

# ***Intern Assignment Template Guide***

## **Welcome to the Professional Management Development Program (PMDP).**

Let's get to work! This section has been designed for you to develop and customize your 8 week assignment with us. Our goal is to assist in developing your "business development and marketing" skills. Taking this assignment will give you the opportunity & experience in:

- ✓ **Face to face "job shadowing" and networking with businesses.**
- ✓ **Exposure to community engagement and connecting with area professionals.**
- ✓ **Real world experience of being in the field and understanding the needs of businesses.**

Note: This is not your typical internship of sitting at a desk and getting a small project to work on. We take great pride in making this a true "*Valued*" experience throughout this assignment's completion.

We have designed this program to where you set your own scope of the assignment and hours you put into it. The more you commit to goals and tasks the better the experience and compensation. The compensation guide can be found in the *Internship Orientation Handbook*.

***What is in it for ProHub and why do we have this internship program?*** Simple, this program is to spread the word of our recruiting platform. We are not your typical job board. Where else can you post a referral bonus and a job recruiting video per job posting? No where! In short as we train you in business development we are also developing our connections and network to area businesses.

Next, is a formatting template on how to develop your assignment. You will need to select assignment categories for each week and then write your goals. Goals are how you will be evaluated. If you have any questions email us at [info@prohubdata.com](mailto:info@prohubdata.com) or go to your account home page and click "Guide" then the "How to use" section for more details.

*Everett Grady*  
CEO & Founder

Welcome to  
***ProHub***  
[www.prohubdata.com](http://www.prohubdata.com)



***Black Shamrock*** means:  
"Courage, Honor and Nobility" =  
***Respect & Dignity***

We hold every candidate looking  
for a job with the highest level of  
respect and dignity.

# Guide to customize your assignment

## Customizing Intern Assignment Program

### Assignment option “Blocks” and a summary to the assignment task

Student Recruiting	Business Development	Community Engagement
<p><b>Campus Engagement</b> - Use your current position as a student to build relationships with students and campus professionals.</p> <p><b>Social Engagement &amp; Talent Management</b> – You can also leverage social media networks. Your school might even have an alumni group on Facebook and these can be infinitely helpful. Recruit everyone.</p> <p><b>Engaged Research</b> - Research different areas of academics (i.e. Nursing schools). Some of these students are in High Demand occupations with big referral bonuses.</p> <p><b>Community Organizing</b> - Promote your own student recruiting event.</p>	<p><b>Engaged Research</b> - Research and/or list local businesses hiring that you have an association with or would like to meet (lead generation reports).</p> <p><b>Business Development</b> – Connect with businesses that are hiring. Interview them to understand their needs and then ask to recruit by representing their business.</p> <p><b>Recruiting Management</b> – Promote <u>ProHub Job Posting with videos</u> or Assist with businesses to produce “Job Recruiting Videos” per job posting to show why a candidate would want to work here.</p> <p><b>Video &amp; Marketing Management</b> – Develop a marketing plans and recruiting videos for business owners.</p>	<p><b>Community Networking</b> - Check for any community or college job/career fairs in your area. If yes, schedule to attend to meet with employers.</p> <p><b>Community Education</b> – Ask to speak to the administration of local High Schools to offer ProHub to all students for career development at no cost to the school or students.</p> <p><b>Institutional Engagement</b> – Ask to speak to your college or university department chair about ProHub Prep Plan. Which is employer sponsored funding for future scholarships.</p> <p><b>Direct Service</b> – Ask to present your assignment to a community organizations (Rotary, Lions Club, Kiwanis, Chamber of Commerce as an example) about ProHub on what we do and our giving campaign.</p>

### Business Skill Development – Analytical Thinking

<p><b>Involve</b> – To work with the users during the entire process from getting students profiles completed to assisting employers with posting job openings.</p>	<p><b>Empower</b> – To place yourself in the position of helping with the final decision making with the business owners on what their needs are for recruiting.</p>	<p><b>Inform</b> – To provide the public with balanced and objective information to assist them in understanding the alternatives and opportunities for our platform.</p>
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## Measurable Goal Development Guide – These are examples of how to write your goals per assignment category.

### Assignment Goals – Examples & Estimated Hours for 8 week program

Student Recruiting	Business Development	Community Engagement
<p><b>*Campus Engagement</b> – ProHub helps connect students to the best career opportunities for them. I will sign up (insert #) students to a free ProHub Account  <u>Estimated hours: 4 to 10 hours</u></p> <p><b>*Social Engagement &amp; Talent Management</b>            By (insert date) I will post on social media (insert # of openings) local business job opening that I'm recruiting candidates for.  <u>Estimated hours: 2.5 to 6 hours</u></p> <p><b>\$Engaged Research</b> - Research what occupations my school produces as entry level professionals i.e.: .NET Developer in IT. Next match (insert #) of job openings posted on ProHub and make referrals of students.  <u>Estimated hours: 3 to 10 hours</u></p> <p><b>Community Organizing</b> - By (insert date) I will post on my social media network a "Recruiting Event" at my local coffee shop to sign up (insert #) free student ProHub accounts. <u>Estimated hours: 6.5 to 20 hours</u></p>	<p><b>Engaged Research</b> – By (insert date) research and develop a list (insert #, minimum of 10) of local businesses hiring that you have an association. If none, then list the companies in your area that would like to meet to understand more about what they do. This is a key opportunity for networking development. Ask to show ProHub's website.  <u>Estimated hours: 8 to 13 hours</u></p> <p><b>\$Business Development</b> – Based on your list of companies in the "Engaged Research" I will contact (insert #) of hiring managers and ask to schedule a meeting or just drop in (cold call) small businesses about open job positions. Inform them about ProHub and ask to recruit their open positions.  <u>Estimated hours: 8 to 15 hours</u></p> <p><b>\$*Recruiting Management</b> – ProHub Campus Manager will assign me to "job shadow" employers and interview hiring managers and employees on work culture and open positions. During the interview I will produce small video "job reels" and send to Campus Manager. <u>Estimated hours: 8 to 80 hours</u></p> <p><b>\$Video &amp; Marketing Management</b> - I will receive and produce job reels into job recruiting videos that the employers is review and approve for posting.  <u>Estimated hours: 8 to 13 hours</u></p>	<p><b>*Community Networking</b> – I will check by (insert date) if my school, another area school in my area or an association is hosting a career / job fair. If yes, I will attend and introduce myself to employers asking to recruit for them through the ProHub platform.  <u>Estimated hours: 4.5 to 13 hours</u></p> <p><b>*Community Education</b> – By (insert date) I will call my high school or a local high school and ask to schedule an on-site meeting or phone call to introduce ProHub for HS students. By the end of the 8 week assignment I will give 1 presentation on how ProHub helps develop a HS Students career path. <u>Estimated hours: 4 to 8 hours</u></p> <p><b>\$Institutional Engagement</b> – I will drop by my school's Office of Admission or Department chair by (insert date) and ask if they have ever heard of ProHub Prep Plan. Ask if a demo meeting could be scheduled with their offices and ProHub management (<b>NOT AVAILABLE UNTIL 2021</b>)  <u>Estimated hours: 2 to 5 hours</u></p> <p><b>Direct Service</b> – Call by (insert date) and introduce yourself and your intern assignment to ProHub, then ask (insert organization) to deliver a 20-minute presentations on ProHub's giving campaign and recruiting platform.  <u>Estimated hours: 6 to 8 hours</u></p>

\* - Minimum requirements as part of this assignment. Go to "My Plan" and complete the Week 1 through 8 goals assignments.

\$ - the task is compensated as part of the assignment.