

PROGRAM STAŻU

Nazwa podmiotu oferującego staż
IBM GSDC Wrocław
Miejsce odbywania stażu
Ul. Muchoborska 8, 54-424 Wrocław
Stanowisko, obszar działania
HR Support in HR Business Partner team Work in a global environment, in multinational team. Support HR Business Partners in preparing documentation & reports, updating HR tools, procedures and communication platforms. Assist in talent & performance management initiatives and any other employee related cases. Number of places for students/ graduates
Termin
Obszary merytoryczne, z którymi student ma szansę zapoznać się podczas odbywania stażu. Czego Student może się nauczyć. Jakie kompetencje może rozwijać.
Internship program *: <i>Phase 1 - IBM Organization introduction</i> <ul style="list-style-type: none">• Introduction to Delivery Centre Poland• Organization procedures and processes• Delivery Centre Poland management structure• Key roles and team responsibilities <i>Phase 2 – IBM business environment, tools introduction</i> <ul style="list-style-type: none">• Setting up the work environment• Lotus Notes and Team Rooms accesses set up• HR Partners tools introduction (Talent Management, Performance Management, Legal & Case Management etc.)• HR environment introduction specific to GSDC <i>Phase 3 – Reports and documentation</i> <ul style="list-style-type: none">• Support in preparing documentation

- Support in preparing the reports

Harmonogram z propozycją liczby godzin oraz zakresem zadań merytorycznych w ujęciu tygodniowym. (32h pracy stażysty w tygodniu w miesiącu wrześniu, 20h pracy stażysty w tygodniu w miesiącach październik i listopad).

Tydzień 1	introduction @IBM, workplace set up (accesses etc.),
Tydzień 2	introduction @IBM, workplace set up (accesses etc.), responsibilities handover, HR environment and Tools introduction,
Tydzień 3	HR reports generating, documentation preparation, calendar management, acquainted with Organization Structure
Tydzień 4	HR reports generating, documentation preparation, contact with managers under HR Business Partner supervision, calendar management, support HRBP in employee related cases
Tydzień 5	HR reports generating, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, updating Performance management Database, support HRBP in employee related cases
Tydzień 6	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, updating selected HR procedures, support HRBP in employee related cases
Tydzień 7	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, updating selected HR procedures, support HRBP in employee related cases
Tydzień 8	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, updating selected HR procedures, support HRBP in employee related cases
Tydzień 9	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision,

	calendar management, updating communication forum (WIKI for managers), support HRBP in employee related cases
Tydzień 10	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, updating communication forum (WIKI for managers), support HRBP in employee related cases
Tydzień 11	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, support HRBP in employee related cases
Tydzień 12	HR reports generating, documentation preparation, other HR-related tasks, support HR Business Partner in preparing weekly Talent management Club, contact with managers under HRBP supervision, calendar management, support HRBP in employee related cases
Wymagania stawiane kandydatom	
Rok studiów	Min. 3
Kierunek studiów	
Znajomość języków obcych	English – intermediate, preferred: fluent
Profil kandydata (oczekiwane kompetencje)	Creative, open to new challenges, eager to develop, reliable. Very good communication skills. Good knowledge of MS Office (especially Power Point & Excel)
Inne	
Dodatkowe informacje	
Dane osoby odpowiedzialnej za rekrutację (imię, nazwisko, stanowisko, e-mail, telefon)	
Monika Slomiany, HR Business Partner, monikaslomiany@pl.ibm.com , 727062008	
Określenie potencjalnej możliwości podjęcia zatrudnienia po odbyciu stażu	

Potentially yes.

Podpis osoby reprezentującej Pracodawcę

Akceptacja Menedżera projektu