

PIHRA

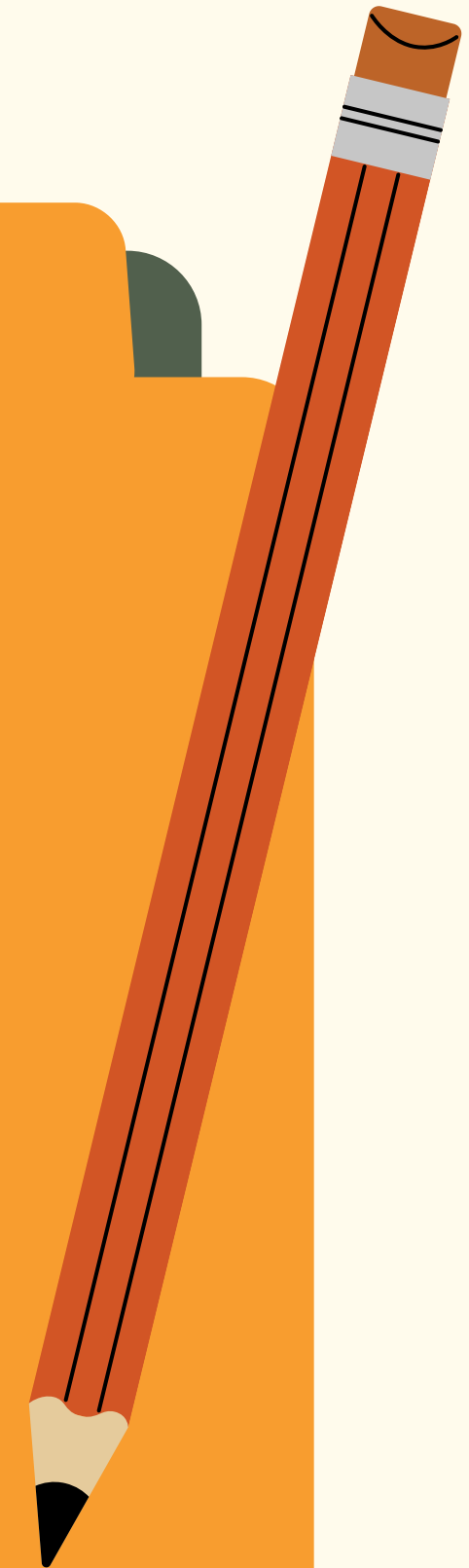
September 16, 2021

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# CPP PIHRA

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Welcome to our 4th general meeting



# Today's Agenda



- 1 Membership Deadline Reminder
- 2 Internship + Job Opportunities
- 3 Upcoming Events + Resume Palooza
- 4 Social Media
- 5 Guest Speaker

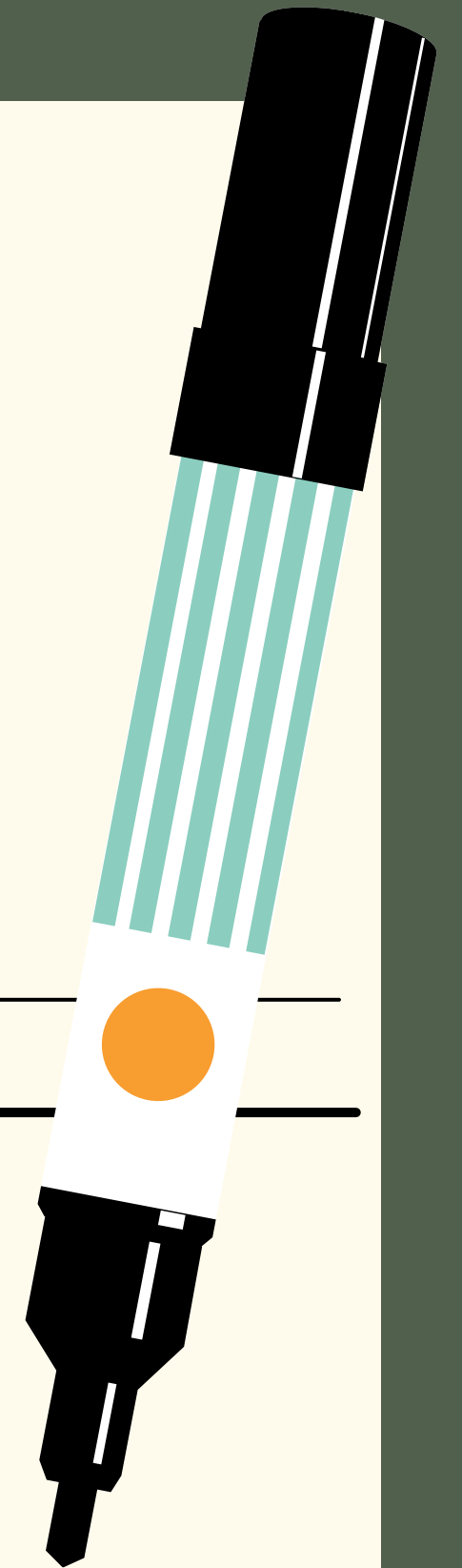


# Membership Deadline

**Deadline: Sept. 17, 2021**

\$25/semester or \$40/school year

Want to join?  
Visit our website:  
[www. calpolypihra.org](http://www.calpolypihra.org)



## HR Job

- Moreno Valley, CA  
Full Time

### Talent Administrative Coordinator

- Source, schedule, and coordinate candidate interviews based on the company's needs for multiple locations.
- Participate & coordinate recruiting events and coordinate onsite recruiting events, as well as, creating a presence in the community.
- Assist in maintaining a smooth onboarding process for new team members (approvals, new hire paperwork, E-Verify, H1B).
- Maintain a consistent offboarding process (approvals, paperwork).
- Track employee attendance and manage disciplinary write-ups.
- Initiate and track completion of employee feedback reviews.
- Cross check employee payroll and assist in open enrollment for benefits.

ShipBob



ShipBob

- Complete weekly compliance audits and help solve opportunities.
- Serve as a liaison to resolve employee issues (through investigations, communication meetings and floor walks).
- Help drive culture initiatives within the facility.
- Compile and measure performance management data on a weekly, monthly and quarterly basis to identify trends.

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<https://shipbobinc.applytojob.com/apply/uC9hEqCk7N/Talent-Administrative-Coordinator>

# HR Internship

Los Angeles, CA  
Full Time

## Job Summary:

The HR intern will provide support to the Human Resources team with implementing and tracking recognition programs and more. The Intern will primarily be tasked with monitoring and maintaining the vaccination records, shifts worked for our event-based team, and implementing and processing of the weekly raffle prizes.

## Qualifications:

- 0-2 years of related work experience
- Bilingual - Spanish & English
- Pursuing a Bachelor's Degree in Business, Sports & Entertainment, HR
- Strong analytical and problem-solving skills
- Proficient with Microsoft Office
- Ability to work in a fast paced environment
- Excellent written and oral communication skills

# STAPLES Center

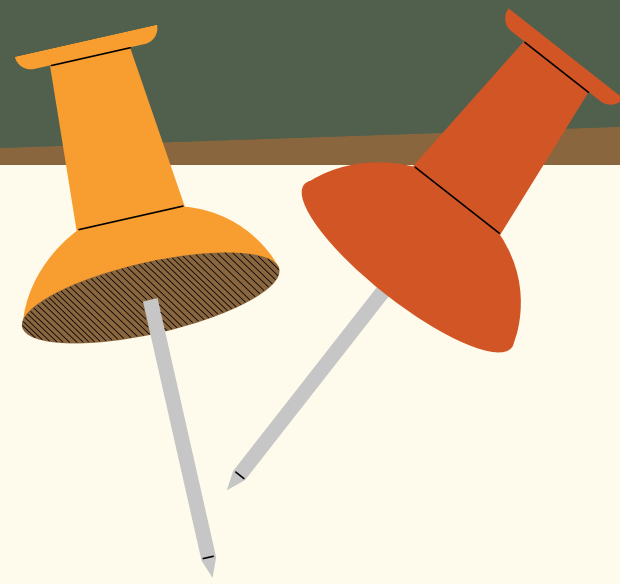


## Essential Duties

- Update vaccination records and tracking of shifts worked
- Create and maintain departmental excel spreadsheets
- Oversee the social media as well as market the recognition program
- Attend and participate in weekly HR meetings

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[https://www.aegworldwide.com/careers/jobs/STPLS4324/human-resources-intern-%28staples-center%29?gh\\_jid=5531084002&gh\\_src=c60291442](https://www.aegworldwide.com/careers/jobs/STPLS4324/human-resources-intern-%28staples-center%29?gh_jid=5531084002&gh_src=c60291442)



# WANT YOUR RESUME REVIEWED BY A RECRUITER?

Send your resumes to Yvette via email  
[calpolypihra.recruiter@gmail.com](mailto:calpolypihra.recruiter@gmail.com)

Set up an appointment for a 1 on 1 with her!

# Upcoming Event 9/23



Stay tuned for more info  
@cpppihra or  
on our exclusive **Discord**  
**channel!**



**JOINT GENERAL MEETING**

Need to revise your  
resume?

Join us Thursday, Sept. 23rd

## **Resume Workshop**



**12-1 pm**

**ZOOM ID: 843 470 82884**

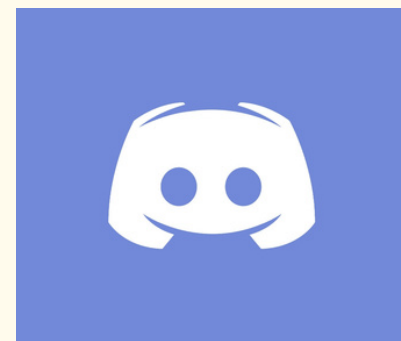
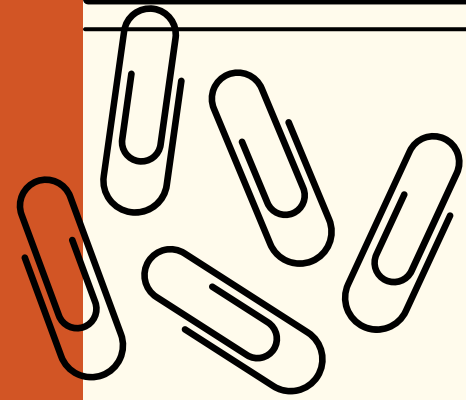
*See you there!*



**CalPolyPomona**

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# Connect With Us!



Link is sent to  
paid members



@cpppihra



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PIHRA

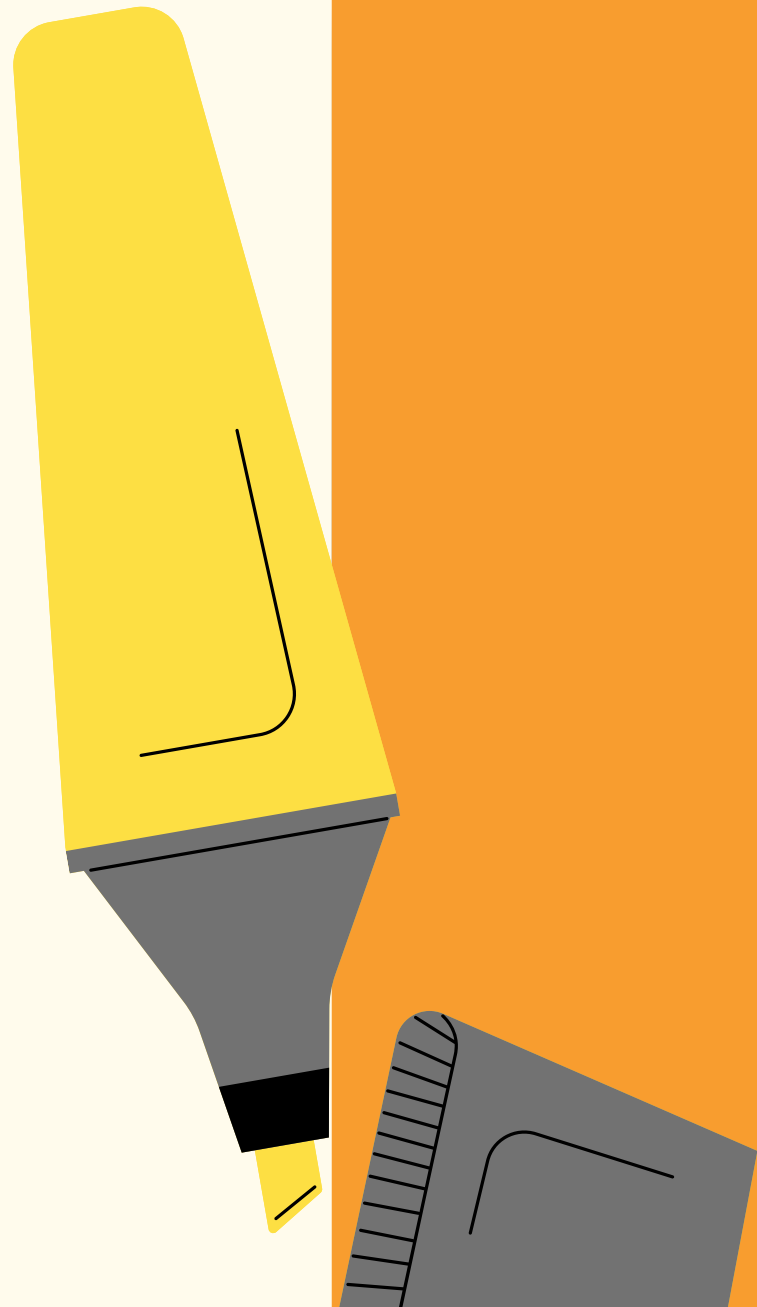


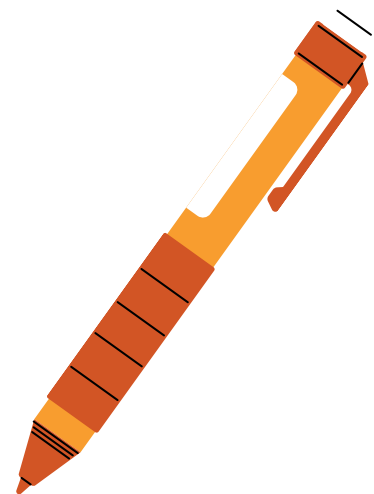
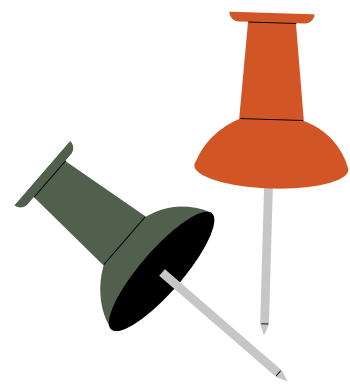
Ca1 Poly Pomona  
PIHRA Student  
Chapter

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**NOW LET THE  
FUN BEGIN!**

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# Guest Speaker: Kevin Nguyen

Welcome and thank you for your time!



**AppleOne**  
*Hiring Made Human®*

CPP PIHRA  
PRESENTS:

**PI** *hr* **A**™

Cal Poly Pomona



## Recruitment Tips and Tricks from Staffing Expert

Thursday 9/16

12-12:50 PM

ZOOM ID: 843 470 82884

*Kevin Nguyen, Talent  
Acquisition*



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