



Recruiting an Employ.ed on Campus Intern 2019/20

Employ.ed on Campus, now entering its 9th year, gives you the chance to enhance your team and support a University of Edinburgh student by offering a summer internship within your department or School.

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Overview

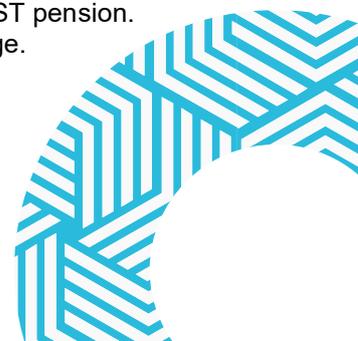
- 10 or 12 week summer internships starting on the 1st of June 2020
- Open to all 2nd to penultimate year undergraduate students.
- Interns are paid at point one of grade UoE3 (spinal point 7)
- The cost of employing a full time intern for 12 weeks, with on-costs, would be £4570.¹

[HR website: Employment Costs \(Aug 2019\)](#)

Careers Service support:

- Help finalise the project and intern job specification.
- Advertise internships on MyCareerHub and promote to students.
- Can help shortlist.
- Support host managers and students with the interview process.
- Hold an information event for host managers.
- Deliver a development programme for the interns before, during, and after their internship.
- Provide student & host manager support throughout the programme.

¹ N.B: This is based the on-costs at Aug 2019 and the intern being enrolled onto the NEST pension. The salary uplift for this year is currently in dispute with the HE unions so this may change.





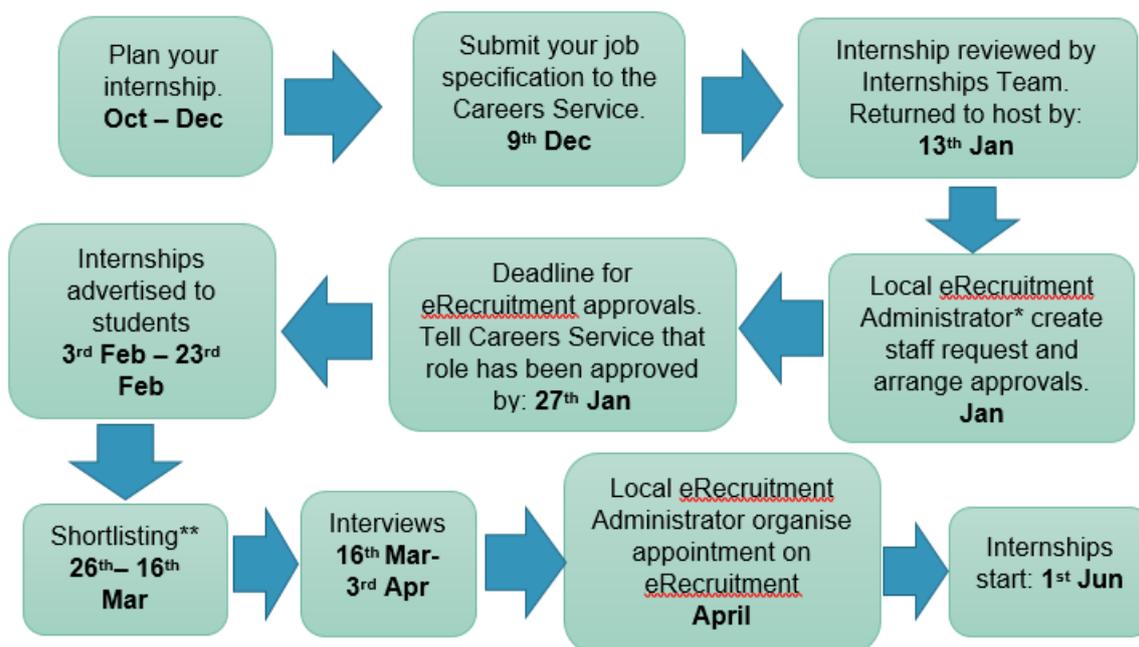
Why host an intern?

- Complete projects that may be on hold or will not otherwise be done.
- Gain a student perspective on your project
- Open your department up to new skills, energy and ideas - without a huge cost.
- Gain a new motivated team member.
- Support student employability by providing valuable work experience.
- Be part of an exciting University initiative.

What are the benefits for students?

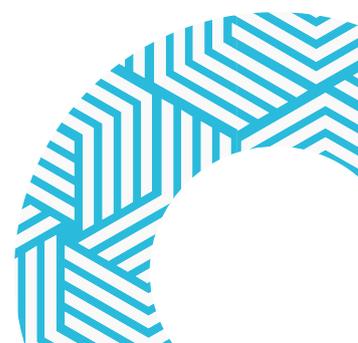
- Develop employability skills by gaining high quality, paid work experience.
- Achieve an Edinburgh Award through self-reflection and setting development goals.
- Experience work in a professional environment; test career goals and get an idea of what a job really involves.
- Gain a different insight into the University.

Recruitment Timeline:



*This is usually your office manager/ business administrator

** If the employed team is helping you shortlist you will receive your shortlist by 10th March





Planning an Internship

Scoping a project

A good internship gives the intern an opportunity to make a significant contribution to your department, and their professional development.

Choose a project that is important to the department and will give the intern a clear goal to work towards. Consult colleagues, line managers, and heads of department. If you can't find one big project then the workload could be spread across a number of areas.

Ideas could include, but are certainly not limited to:

- Researching new development ideas or products.
- Improving information management systems, operational procedures, IT systems, internal communication systems etc.
- Creating marketing strategies, designing promotional materials, etc.

[For more inspiration have a look at previous Employ.ed on Campus internships case studies on our website.](#)

What does the project need?

Skills:

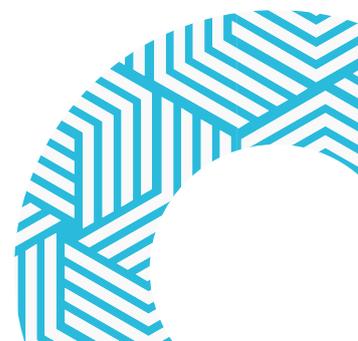
- What skills does the student need to complete the project?
- What soft skills do they need to fit in/contribute?
- Which skills are essential and which are desirable?
- What skills do you and/or the existing team have?
 - This is helpful to work out what additional skills an intern will need to bring (essential), and also what skills they can develop.

Thinking carefully about what is essential is important at this stage. Getting this right now, will help you write the job description.

For students the internship is an opportunity to use their existing skills and develop new ones. Skills might not be fully developed but when recruiting you can look for potential.

Desired outcomes

- What specific results do you want a student to achieve and by when?
- Do you envisage any obstacles to achieving these objectives?
- How will you measure the success of these results?
- How do these outcomes fit with wider business objectives?





A good internship will:

- Be both a learning and develop opportunity for them, as well as delivery of a piece of work for you.
- Have clear milestones.
- Give the intern variety and responsibility.
- Deliver a genuine 'something extra' with a medium to long term benefit.
- Include working with a range of people, including clients or senior colleagues. This could mean shadowing at a more strategic level, where appropriate. This provides the opportunity to network and build relationships with others.
- Offer the chance to use written/verbal communication skills in a professional, rather than purely academic context.
- Make it clear how their role fits in to the wider context and learn about department role/aims/stakeholders.
- Allow the intern to demonstrate how they have added value e.g. presenting at team meetings.

Plan your resources:

Equipment and workspace

- What equipment does the intern need?
- Is there a desk available for the intern?

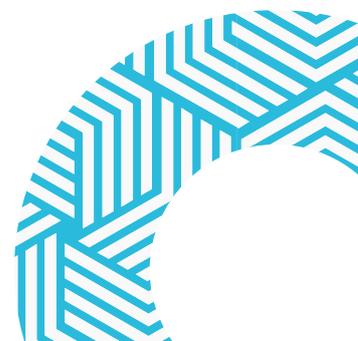
Management time

- Who is the designated line manager (and ideally buddy)?
- Have you thought about multiple managers for the intern depending on the project they are working on?
- How often does the line manager want reports/meetings?
- Does the rest of the team understand what the project is about?
- Do you have sufficient cover during the summer holiday period?
- Set aside time for the intern. With clear direction, support, encouragement, and sufficient challenge, your intern can make a huge contribution.

Helpful resources:

This guide has been based on information from:

- [CIPD 'Internships that work: a guide for employers](#)
- [Gateways to the Professions Collaborative Forum's 'Common Best Practice Code for High Quality Internships'](#)





Recruitment

Interns should be recruited in broadly the same way as regular employees. The recruitment process should be rigorous and open, to encourage fair and equal access to your opportunity for all applicants.

Job Specification:

The Careers Service will provide you with a job specification template, which needs to be completed and returned by **9th Dec 2019**.

Job title:

Keep this simple and free from jargon and include 'internship' at the end.

Person specification:

This is where you will list the essential and desirable knowledge, skills, and experience required for the internship. This is also what candidates will use to shape their application, and what you will use to assess candidates against each other.

We recommend a **maximum of 5 essential and 3 desirable skills** - this will encourage a broad range of applicants. Identify skills that are truly essential (a student cannot do the job without them, and their development would be hindered without them). For the student, the internship is an opportunity to both use their existing skills and develop new ones. You may want to include a list of the skills a student will gain through the internship.

The internship programme is open to all students so do not specify students from certain schools.

Hours:

To ensure that the internships are available to all students, regardless of their other commitments, we encourage you to consider being flexible with the hours required to complete the project (e.g reduced/compressed hours or days). In order for students to make the most of the programme we would recommend hours from **20 – 35 per week**.

eRecruitment:

eRecruitment is the University's recruitment portal. There are several stages to recruitment through the portal:

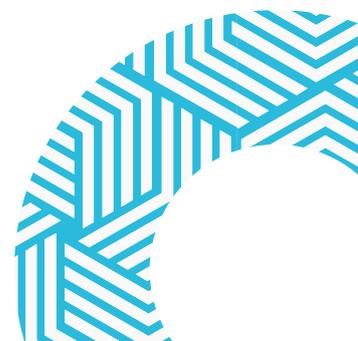
Staff Request: To start the recruitment process all jobs need to be uploaded onto eRecruitment – this is called a Staff Request. Once we have reviewed and returned your job specification, **your local eRecruitment administrator will need to create the staff request on eRecruitment**.

Make sure you fill in your eRecruitment administrator details on the job specification template so we can let them know the details for the Staff Request.

Approval: All Staff Requests have to be approved by two approvers. This needs to be done by the **27th Jan 2020** – please give us the Vacancy Number by this date to confirm. Enquiries regarding this are managed by your local HR department.

Advertising:

The Careers Service advertise the internships on MyCareerHub (not on the University jobs site) from **3rd Feb – 23rd Feb**. Applicants will be asked to complete an application form, including motivational questions, as well as providing their CV.





To help promote the programme and encourage applications, we will share marketing collateral with host managers. Please share it with your colleagues and local marketing teams. The Careers Service will host an application top tips session for students in the advertising period.

Shortlisting:

The Careers Service can provide a shortlisting service for vacancies that receive over 15 applications. **We will ask you to specify if you want assistance shortlisting on the job specification template.** We still send over all applications but will provide a matrix with our recommended shortlist. Host managers will make all the final decisions.

We will send over applications by:

- Non shortlisted roles – **26th Feb**
- Shortlisted roles – **10th March**

[HR shortlisting guidance](#)

On the application form we will ask students to answer how they will benefit from the internship. If several candidates have met all the criteria - answers to this question can help you decide which candidates might get the most out of the internship experience.

Rejecting Applicants:

Pre interview: let the Careers Service know who you are not interviewing and we will inform the candidates of the outcome of their application.

Interviewed candidates: contact the candidates who attended the interview directly to provide them with constructive feedback. We advise you do this over the phone.

Interviewing:

It is the responsibility of the hiring manager to invite students to interview. Your department also need to complete the eligibility to work checks. This is usually done at interview.

[HR guidance on Right to Work checks](#)

Students are allowed to apply for three internships, therefore **some applicants may be interviewed for multiple internships.** They may also have live applications for roles outside of the programme. Please be mindful of this and allow students time to attend their other interviews. We are giving guidance to students around how to handle multiple interviews or job offers, and **asking them to communicate with departments clearly and within a reasonable time scale.**

Some students might be studying abroad, please conduct a Skype or telephone interview if possible.

We are not prescriptive about how you assess your candidates but we recommend you **consider different methods of selection** (presentation, in tray exercise, strength based interview, competency based interview etc.). For some candidates this might be their first professional job application and/or interview, so they might not have a lot of experience to talk about when answering a competency based question. Consider using a combination of both strength and





competency based questions, and encourage interviewees to use examples beyond paid work experience.

We usually run an online session with a Careers Consultant for students that will offer top tips and guidance on interviews.

The interview period: **16th March – 3rd April (where possible please interview in this period – it is helpful other departments and students to keep to the recruitment timeline)**

Helpful resources:

- [HR guidelines for interviewing.](#)
- [HR guidelines for right to work checks](#)
- The Careers Service will also provide you with advice, example questions, and a shortlisting matrix.

Appointment:

When you have decided who you want to appoint a verbal offer can be made subject to suitable references being received.

The interview period for the programme runs from **16th March – 3rd April** and students might have multiple interviews and multiple offers. We ask that students communicate clearly with departments and respond to you within a reasonable time if this is the case. Please bear in mind that for some students this is their first time taking part in a formal recruitment process. They might also be involved in recruitment outside of the programme.

It is the responsibility of the department to appoint the selected candidate on eRecruitment, as with any appointment to the University. Interns should be on D2 fixed term training contracts (this should be inputted on eRecruitment to allow the correct contract to be issued).

References:

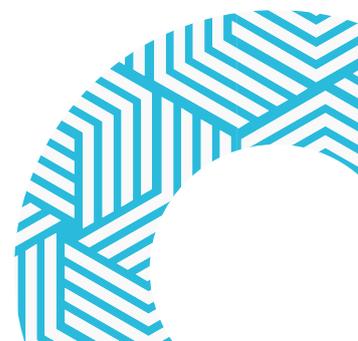
Individual references should be requested by the hiring manager, an email reference is sufficient. We ask the applicants to give their referees' details in the application form. We send this over with the applications.

The University typically recommends two references are received but for the Employ.ed on Campus programme, as some applicants might not have a lot of experience, **one reference will be sufficient.**

The Careers Service should be notified of who you have selected and confirmation that all other applicants have been rejected.

Helpful resources

- [HR Contact Details](#)
- [HR Recruiters' Guide](#)
- [Careers Service Guide for Recruiting Students](#)
- [Student Employment Guide – how to get a diverse pool of applicants](#)





THE UNIVERSITY *of* EDINBURGH
Careers Service

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