SUMMER INTERNSHIP PROGRAM

Providing practical job experience working alongside professional mentors and 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
"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
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 OPPORTUNITIES**
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 ASSESSMENT
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

<table>
<thead>
<tr>
<th>STRUCTURED PROGRAM</th>
<th>UNSTRUCTURED PROGRAM</th>
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<tbody>
<tr>
<td>Average 23 interns / year</td>
<td>Average 3 interns / year</td>
</tr>
<tr>
<td>13 interns returned for 2nd year</td>
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<tr>
<td>3 interns returned for 3rd year</td>
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<tr>
<td>No returning interns</td>
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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
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
INTERNERSHIP 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
INTERN SHARE 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!
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
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).

Location
10 minutes from I-5 freeway
10 minutes from Roseburg’s Dillard Complex

Floorplan

- Master Bedroom
- Kitchen
- Laundry Room
- Bath
- Bedroom 2
- Bedroom 3
- Dining Room
- Bedroom 4
- Living Room
- Truncated 1 Car Garage
- Hall Closet
- Entry

- 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
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/Placelsetting 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:** __________________

## Safety:

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

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<tr>
<th>Needs Improvement</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
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## Quality:

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

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## Productivity:

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

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## 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

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## Communication:

Expresses verbal and written ideas effectively  
Listening skills

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## 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

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## Attendance:

Reports to and ready to work as scheduled

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## Additional area for assessment

(unique to the individual)

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Rev 03.31.2014
**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**

<table>
<thead>
<tr>
<th>Area / Skill / Experience</th>
<th>Actions</th>
<th>Timing</th>
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**Employee’s Signature**  

**Supervisor’s Signature**  

**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!

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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 progress
Management 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.