**Community Hospital**

**Recruiting and Onboarding Internship**

**We are looking for a recruiting/onboarding intern** to join our team and provide support over the next **three months**. This internship will be a great opportunity for someone interested in gaining hands-on experience in recruitment and onboarding.

The intern will assist with tasks such as:

* Sourcing and screening candidates
* Assist with New Hire tours
* Assisting with administrative tasks related to recruitment
* Onboard new hires (ei. I-9, E-Verify, New Hire Report, Bonus, Compliance)

Paid Internship: $20.00/hourly

If you know of anyone who might be interested or have any recommendations, I would greatly appreciate your help in finding a candidate who would thrive in this role.

Please feel free to reach out if you have any questions or need additional information.

Thank you for your support!

**Andrea Crosby,  PHR**

HR Recruiter

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