

INFORMATION ABOUT THE INTERNSHIP

I. Data about the hosting organization

Organisation			
Name of the organisation	Legal Talent Kft (Franchisee of Hudson)		
VAT	HU13016225		
Registration number	01-09-714757		
Commercial orientation	Profit-making organization		
Juridical form	Private company (Ltd)		
Geographic area	Central and Emerging Europe		
Address 1	Lajos utca, 72-76		
Postal code	1036		
City	Budapest		
Province	Budapest		
Region EU	Central Europe		
Country	Hungary		
Phone	+36 1 430 5400		
Fax	+36 1 430 5401		
Web site	www.hudson.com		
Size of the organisation (number of persons)	25		
Activity sector of the organisation	Human resources - Legal Recruitment		
Description	We help our clients achieve greater organizational performance by assessing, recruiting and developing the best and brightest people for their businesses.		
Contact person into the organisation			
Function	Surname	Name	email
Managing Director	Hayes	Ellen	Ellen.hayes@hudson.com

II. Internship data

General data	
General description of the internship	The intern will have a strong working knowledge of principles and concepts in own function and a sound understanding of the external frameworks, policies and procedures that affect all technical areas of Legal Recruitment.
Objectives of the internship Knowledge, skills and abilities that the intern will acquire	The intern will be trained to have a sound knowledge of the functional skills such as customer liaison, interview techniques, effective customer briefing, client relationship building and facilitation of meetings.
Detailed program	The intern will support all processes involved in

building candidate research lists (e.g. database & online research techniques), candidate generation, response management (e.g. writing effective JD's) and candidate selection. The intern will interact with candidates (e.g. headhunting & interviewing) and clients for recruitment and selection as well as the ongoing support (e.g. reference checking) required throughout the recruitment process.

Tasks to realize

1. Research
 2. Recruitment support
 3. Selection of candidates
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