

SUMMER INTERNSHIP PROGRAM

*Providing practical job experience working alongside
professional mentors and leadership.*



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A MESSAGE FROM LEADERSHIP

"The value that we have received from a more robust, structured and energized intern program is unquestioned. By taking more initiative with colleges, we are finding students who not only better fit our intern roles, but also provide increased promise to become long term Roseburg leaders. Our approach and program is now allowing us to continually find students who welcome the structured opportunity to contribute to Roseburg's success while learning our values and who we are as a company. They enjoy the broad scope of all that Roseburg and our communities offer while growing their technical, interpersonal and leadership skills. Our strong commitment is to our Intern Program because it works for us!"

Kellye Wise, JD

Senior Vice President

Human Resources and Labor

INTERN WHERE YOU WANT TO WORK.

Experience an industry leading summer internship for the largest privately-held forest product company in the U.S. At Roseburg, our internship program provides practical job experience working alongside professional mentors and leadership.

Internship opportunities include:

- Engineering
- Environmental
- Finance
- Forestry/Resources
- HR & Labor
- Information Technology
- Manufacturing
- Sales/Marketing
- Sourcing/Purchasing
- Transportation





SUMMER INTERNSHIP PROGRAM

HERE'S WHAT LAST YEAR'S INTERNS SAID ABOUT THEIR EXPERIENCES...

"I have spent three summers as a Roseburg intern. A Roseburg internship is not your average internship."

Oregon State University Intern

"My experience with Roseburg has exposed me to a real perspective of a future career in sales. I hope our paths will cross again!"

Oregon State University Intern

"This internship has helped me become a better forester...It broadened my perspective and challenged me in many ways."

Auburn University

"I gained useful IT skills that I will always use."

Central Oregon Community College Intern

"The internship challenged me with open-ended problem solving tasks... I was able to take control of important projects which will lead to process improvements."

University of Idaho Intern

"Within the role of HR, I have been a part of... increased communication and organization of the internship [program]."

Western Oregon University Intern

"What I've learned at Roseburg I know I'll use every day of my future professional career."

Pennsylvania State University Intern

"One challenge I faced was learning the vast amount there is to learn about QA (quality assurance). Repetition helped me overcome that challenge."

Oregon Institute of Technology Intern

"I made connections with great people with the same passion for IT & had good times getting to know and interacting with other interns."

University of Phoenix Intern

"The value that we have received from a more robust, structured and energized intern program is unquestioned. By taking more initiative with colleges, we are finding students who not only better fit our intern roles, but also provide increased promise to become long term Roseburg leaders."

SVP HR & Labor, Roseburg

FOR MORE INFORMATION, CONTACT HUMAN RESOURCES AT 541-679-3311

ROSEBURG'S INTERNSHIP SYNOPSIS

A defining objective in Roseburg's 2013 strategic plan was people development. It was clear that if Roseburg was going to become a top- quartile performer, more focus on talent management had to happen. As a result, the Executive team committed the organization to drastically improve the recruitment and retention of talent over the next business cycle. Two vital missing links of this talent management focus were a robust internship program and relationships with regional colleges and universities. In the eight years prior to 2014, Roseburg had hired approximately 3 interns annually. Most of these interns came from Oregon based universities and Roseburg had little to no focus, or even expected, return on investment from the program. During this timeframe, Roseburg retained just 2 interns as full time employees. Meanwhile, the need to continue, and even expand recruiting, for new entry level management talent remained.

In 2014, Roseburg turned the corner. Roseburg began the process of giving the term "internship" a new brand, identity and objective. A framework was developed and implemented that provided the structure to begin building an effective and sustainable internship program. That process has continued as the various aspects of the framework described below are consistently adjusted to meet Roseburg's needs and the college talent market.

INTENTIONAL RECRUITING

University career fairs are targeted based on the internship jobs we seek to fill, with the heaviest concentration of recruiting completed in the fall. Interviewing standards are rigorous to hire the best candidates. Promoting awareness of the Roseburg brand through active engagement in the fairs, company gear such as hats, and word-of-mouth from previous interns is all integrated into the effort.

COMPETITIVE, TIERED WAGE PLAN

Criteria for pay includes practical value of the internship project, as well as increases in pay for students returning for a second or third year internship. Relocation assistance and housing or housing allowance are available as part of the overall compensation package.

PROJECT-BASED INTERNSHIP

In order to be eligible to bring an intern aboard, hiring managers must develop and deliver a detailed project plan outlining challenging and attainable expectations and outcomes for the intern in a supportive learning/ work environment evaluations from each hiring manager to their intern is completed. Also, interns provide comprehensive feedback to Roseburg regarding their internship experience. This has been valuable in making ongoing improvements to the internship program year over year.

NETWORKING OPPORTUNITES

Ongoing occasions and events are provided to promote networking, from interns and business leaders interacting beginning with the first day on the job to activities such as plant tours and sponsored bowling nights.

TOTAL BUSINESS MODEL APPROACH

Exposure to the entire business model as well as leadership development is offered to all interns. Interns are provided opportunities to see first-hand the integrated business and operational structure of Roseburg.

CAPSTONE PROJECT

A capstone report presented by each intern to Roseburg's senior leaders provides visibility and accountability for actual results, as well as reinforces the value of.

PERFORMANCE FEEDBACK

Documented performance program across the organization.

HIRING ASSESSEMENT

A final assessment of the intern's alignment with Roseburg's core values and cultural fit for future hiring consideration is completed by the hiring manager and HR.

Since 2014 Roseburg has hired 92 interns across all functional disciplines from 20 universities and colleges across the country. This more efficient hiring of interns based on fit combined with increased retention provides a direct dollar offset of expenses related to the internship program. Just as significant, Roseburg has acquired the envious reputation on campuses as the place to intern as well as an employer of choice following graduation.

In response to the added value to the company, Roseburg is now offering expanded internships that run year round to provide flexibility and maintain the employment relationship with targeted interns.

Roseburg continues to increase leverage of social media to enhance networking and internal communications among the interns and business leaders.

The program's leaders continue to look for ways to enhance the Roseburg internship brand to attract and retain the talent that fits Roseburg today and in the future.

INTERNSHIP STATS

121 TOTAL INTERNS SINCE 2006 – **92** OF WHICH SINCE 2014

STRUCTURED PROGRAM

Average **23** interns / year

13 interns returned for 2nd year

3 interns returned for 3rd year

UNSTRUCTURED PROGRAM

Average **3** interns / year

No returning interns

POST INTERNSHIP HIRING - STRUCTURED PROGRAM

10

Hired current full time employees

Engineering, HR, IT, 4 Manufacturing, Resources

1

Former full time employee (3 yrs)

Manufacturing

4

Current extended internships

Finance, Forestry, Marketing & Manufacturing

2

Completed extended internships

Forestry

8

Not recommended for hire since 2014

INTERSHIP ASSIGNMENTS

ACROSS ALL BUSINESS UNITS

Engineering
Finance
Human Resources
Resources
Composite Manufacturing & Logistics
Solid Wood Manufacturing & Marketing

INCLUDING DEPARTMENTS

Engineering – Controls
Engineering – Electrical
Engineering - Industrial
Engineering – Mechanical
Engineering - Plant
Finance – Accounting
Finance – Sourcing/Purchasing
Finance - Tax
Human Resources
IT – Business Applications
IT – Systems Engineering
Logistics
Manufacturing – Business Development
Manufacturing – Hardwoods/Solid Wood
Manufacturing – Linear Programming
Manufacturing – Maintenance
Manufacturing – Operations
Manufacturing – Quality Assurance/Continuous Improvement
Manufacturing – Safety
Resources – Forestry California
Resources – Forestry Oregon – Land & Timber
Resources – Forestry Oregon – Logging & Roads
Sales – Support
Sales – Marketing & Sustainability

INTERNSHIP LOCATIONS

OREGON – LOUISIANA – MISSISSIPPI - MONTANA

Coquille Plywood

Dillard Composites

Dillard Lumber

Dillard Plywood

Dillard Truck Shop

Dillard Western Regional Office

Forestry California – Weed/Redding Office

Forestry Oregon – Dillard Western Regional Office

Forestry Oregon – Vaughn Office

Missoula Composites

Riddle Engineered Wood

Riddle Plywood

Simsboro Composites

Springfield Corporate Office

Taylorsville Composites



INTERN COLLEGES & UNIVERSITIES

Auburn University

California State Polytechnic University Pomona

California State Polytechnic University San Luis Obispo

Central Oregon Community College

Central Washington University

George Fox University

Louisiana Tech University

Mississippi State University

Oregon Institute of Technology

Oregon State University

Pennsylvania State University

Portland Community College

Portland State University

Umpqua Community College

University of Idaho

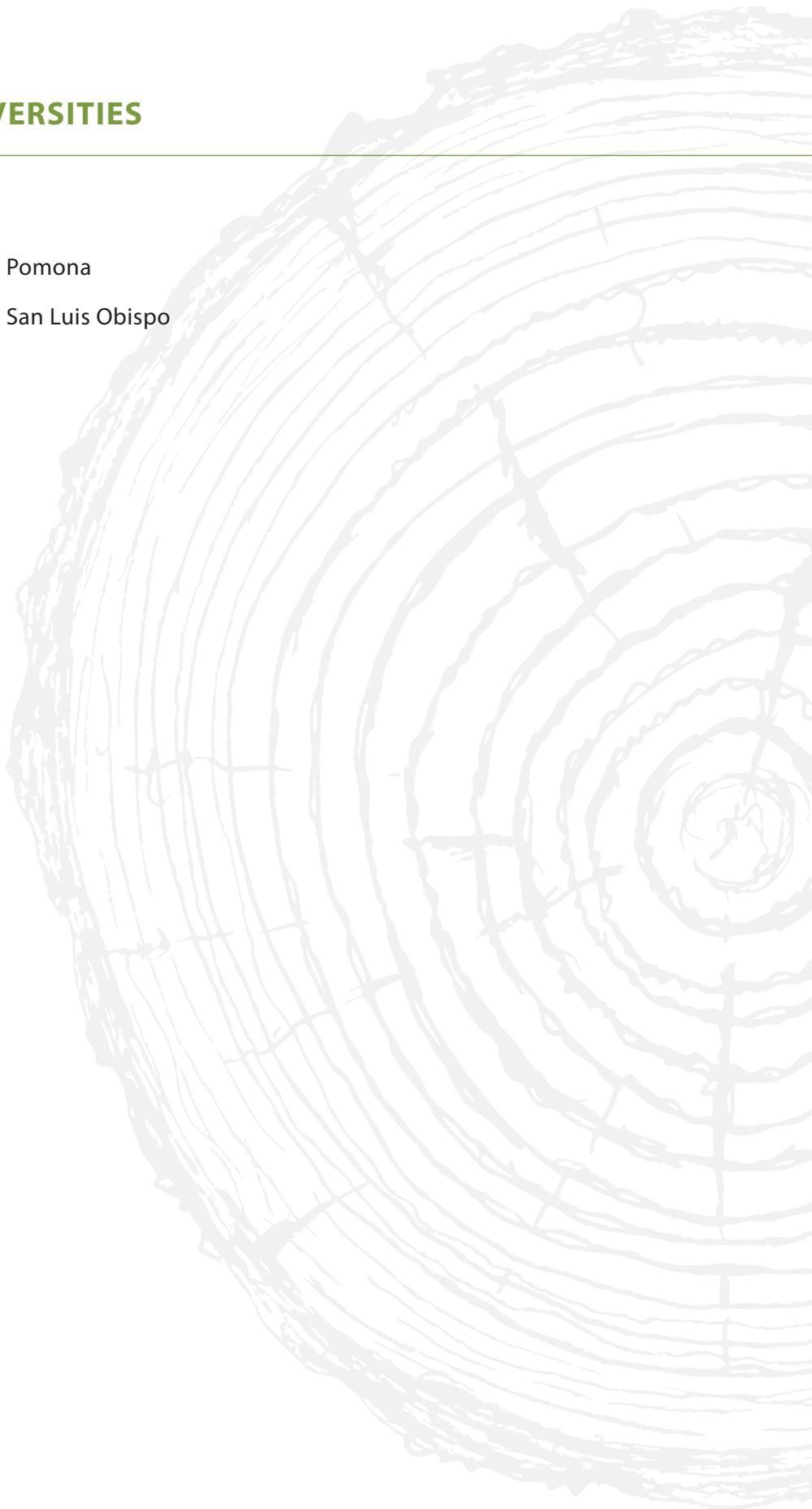
University of Oregon

University of Phoenix

University of Utah

University of Washington

Western Oregon University



INTERN MAJORS

Accounting
Bio Renewable Systems
Biology/Pre-Med
Business Administration
Business Administration/Operations Management
Business Management/Economics
Cinema & Media Communications/Computer Science
Civil Engineering
Computer Science
Electrical Engineering
Environmental Economics/Agricultural Sciences
Finance
Forestry
Forest Engineering
Forest Engineering/Civil Engineering
Forest Management
Forest Operations Management
Human Development & Family Science
Industrial Engineering
Information Technology
Information Technology – Applications & Development
Manufacturing Engineering
Master Business Administration
Materials Engineering
Mechanical Engineering
Natural Resource Management
Nursing
Operations Management
Project Management
Renewable Materials
Renewable Materials & Sustainability
Safety & Health Management
Wood Science & Engineering



INTERNSHIP PLANNING

Good afternoon!

We are ramping up for Roseburg's upcoming summer internship program. As you may have heard from managers who participated in previous internships, our summer interns contribute significantly to Roseburg through their projects. Although it may seem early, fall is the ideal time to recruit, because many of the most qualified students commit to summer internships before Thanksgiving or Christmas.

Move quickly! Timing matters for selecting from the best candidate pool:

Let us know you want an intern

- Reply to this email with how many interns you are interested in for your department by September 1st

Budget now

Take advantage of college "career fair" recruiting opportunities

- College career fairs start in the fall; find out where your best opportunities exist and plan on attending
Let us know if you are aware of any college fairs you are interested in that aren't on our list & they can be added.

Get info on college "career fair" logistics

- Booth set up & recruiting materials for a professional presentation
- Maximizing your effectiveness for recruiting the best talent suited to your department's needs
 - Represent the "face" of Roseburg
 - Have a plan for initiating conversation with students & how to get key information to determine whether you'd like to interview the student
 - Be able to clearly identify & communicate what you're looking for and what skills/degree tracks/cultural values you are looking for
 - Know how to set up & conduct an initial interview

Keep the following information in mind during your search process

- Use an internship job description for your search
- Have a defined, established & approved work plan for each intern you want to bring aboard
 - Think in terms of value projects for next summer that will tap into intern skills & provide business application of concepts they've studied, while achieving a business goal
(i.e., this is not a temp program to get "low value" busy-work done)
 - How will you or someone on your team mentor your intern to enhance growth opportunities and increase quality of work?
 - How will your intern be trained so that both they & Roseburg are set up for a value-added, successful outcome?
- Obtain PAF approval prior to making any job offer

If you hired an intern in previous years:

- Are you interested in rehiring an intern? Is the intern interested in returning to Roseburg?
Remember that the program incorporates a step increase in pay for returning interns

Ask HR for other internship program assistance as needed

- Details are available for hiring managers on the intranet: <http://rfpcoweb/managers/interns/default.aspx>

Keep an eye out for an email about upcoming fall careers coming soon from the HR department. They will also provide additional resources throughout the process for managers & supervisors expressing interest in having a summer intern for the upcoming year.

Feel free to contact us with any questions...we look forward to another season of high-value internships at Roseburg!



SUMMER INTERNSHIP OPPORTUNITY

QUALITY ASSURANCE (QA) SUMMER INTERN

Job Description:

- Use a tape measure to measure load heights in the warehouse
- Use a micrometer to measure veneer and panel thickness
- Maintain accurate data records and entries
- Contribute to a safe work environment in all activities
- Assist in veneer waste stream identification
- Assist on other projects as need arises

Qualifications:

- Renewable Materials or related major preferred
- 3.75 GPA or better a plus
- Focused on safety
- Good organizational / communication skills
- Ability to work on feet most of the day, while maintaining accurate measurements and data collection
- Punctual and reliable; flexibility/ability to perform shift work
- Previous mill experience preferred but not required; willingness to learn on the job

Dates of employment:

June 19, 2017 through September 8, 2017 (dates may be modified to fit academic schedule)

Base location:

Dillard, Oregon – Housing allowance is offered with this internship

Wage:

This is an hourly position with a wage commensurate with experience.

This is a temporary position and does not qualify for benefits.

Project Coordinator:

Plant Superintendent

Please send cover letter and resume no later than March 31, 2017 to (or bring to career fair):

Human Resources

PO Box 1088, Roseburg, Oregon 97470



SUMMER INTERNSHIP OPPORTUNITY

ELECTRICAL AND AUTOMATION ENGINEER

Job Description:

Work under the direction of an engineering mentor, performing automation programming, documentation, switch configuration, server configuration, basics of robotic programming, and other related topics of high-speed automation.

Duties:

- Network design & layout
- Automation programming
- Human/machine interface programming
- New capital projects
- Existing processes improvement
- R&D projects

Qualifications, skills and abilities:

- Experience with robotics and/or structured languages preferred
- Experience with switch programming or computer network configuration preferred
- Working toward a BS or MS in electrical engineering, computer science or related field required
- 3.0 GPA or higher

Dates of Employment:

Average expectation 12 weeks

June 19, 2017 - September 8, 2017 (Dates may be modified to fit academic schedule)

Base Location:

Dillard, OR – Housing allowance is offered with this internship.

Wage:

This is an hourly position with a wage commensurate with experience.

This is a temporary position and does not qualify for benefits.

Project Coordinator:

Director of Engineering

Please send cover letter and resume no later than March 31, 2017 to (or bring to career fair):

Human Resources

PO Box 1088, Roseburg, Oregon 97470



SUMMER INTERNSHIP OPPORTUNITY

LOGISTICS ANALYST / LOGISTICS ASSISTANT

Job Description:

Individual will work side by side with Continuous Improvement Manager to work projects to completion.

Duties:

- Survey/Gather Data
- Review/sort Data tables
- Provide recommendations/guidance
- Input/Process data

Qualifications:

- Computer knowledge (Excel/Access a plus)
- Communication skills
- Ability to work in a team environment
- Experience with projects or data pools

Dates of Employment:

June 2017 through September 2017 (dates can be flexible to accommodate school schedules)

Base Location:

Roseburg, Oregon

Limited travel to our other local facilities; Housing allowance may be offered with this internship

Wage:

This is an hourly position with a wage commensurate with experience.

This is a temporary position and does not qualify for benefits.

Project Coordinator:

Director of Transportation

Please send cover letter and resume no later than March 31, 2017 to (or bring to career fair):

Human Resources

PO Box 1088, Roseburg, Oregon 97470

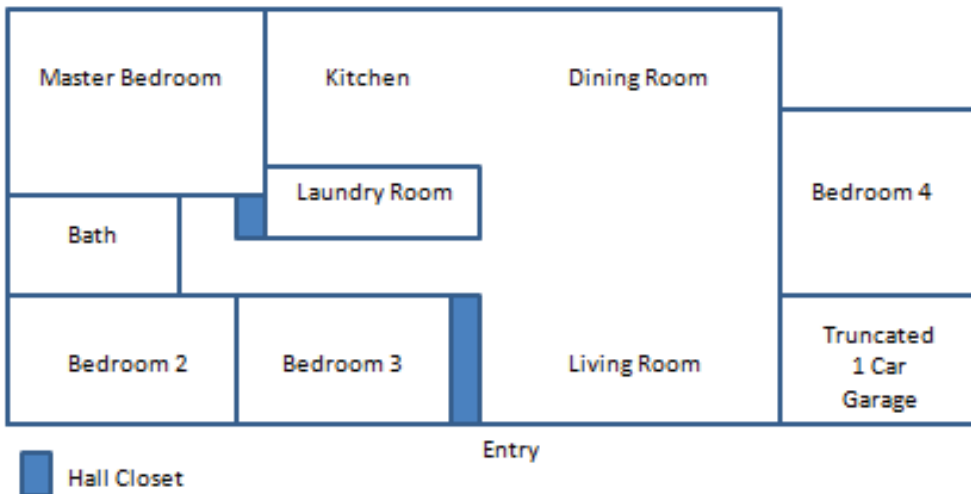
CORPORATE HOUSING



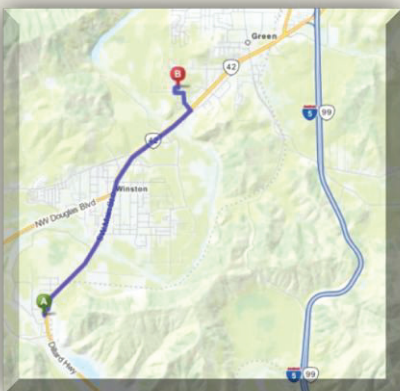
Roseburg provides a comfortable, semi-furnished home as temporary housing for employee families relocating to the area. There are no out-of-pocket expense for rent, furniture, appliances or utilities, & the home is centrally located in a quiet neighborhood in the Green District of Roseburg. This is a significant benefit, especially in a rural community where short term living accommodations are both limited & expensive. The corporate house is the primary temporary housing arrangement offered for eligible new hires & transfers *(subject to availability)*.



Floorplan *Aproximation; not to scale*



- 4B/1B
- Built in 1988
- Apx. 1,088 sf
*4th bedroom converted from garage;
not included in sf*
- Cul-de-sac lot 6,534 sf



Location

*10 minutes from I-5 freeway
10 minutes from Roseburg's Dillard Complex*

Ammenities

- **Living Room**
 - Sofa, end tables, lamps
 - TV *no cable*
- **Kitchen**
 - Refrigerator & electric stove/oven *no dishwasher*
 - Microwave, coffee pot & toaster
 - Cookware & utensils
 - Drain board, hot pads & kitchen towels
 - Dishes/Placesetting *service for 8*
 - Trash bin
- **Dining Room**
 - Dinette table *seats 4*
- **Bedrooms**
 - Full bed & chest of drawers in each bedroom
 - Ceiling fans in 3 bedrooms *portable fan in 1 bedroom*
- **Bathroom**
 - Shower curtain & trash bin
- **Laundry Room**
 - Washer & dryer
 - Vacuum cleaner, broom, mop & bucket
- **Utilities & Miscellaneous**
 - Baseboard heating
 - Electricity, water, garbage & internet
 - Yard maintenance
 - Basic starter supplies

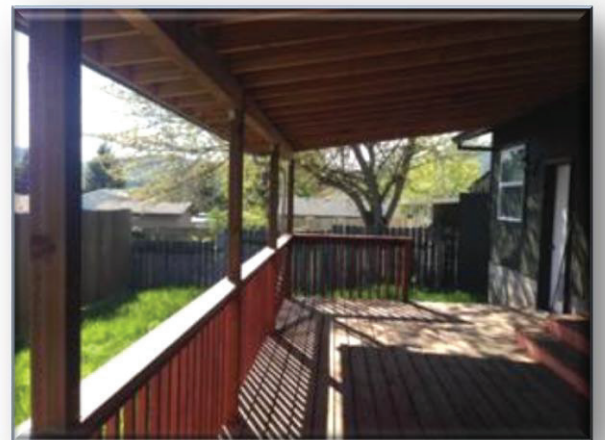
TP, hand soap, laundry soap, cleaning supplies, etc

Occupant responsibilities

- Bedding, towels, & toiletries
- Food, cleaning & other supplies
- General housekeeping

Furniture shown in pictures is an example & subject to change.

All occupants sign an agreement outlining terms of use. The property is considered an extension of company property, and therefore company policy applies. There is no charge for use of the corporate housing provided, however the value of the housing (including utilities) is imputed as taxable income and is reported as part of the employee's total wages, in compliance with federal & state laws.





INTERNSHIP WORK PLAN

Intern Name _____

Intern Position _____ Location _____

Internship Duration Start _____ End _____

Supervisor Name _____

Phone _____ Email _____

Key Responsibilities / Projects

1. _____
2. _____
3. _____
4. _____
5. _____

Expected Outcomes

1. _____
2. _____
3. _____
4. _____
5. _____

Supervisor Signature

Date

Intern Signature

Date



Intern Performance Assessment

Intern Name: _____

Emp #: _____

Position Title: _____

Date: _____

[Print Form](#)

[Clear Form](#)

Safety:

Demonstrates behaviors consistent with safety procedures and rules
Wears proper PPE as appropriate

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality:

Understands quality goals and guidelines for department
Consistently meets quality requirements
Understands and achieves internal and external customer expectations

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Productivity:

Understands work requirements and goals for the department
Consistently meets work related targets
Completes work assignments and other expectations in timely manner

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teamwork:

Initiates assistance and support to co-workers
Deals with conflict in a constructive manner resulting in a positive outcome
Offers suggestions and solutions to continuously improve processes

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Communication:

Expresses verbal and written ideas effectively
Listening skills

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Technical Skills:

Competent in required job skills and knowledge
Exhibits ability to learn and apply new skills
Demonstrates ability to effectively use technology to enhance results

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attendance:

Reports to and ready to work as scheduled

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional area for assessment

(unique to the individual)

Needs Improvement	Meets Expectations	Exceeds Expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Strengths, Highlights and Accomplishments Describe the specific behaviors that contribute to getting results

Targets Missed

Developmental Opportunities Describe the specific behaviors that need to be improved

Development Recommendation

Area / Skill / Experience	Actions	Timing

Employee's Signature

Date

Supervisor's Signature

Date

Manager's Signature

Date



SUMMER INTERN TESTIMONIAL

Please write a brief testimonial about your internship experience with Roseburg this summer.

Name _____

Location Dillard Lumber Dillard Office Missoula REW Riddle Ply SB Spfd Office Vaughn

Please print clearly... Thank you!



Summer Internship Structure

Effective May 1, 2014

Roseburg's internship program is an investment, and we want to create as much value and return on that investment as possible, from the work that is performed during the internship, to increasing the likelihood of hiring the interns following graduation. With that in mind, when bringing a summer intern into your facility or work area, please consider the following structure and adhere to its expectations.

Purpose:

1. The internship model provides a skill set and resource to complete special projects and/or work activities that may fall outside the normal scope of day-to-day work, and
2. The internship serves as a recruiting tool to attract, assess, and retain top talent for Roseburg.

Process:

1. Within the first week of employment, management completes the Internship Work Plan, which outlines the expected responsibilities/projects, and communicates it with the intern.
2. Management provides at least two informal discussions with the intern during his/her employment to:
 - a. Ensure adherence to the Internship Work Plan,
 - b. Manage intern performance and communicate expectations and progressManagement is encouraged to spend time looking at specific results and growth accomplished by the intern, as well as future potential.
3. Management completes the Intern Performance Assessment (covering overall performance and potential "fit" with Roseburg) and reviews it with the intern at the end of the internship, and the original is submitted to HR in the Main Office.