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 not 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. We are happy to discuss any potential opportunities with you.

Please note that we cannot advertise opportunities that require the interns to have extensive previous experience or a role that requires them to work alone. You must ensure that there is a member of staff to support and supervise the intern throughout their internship. For many applicants, your internship could be their first experience of a professional work environment.

NB: We can promote part time vacancies but not unpaid roles. We cannot accept zero hours contracts, remote working or employment that involves working at an employer’s private home address. We do not accept applications for self-employed vacancies.

What is the typical length of an internship?

The typical length of an internship is 6 to 12 weeks; however it may be up to one year for a graduate. Students are available to work part time around their studies during term-time (subject to your location) and full-time during vacations and upon graduation. Many employers offer internships over the summer period for either 6 or 12 weeks.

Who employs the intern?

You will be the employer for this role and it is your responsibility to check that you adhere to all current employment and H&S legislation https://www.gov.uk/browse/employing-people. You must directly employ the intern through PAYE and pay on at least a monthly basis. All interns must be employed by you before they can undertake any work for you.
What happens after I send in my vacancy registration 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 if required. If we do not feel that we can find any suitable applicants for 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?

You must get in touch directly with candidates who are unsuccessful to let them know the outcome of their application (and any interviews). 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. We will send you an Internship Agreement Form which must be completed and returned to us.

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?

**You must pay the intern to at least the National Minimum wage rate for over 21’s or National Living Wage for interns aged over 25.** [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates). We expect you to pay the intern at least monthly.

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.
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 professional environment. 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.

What support is available to me throughout the internship from the University?

Once an intern has started with you, please feel free to contact us if you need to. 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 not 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](mailto:internships@essex.ac.uk)