



BUSINESS DEVELOPMENT-SERVICE INTERNSHIP PROGRAM

Holmes Murphy & Associates ranks among America's top 30 largest independent insurance brokers, and has been delivering insurance and financial solutions for 70 years. We have locations in Des Moines, IA, Dallas, TX, Omaha, NE, Lincoln, NE, Sioux Falls, SD, Cedar Rapids, IA, Peoria, IL, Madison, WI, Pennsylvania, PA, Quad Cities, IA, Kansas City, KS, and St. Louis, MO.

Our Chief Executive Officer, President, as well as some of our sales and support staff began their careers at Holmes Murphy & Associates as Interns. Be a part of this proven success and join our intern program!

OBJECTIVE:

To introduce new talent to Holmes Murphy & Associates and develop them through a formalized program of training and exposure to all service aspects of HMA property and casualty insurance business.

OVERVIEW:

The Intern Program is structured to last two years. Interns work the summers preferably after their Sophomore and Junior Year of college. On-going evaluations are completed to track the progress of the intern. Upon graduation, if the intern is qualified for full-time employment, they may be placed in a position, depending upon skills and experience gained at HMA. Participation in Summer #1 does not guarantee continued participation in the program or full-time employment.

QUALIFICATIONS:

- Students in their sophomore or junior year of college, preferably pursuing a degree in business, finance or insurance.
- Student will have demonstrated leadership and multi-activity participation throughout high school and college careers.
- Student will be detailed oriented and organized.
- Student will show a genuine desire and interest in the field of insurance.

PROGRAM

SUMMER #1:

Interns are placed with one Property Casualty service team for the duration of the summer, which introduces them to the technical aspect of insurance, as well as the day-to-day functions of a service team.

What skills will be developed throughout the summer?

- ✓ **Customer Service:** Exposure to the service aspect of Property Casualty insurance.
- ✓ **Technical:** Complete self-study insurance courses and the associated tests
- ✓ **Professional development:** Meet weekly for HMA Intern University to learn about company history, structure, core values and goals
- ✓ **Leadership:** Participate in book club discussions held by leaders throughout the company
- ✓ **Teamwork:** Organize Quarterly Sales Performance Meeting & Activity
- ✓ **Communication:** Present one current event article and one book report to the intern group
- ✓ **Writing:** Track experiences through weekly logs

Throughout the summer, those that worked with the intern offer feedback on the intern's performance. Interns that successfully complete the program based on the potential for a future with HMA may be invited to return the following year for Summer #2.

SUMMER #2:

Once again, the interns will be placed with a team within the Property Casualty department. The intern can expect to gain a higher level of understanding of the insurance business. Additionally, the intern will gain a broader understanding of their job responsibilities and how they relate to Holmes Murphy's business. The intern continues to record their experiences through a weekly log. Interns who successfully complete Summer #2 may be invited back after graduation.

POST-GRADUATION:

Upon graduation, if a full-time position is offered, technical knowledge is improved through industry-related classes and designations. Interns are also required to seek their insurance license, as well as applicable designations.

HOURS & COMPENSATION:

Interns work full-time (38.75 hours per week) and are paid \$10.00 per hour. Additional company benefits will be available upon graduation, if hired. Interns will be responsible for providing their own housing and transportation.

ADDITIONAL INFORMATION:

Please check out our website at www.holmesmurphy.com or email your resume to Amanda Vander Ley, Senior Human Resources Specialist at careers@holmesmurphy.com.