Recruiting an Employ.ed on Campus Intern 2021/22

Employ.ed on Campus 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.

Contents

Overview

- 8, 10, or 12 week summer internships starting on the 6th June 2022
- 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 £4703.[1]
  HR website: Employment Costs

Recruitment Timeline

- Register your interest and get approval to recruit: Sept – Dec
- Complete a job specification by the 10th Dec.
- Internships and Work Experience Team review and return job specs in early January.
- Deadline for recruitment approvals: end of Jan.
- Internships advertised and promoted to students: February
- Shortlisting and interviews: March
- Interns start: 6th June

Careers Service support:

- Help to scope out the intern project and review intern job advert
- Advertise internships and promote to students.
- Provide an advisory shortlist if requested.
- Support host managers and students with the interview process.

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[1] N.B: This is based the on-costs at Oct 2021 and the intern being enrolled onto the NEST pension.

- 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.

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.
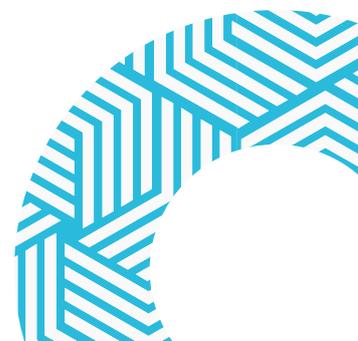
Planning an Internship

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.

It is worth thinking now about whether your intern could work at home or remotely if required. Over 70 interns worked at home and remotely in the summer of 2020 due to the covid-19 pandemic and their internships were a success. Please factor this potential requirement into your planning and get in touch for more guidance on planning and managing remote internships.

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 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?
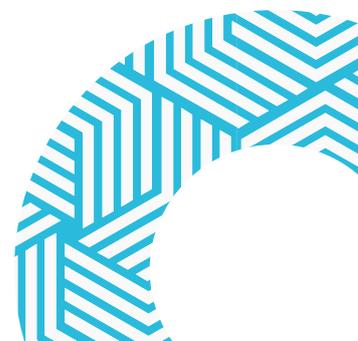
A good internship will:

- 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?
- Can you support an intern to work remotely and flexibly if required?

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'
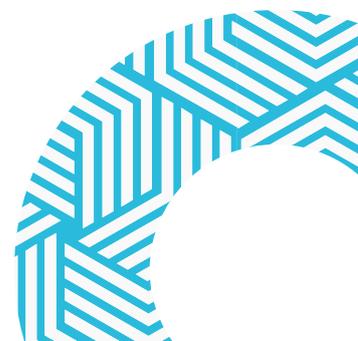
Recruitment

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 **early December**

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. Including a list of the skills a student will gain can make the internship more attractive to applicants.

A benefit of the internship programme is gaining a fresh perspective, therefore we encourage you to not to 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**.

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