

BU 223 Internship
Task Listing Sheet

Task Number	Tasks
1	Assist in planning to business success <ul style="list-style-type: none"> ➤ Develop framework for planning and applying to enhance skills ➤ Develop SWOT analysis ➤ Develop policies, procedures, and regulation ➤ Identify resources ➤ Present plans made after analysis
2	Assist in making operational and strategic plans, identifying issues/problems in organization, and making decision to meet the operational and strategic plans. <ul style="list-style-type: none"> ➤ Setting a meeting ➤ Identifying organizational goals ➤ Identifying problems in organizations ➤ Identify problem employees ➤ Diagnosing goals and issues/problems ➤ Reviewing personnel manual ➤ Making decisions toward meeting organizational goals and issues/problems ➤ Implement decisions made.
3	Assist in developing working schedule and job design for employees <ul style="list-style-type: none"> ➤ Develop job characteristic model ➤ Delegate tasks ➤ Rotating employees ➤ Modify work schedules
4	Assist in leading and motivating employees. <ul style="list-style-type: none"> ➤ Review salary schedule ➤ Make recommendations for adjusted salary schedule ➤ Review performance evaluations ➤ Make recommendations to improve productivity ➤ Develop better working environment for employees ➤ Assist in providing open communication environment ➤ Setting appropriate performance standards. ➤ Measuring and comparing performance to standards.
5	Assist in developing team work/collaboration among employees <ul style="list-style-type: none"> ➤ Identify collaborative works ➤ Group to form collaborative teams ➤ Delegate collaborative tasks ➤ Assessing collaborative efforts
6	Assist in developing organizational budget. <ul style="list-style-type: none"> ➤ Review organizational revenues and expenses ➤ Develop cost control ➤ Implement cost control standards

	<ul style="list-style-type: none">➤ Manage cost cutting➤ Mange cash flow➤ Review financial statements➤ Make financial recommendations➤ Prepare annual budget
7	<p>Assist in recruiting, screening, interviewing, recommending, staffing, and evaluating potential employees.</p> <ul style="list-style-type: none">➤ Preparing and posting vacancy announcements➤ Screening application documents➤ Contacting applicant for interview➤ Interviewing applicants➤ Making recommendation for the best applicant➤ Preparing personnel documents➤ Orienting newly hired employees➤ Evaluate performance of new employees