



The Paycom Jr. Executive Internship is an excellent opportunity to gain real-world exposure to the many facets that contribute to success within a fast paced sales office. Students will gain hands-on, real-life business training and experience to broaden their understanding of sales techniques, research strategies and the behind the scenes duties necessary to take an enterprise wide product solution to market. Candidates must be able to access the office locations easily and have reliable transportation. Sales office addresses can be found online at <http://paycom.com/contact-us/>.

### **Roles and Responsibilities:**

- Learn multiple aspects of the sales cycle
- Shadow successful sales professionals
- Participate in prospecting sessions
- Research prospects and present findings
- Assist in analysis and presentation preparation
- Prepare drops
- Pre call planning
- Special projects as necessary
- Some administrative functions

### **Qualifications**

- Excellent communication skills both verbal and written.
- Strong organizational skills.
- Advanced knowledge of MS Office.
- Must be actively involved in leadership roles on campus
- Knowledge of a CRM preferred.

### **Professional development and sales trainings will be presented by the Director of Sales training each week in the local offices:**

- Weekly professional development in the office via GoToMeeting
- Up to 3 field rides per month will take place on Wednesday and Thursday
- Candidates must be able to work a minimum of 12 hours per week and up to 20 hours per week (fall and spring semesters).
- Summer internship will range from 35 hours plus.
- Candidates must pass extensive background check.

### **Education Requirements:**

- Pursuing a bachelor's or master's degree, must be a 2nd semester junior or senior
- 3.0 GPA minimum.
- \*Must provide transcripts to verify GPA and hours completed.

***Paycom provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, pregnancy, military and veteran status, age, physical and mental disability, genetic characteristics, or any other considerations made unlawful by applicable state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Paycom expressly prohibits any form of workplace harassment based on race, color, religion, sex, national origin, pregnancy, military and veteran status, age, physical and mental disability, or genetic characteristics.***

*All qualified candidates will be considered.*

#### **OFFICIAL NOTICE: SAN FRANCISCO FAIR CHANCE ORDINANCE**

**Starting August 13th, 2014, the Fair Chance Ordinance (San Francisco Police Code, Article 49) requires employers to follow strict rules regarding job applicants' and employees' criminal history.** The ordinance covers jobs in San Francisco, and applies to employers doing business in San Francisco who have 20 or more employees (Regardless of the employees' locations).

**Certain matters are off-limits.** An Employer may *never* ask about, require disclosure of, or consider: an arrest not leading to a conviction (other than an unresolved arrest that is still undergoing criminal investigation or trial); participation in a diversion or deferral of judgment program; a conviction that has been expunged or made inoperative; any determination in the juvenile justice system; a conviction more than 7 years old; and a criminal offense other than a felony/misdemeanor. Matters that are off-limits cannot be used by the employer for any reason at any stage of the hiring process.

**An employer cannot ask about an individual's conviction history or unresolved arrests at the start of the hiring process.** This includes through a job application form, informal conversation, or otherwise.

**A mandatory interactive process for matters not off-limits.** Only after a live interview has been conducted, or a conditional offer of employment made, is the employer allowed to ask about an individual's conviction history (except as to matters that are off-limits) and unresolved arrests. Only those convictions and unresolved arrests that *directly relate* to the individual's ability to do the job may be considered in making an employment decision.

Before the employer may take an adverse action such as failing/refusing to hire, discharging, or not promoting an individual based on a conviction history or unresolved arrest, the employer must give the individual an opportunity to present evidence that the information is inaccurate, the individual has been rehabilitated, or other mitigating factors. The individual has seven days to respond, at which point the employer must delay any adverse action for the reasonable time and reconsider the adverse action. The employer must notify the individual of any final adverse action.

*Evidence of rehabilitation* include satisfying parole/probation; receiving education/training participating in alcohol/drug treatment programs; letters of recommendation; and age at which the individual was convicted. *Mitigating factors* include coercion, physical or emotional abuse, and untreated substance abuse/mental illness, that contributed to the conviction.

**No Retaliation.** An employer may not take an adverse action against an applicant or employee for exercising their rights under the ordinance or cooperating with the Office of Labor Standards Enforcement.

If you need more information, or wish to report an employer that you believe has violated this ordinance, please contact the OLSE at 415-554-5192 or email [FCE@sfgov.org](mailto:FCE@sfgov.org)