



# EMPLOYER GUIDE TO HIRING A UNT HR STUDENT INTERN

The University of North Texas is dedicated to developing successful HR leaders who are passionate about the HR discipline and who become value-added partners within their organizations. Our mission is to develop HR leaders of tomorrow and we accomplish this through partnerships with our corporate partners and their support of our student internship program. Thank you for your support of UNT students and being an instrumental part of developing tomorrow's HR leaders.

## Getting Started:

### STEP 1

Obtain an overview of the UNT internship program by clicking the link below. Details can be found here: **Recruiting in the G. Brint Ryan College of Business. Internships are required for HR undergraduate students.** To receive course credit, they must complete 240 internship hours during a semester assignment and submit weekly reports to the HR Student Advisor. Employers will provide feedback through a mid-semester and end of the semester evaluation and have access to the HR Internship Lead to help manage the intern-employer relationship.

### STEP 2

Ensure that your internship position is posted in Handshake, UNT's student applicant tracking system. All UNT students will have visibility to your opportunity through Handshake and will create profiles for your review on this platform. You will have access to view each candidate's profile and can coordinate virtual or in-person interviews directly with the student. Details on how to create your free, employer account on Handshake can be found here: **Post a Job or Internship**

### STEP 3

It's that easy! If you should have any questions regarding Handshake or the hiring process for your student intern, we are happy to help! UNT HR Internship Contacts include:

#### HR Internship Lead

*Employer Contact for Internship Process*

**Erin Welch**

***Erin.Welch@unt.edu***

940-565-4766

#### UNT Career Center

Senior Associate Director

*Handshake, Business Career Fairs Contact*

**Brian Hirsch**

***Brian.Hirsch@unt.edu***

940-369-7238

#### HR Student Advisor

*Student Contact for Internship Process*

**April Kuykendall**

***April.Kuykendall@unt.edu***

940-565-4710

Please be sure to check out The People Center website for more information on the HR Program (<https://cob.unt.edu/mgmt/tpc>). Thank you for your support of UNT students and we look forward to your continued partnership!