



Essex Interns

Employer Guide to Internships

What is an Internship?

An Internship is a genuine paid work opportunity, enabling the intern to learn and develop. This may be the opportunity to gain a better understanding of the business or working environment, a chance 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. These 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?

Our students and graduates 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.

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

NB: We can promote part time vacancies but not unpaid roles. We cannot accept zero hours contracts, 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?

Typically, an internship is for 6 to 12 weeks, but it could be up to one year for a graduate. Students may work part time for between 10 and 20 hours a week around their studies during term-time (subject to your location) and full-time during vacations and once they graduate. Many employers offer internships over the summer period for either 6 or 12 weeks.

N.B While we expect a fixed working pattern, you may need to exercise some flexibility around assignments, dissertations, and exams for current students. While interns will need to complete at least the number of hours agreed, we don't allow current students to work more than 20 hours a week during term time. Postgraduate students are not on vacation over the summer period.

This is particularly important for international Tier 4 students as it could breach the terms of their visa.

Who employs the intern?

Your organisation/business will be the employer for the internship, 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 registering my internship vacancy form?

The internship will need to be approved by **Essex Interns**. (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?

Provide us with feedback on the applications we have sent. We are happy to re-advertise the position if required but if we do not feel that we can find any suitable applicants for the internship, we will advise you accordingly. All candidates must have applied via the Essex Interns programme.

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**. Candidates may only take one internship at any one time and may have applied for and accepted other roles. 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?

Contact 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 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 Essex Interns as soon as an intern is made an offer of employment. 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>

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 23. www.gov.uk/national-minimum-wage-rates. You must 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, follow your usual company procedures for dealing with any performance issues, remembering that this may be the intern's first formal experience in a professional environment. Clearly define your expectations to the intern and coach them in required standards. Please feel free to contact us if there is a problem and we will endeavor 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, feel free to contact us if you need to. Essex Interns arrange only extra-curricular internships which 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 an internship with you more than once.

NB: Essex Interns 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). Internship offers may be declined if the vacancy does not offer the developmental and supervision requirements of an internship or if we do not have candidates looking for internships in this discipline.

In using this service, you are agreeing to the terms and conditions shown on the Essex Interns Employer [registration form](#)

See what other employers say about Essex Interns at www.essex.ac.uk/business/talent/internships

If your question has not been answered or you are at all unclear about any aspect of the **Essex Interns** programme, contact **internships@essex.ac.uk**

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