



Diversity Internship Program in Human Resources & Equity Placement Proposal

HR Divisional Office	
Work Location	
Placement Period	
Contact	

Proposed Job Title:	
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Summary of General Duties
<i>Please attach a detailed job description in addition to this summary</i>

Contacts
Who will be the intern's supervisor? Who will be the intern's mentor? (could be the same as the supervisor)

Required Competencies
<i>What competencies (skills, knowledge, and abilities) are important for an intern to possess in order to succeed in this placement opportunity?</i>



Learning Opportunities:

*What learning opportunities will be available to the intern throughout the placement?
What skills and competencies will be developed?*

Department commitment:

1. The intern will be assigned responsibilities as described in this proposal.
2. The supervisor will provide ongoing performance feedback to the intern.
3. The intern will be provided with opportunities to gain exposure to senior management.
4. The intern will be provided with an appropriate workstation including a computer, telephone and email access.
5. The intern will be provided with all training required for their position

Supervisor:			
	Name	Signature	Date
Director:			
	Name	Signature	Date

Please submit completed form to Integrated HR (iHR) by email at wuwu.ugbeye@utoronto.ca.