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 them 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.

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.

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?

Once we receive your application form we will promote your vacancy for you and aim to provide you with a list of suitable applicants within 7-10 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 and we will let you know whether we have any other individuals who might meet your requirements. 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.
What happens after I have selected an intern?

First liaise with the intern directly to agree start dates, hours to be worked, confirm salary and arrange contracts etc. You must then tell us immediately who you have agreed to employ, when you intend for them to start, the hours they will be working, and the intended duration of the internship. We will send you an agreement that both you and the intern need to sign on their first day and return to us – this is a requirement of the scheme.

Who informs the unsuccessful applicants after the interview?

Please liaise directly with both successful and unsuccessful applicants following the 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.

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.

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 applicant’s eligibility to work in the UK before they start employment with you.

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. Please note that national Minimum Wage for over 21’s increased to £6.31 per hour from 1st October 2013.

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 interns’ 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 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.

Is there funding available to help me to take on a University of Essex Intern?

We have some limited funding available to micro-employers, charities and not-for profit organisations taking on a University of Essex intern, or where finance is a key barrier. There are criteria that must be met in order to receive the funding. This will be discussed with you if required and agreed before commencement of an internship.

Can I have more than one intern?

You can employ more than one intern through the scheme.

If your question has not been answered or you are at all unclear about any aspect of the internship please email us at internships@essex.ac.uk or call the Internships team on (01206) 873729