Essex Interns Important information for employers

Please read carefully and let us know if anything is unclear to you:

What is an Internship?

An Internship should be a genuine paid work opportunity, which should offer the intern an element of learning and development. This may simply be the opportunity for an intern to gain a better understanding of the business environment, by allowing them to apply their knowledge in a workplace setting, or could involve the development of more comprehensive project specific skills. Essex Interns manage extracurricular internships for both University of Essex students and recent graduates. Extra-curricular internships are not part of a student’s academic course work and do include academic support by the university.

What sort of work is suitable for an internship or placement?

Our interns have a wide range of skills, ability and experience that they can bring to your organisation in a variety of roles. Some examples of the type of work an intern could complete as part of an internship are: Implementing a marketing campaign, planning an event, scoping out or co-ordinating a project, reviewing your company website, conducting a particular piece of research or analysis, or conducting a process review.

We are happy to discuss any potential opportunities with you, and whatever their role, employers have consistently reported that having an intern has injected fresh thinking and energy into their business.

NB We do not accept internships that are self-employed roles, involve remote working from home or working at an employer’s home address.

What is the typical length of an internship or placement?

The typical length of an internship is 6 to 12 weeks; however it may be up to one year for a graduate or year out student. Increasingly many are part-time in term-time around the student timetable. Both the scheme and the interns are flexible and we are happy to discuss your specific requirements on a case by case basis.

What happens after I send in my application form?

The internship will need to be approved by the Internships Team. Decisions will be based upon national best practice guidelines and internal scheme criteria. If the internship is approved we will promote your vacancy for you and aim to provide you with a list of suitable applicants in around ten working days. If we do not have any suitable applicants for you we will advise you of this and discuss steps we can take to attract more applications.

What if I don’t think the candidates are suitable?

Please provide us with feedback on the applications we have sent. We are happy to re-advertise the position until it is filled. If we do not feel that we can fulfil the requirements of the internship we will advise you accordingly.
What do I do if I want to interview applicants?

Contact the applicants directly to arrange a convenient time for the interview to take place, and then tell us who you are interviewing and when. Please be aware that an element of learning and development is integral to the concept of an internship and look for the potential within the applicants.

Who informs the unsuccessful applicants?

Please liaise directly with both successful and unsuccessful applicants following their applications and/or interviews to let them know the outcome. It is important that the applicants receive feedback on their interview performance in order to help them make improvements for future interviews - for some it may be their first formal interview experience.

What happens after I have selected an intern?

You must advise the Internships Team as soon as an intern is made an offer of employment. You must liaise directly with the intern to make the offer, agree start dates, hours to be worked, confirm pay and the length of the internship.

Who employs the intern?

You will be the employer for the duration of the internship and as such you will assume all related responsibilities such as health and safety, insurance, pre-employment checks, contracts, payroll etc. As the employer it is your responsibility to check that you adhere to all current employment and H&S legislation. You must directly employ the intern through PAYE and pay on at least a monthly basis.

We do not accept applications for self-employed vacancies. All interns must be employed by you before they can undertake any work for you.

Who is responsible for checking an intern’s eligibility to work in the UK?

As the employer it will be your responsibility to confirm the eligibility of all candidates to work in the UK before they start employment with you. [https://www.gov.uk/check-job-applicant-right-to-work](https://www.gov.uk/check-job-applicant-right-to-work)

How much should we pay the intern?

The intern must be paid at least national minimum wage. However to get the best out of the internship we would encourage employers to offer a rate of pay suitable for the calibre of candidate and the level of work undertaken.

You must pay the intern on at least a monthly basis. Please note that national Minimum Wage for over 21’s is £6.70 per hour from 1st October 2015.

What do I do if my intern is not performing well?

As an employer please follow your usual company procedures for dealing with any performance issues however we would ask you to remember that this may be the intern’s first formal experience in a work environment so they may not be aware of some things that other staff take for granted. We would ask that you speak to the intern, clearly define your expectations and coach them in required standards. Please also feel free to contact us if there is a problem and we will endeavour to provide reasonable support as appropriate. If necessary we will help you to find a replacement intern should this be the only appropriate course of action.
What support is available to me throughout the internship from the University?

Once an intern has started with you we will maintain contact with you and the intern to ensure that the internship is running smoothly. Please be aware however that Essex Interns arrange only extra-curricular internships. This means that they are not part of a student’s academic course work and therefore do include academic support or supervision by the university.

Can we have more than one intern?

You can employ more than one intern through the scheme. An intern cannot undertake the same internship with you more than once.

NB: This is a free service provided by the University of Essex for the benefit of our students and graduates - Essex Interns reserve the right not to accept, or to withdraw any notified vacancy and/or funding at their discretion without publishing a reason. (Decisions will be based upon national best practice guidelines and internal scheme criteria)

If your question has not been answered or you are at all unclear about any aspect of the internship please contact us.

The Internships team may be contacted at:

Christine Bellamy
Internships Officer
Tel: 01206 873729

Wendy Greenfield
Opportunities Assistant (Internships)
Tel 01206 874966

Susan Stedman
Employer Services Manager
Tel 01206 872495

Email: internships@essex.ac.uk