

INTERNSHIP SPOTLIGHT

Michael Sedlak

Graduation Semester & Year: Fall 2022

Semester & Year of Internship: Fall 2022

Major: Management

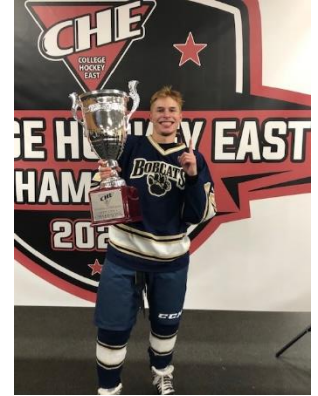
Minor: N/A

Hobbies: Hockey, Soccer, Golf, Indy Car Racing, and

Campus Activities: Pitt-Greensburg Hockey Club

Future Plans/Career Goals: Recruiter

Hometown: Pittsburgh,
PA/ Chartiers Valley HS



- **Internship (company/your title):**
Burns & Scalo Roofing/ Human Resources Intern
- **How did you find your internship?**
I know the President of the company and he gave me the opportunity.
- **What were your duties?**
Recruiting for open office positions and finding candidates to interview. I also was in on the Microsoft Teams and in-person interviews. I also helped with an Inventory project as well.
- **How many hours per week were you at your internship site?**
21 hours per week; worked 7 hours a day on Monday, Wednesday, and Friday
- **What did you enjoy most about your internship?**
Being able to find candidates and set up interviews for open positions in the office. At one point we had 15 open positions and by the time I finished, we had 6 open positions.
- **What was the most difficult aspect of the internship?**
Having to fill some specific roles where it was hard to find candidates that fit our requirements. We had some positions that were available and not enough people applied with any experience in what we were looking for in a candidate.
- **How did your experience at UPG and in the Management department prepare you for your internship?**
I thought that the class I took on Human Resources last year was very helpful for me to prepare for this Internship. I think that class was very helpful to learn the basics of Human Resources.
- **How has your internship prepared you for a career?**
It has prepared me to understand the basic nature of Human Resources and how to find the right candidates for our open office positions.
- **What recommendations do you have for other students about doing an internship?**
I think that if students who are either Management majors or interested in doing Human Resources in the future, Burns & Scalo is a great company to get a better understanding of the Business community.

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