



HRC's 15-Week Land Surveyor Intern On-Boarding Program

Week 1

- Attend HRC University where the Intern will receive a formal Welcome, learn about HRC's Structure, History and how HRC promotes healthy Communication Skills, as well as need to know items such as general company policies, how and when do you get paid, benefit package, how to submit your timesheet and much more.
- Meet your co-employees, Survey Crew Leaders and the Survey Department Director.
- Basic introduction to the survey equipment and supplies that will be used on a daily basis

Week 1 Outcome:

- The Intern will understand their role at HRC and will be aware of performance expectations.

Week 2 – 8

- Daily inventory of equipment and supplies that will be needed prior to leaving the office.
- Daily loading of equipment and needed supplies into the company truck prior to leaving the office.
- The Intern will become familiar with the survey equipment and instruments and how to care for them from set-up through breakdown of said equipment and instruments.
- The Intern will be teamed with a qualified survey crew-chief that will help them learn and understand the basic survey skills and daily duties.
- Meet bi-weekly with the Survey Department Director to review and discuss the Entry-Level Land Surveyor's progress.

Week 2 – 8 Outcome:

- The Intern will gain confidence in basic surveying skills and will illustrate that they are retaining these skills by performing them without having to be constantly reminded of the daily routine.

Week 9 – 12

- The Intern will learn to take good field notes and compile accurate field sketches.
- The Intern will gain plan reading knowledge.
- The Intern will learn how to gather field information, start to understand the computations and data that is transferred daily from the office into the field and back into the office.
- The Intern will understand the importance of the daily job instruction given to the field crews.
- The type of Projects and Job Sites will be expanded so that the Intern is exposed to the many facets of our profession, such as Boundary and Topographic surveys, construction staking and As-Built Surveys.
- Meet bi-weekly with the Survey Department Director to review and discuss the Intern's progress.
- A 90-Day performance evaluation with the Survey Department Director and the firm principals will be conducted.

Week 9 – 12 Outcome:

- The Intern begins to understand what is required and what it takes to excel as a land surveyor. The Intern becomes excited about the prospects of making a career path for themselves as a Professional Registered Land Surveyor.

Week 13 – 15

- The Intern is made aware of potential advancement at HRC through on-the-job training as well as the educational requirements to become a Professional Registered Land Surveyor.
- The Intern will spend two days in the office and will be exposed to how the survey department goes about researching records for surveys and we compile/compute survey data.
- The Intern will be able to prepare neat and accurate field notes, sketches, maps and reports.
- The Intern will continue to build upon the experience achieved through-out the entire on-boarding program.

Week 13 – 15 Outcome:

- The Intern will be able to exercise sound independent judgement within the scope of learned skills from the on-boarding program. They will be able to establish and maintain effective working relationships with fellow staff, consultants, contractors and others encountered in the course of work. We would expect and hope that the Intern has gained valuable knowledge and experience from our on-boarding program and that there would be no hesitation by HRC or the Intern to continue building this career path at HRC.