

# BestDrive Recruiting Intern

## Your tasks

This internship will be 12 months long and requires working onsite three (3) days per week.

### Join Our Team

Join a team where your work directly impacts the growth of our organization. As a Recruiting Intern at Continental/BestDrive, you will gain hands-on experience supporting the full recruitment lifecycle, partnering closely with Hiring Managers, Human Resources, and Talent Acquisition leaders to deliver an exceptional candidate experience from requisition approval through pre-employment completion.

This internship provides exposure to corporate recruiting operations, talent sourcing, candidate management, interview coordination, offer administration, and pre-employment processing within a fast-paced environment.

## What You'll Do

- Support full-cycle recruiting activities from requisition approval through completion of all pre-employment requirements.
- Create and post job opportunities within SmartRecruiters following approval.
- Source candidates utilizing job boards, LinkedIn, networking opportunities, career fairs, and additional recruiting channels.
- Review resumes and provide qualified candidate slates to Hiring Managers for consideration.
- Follow up with Hiring Managers to obtain resume feedback and maintain recruiting momentum.
- Coordinate candidate communications throughout the recruitment process.
- Schedule phone interviews, virtual interviews, and onsite interviews while managing calendars and logistics.
- Track interview progress and ensure interview feedback and completed interview guides are received from Hiring Managers in a timely manner.
- Partner with Hiring Managers and HR Business Partners to facilitate candidate selection decisions.
- Draft offer letters and obtain appropriate approvals prior to extending offers to candidates.



Job ID  
**REF97941W**

Field of work  
**Human Resources**

Location  
**Fort Mill**

Job flexibility  
**Onsite Job**

Legal Entity  
**Continental Tire the Americas, LLC**

- Present offers to candidates and manage offer acceptance documentation.
- Distribute onboarding documentation and ensure all required paperwork is completed accurately and timely.
- Complete hiring activities within SmartRecruiters and move candidates through the hiring workflow process.
- Initiate and monitor background screenings through First Advantage and Sterling.
- Coordinate employment verification activities and monitor completion status.
- Schedule and track pre-employment drug testing requirements.
- Create and process PeopleFlow transactions to ensure candidates are fully established within company systems.
- Maintain accurate candidate records and data integrity within SmartRecruiters and related HR systems.
- Assist with recruiting metrics, reporting, and Talent Acquisition initiatives.
- Support career fairs, employer branding activities, and other recruiting events as needed.
- Serve as a Talent Acquisition ambassador by delivering a professional, responsive, and positive candidate experience.

## **Your profile**

### **What You Bring to the Role**

- Currently enrolled in an accredited U.S. bachelor's degree program in Human Resources, Business Administration, Organizational Development, Communications, Psychology, Marketing, or a related field.
- Junior or Senior class standing preferred.
- Minimum GPA of 2.8 or higher.
- Ability to commit to a 12-month internship and work at least 20 hours per week during standard business hours (Monday–Friday).
- Availability to work onsite three (3) days per week.
- Strong interest in Talent Acquisition, Recruiting, and Human Resources.
- Excellent verbal and written communication skills.
- Exceptional organizational skills and attention to detail.

- Ability to manage multiple requisitions, priorities, and deadlines simultaneously.
- Proficiency in Microsoft Office applications, including Excel, Outlook, PowerPoint, and Teams.
- Ability to handle confidential information with discretion and professionalism.
- Strong customer service orientation with a passion for creating an outstanding candidate experience.
- Self-starter mentality with the ability to work independently and collaboratively.

### **Additional Ways to Stand Out**

- Previous internship experience in Recruiting, Human Resources, Talent Acquisition, Staffing, or Administrative Support.
- Experience with SmartRecruiters or another Applicant Tracking System (ATS).
- Familiarity with background screening processes, onboarding activities, or pre-employment administration.
- Experience sourcing candidates through LinkedIn or other talent platforms.
- Participation in SHRM, student leadership organizations, or campus recruiting initiatives.
- Intermediate to advanced Microsoft Office skills.

**Relocation assistance is not available for this role.**

### **Our offer**

All your information will be kept confidential according to EEO guidelines.

### **EEO-Statement:**

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be

considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to [Careers@conti-na.com](mailto:Careers@conti-na.com) or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

Ready to drive with Continental? Take the first step and fill in the online application.

## **About us**

BestDrive, a wholly owned subsidiary of Continental, is quickly becoming the top choice among commercial trucking fleets for our high-quality products and exceptional service. BestDrive Commercial Tire Centers specializes in providing fleet customers with innovative tire solutions including award-winning Continental and General Tire brand products, innovative commercial solution products such as ContiPressureCheck, and a wide array of multi-brand truck tires to address all market segments. Since our founding in 2012, we presently have 25 locations throughout the United States and continue to rapidly expand our footprint throughout the country.