Acquisition team to identify strategies to bring new employees into the business and set them up for success
- Maintain the recruitment database

Personal skills and attributes:

- Basic Microsoft Office skills, particularly Excel and PowerPoint
- Demonstrate a sense of urgency and ownership
- Great attention to detail
- Team player who enjoys working in a collaborative environment to achieve results
- Strong verbal and written communication and follow up skills