

# TALENT ACQUISITION INTERN

*Focus Area(s): Administration, Operations, Human Resources*

As a Talent Acquisition Intern with Govig & Associates you will be involved in our internal recruitment process. You will have learning objectives in our internal hiring process.

This is a **paid** internship opportunity. Hours are flexible with school schedules and **no** previous experience is required. Govig requires semi-professional dress attire and work daytime hours (M-F 8AM-5PM).

We accept intern applicants pursuing business degrees such as marketing, HR, communication, etc. at all stages of their college degree (that's right, freshman!).

## Duties and Responsibilities:

- Research (industry information, client company profiles)
- Administer & evaluate personality assessments in conjunction with professional profiles
- Performing critical candidate assessments (resume screening, matching profiles)
- Shadowing & conducting phone screens with candidates
- Scheduling & conducting interviews
- Project planning for campus recruitment
- Strategic planning for internships
- On-boarding process
- Assisting the Talent Acquisition Manager and the Campus Recruiter

\*Please note that we will contact you directly if you are selected to interview for a position. You are welcome to visit [govig.com](http://govig.com) to view new openings and apply to specific positions of interest. Additionally, we will keep your information on file in our database and it may be evaluated with respect to other positions that become available in the future. We wish you the best in finding a career opportunity that is both challenging and rewarding.

## About Govig & Associates

Govig is an Executive Recruitment firm that specializes in identifying and placing executive level talent. With over 40 years of experience and success in recruitment, Govig combines high quality performance with small business values and culture. We work strategically in the following verticals across the nation: Biotech and Pharmaceuticals, Building Products, Construction, Healthcare, and Tax.

Phoenix Business Journal's **Best Places to Work** every year since 2003

Interested in becoming an Talent Acquisition Intern at Govig?

Send your resume to [hirings@govig.com](mailto:hirings@govig.com)

Let's get social: Like & Follow us! [@GovigandAssociates](https://www.instagram.com/GovigandAssociates)

