

ESSEX INTERNS GENERATION ESSEX ONLY

ADDITIONAL INFORMATION FOR HIRING MANAGERS (INTERNAL)

Interns will be temporary members of staff for the duration of their internship and therefore all processes and procedures that apply within your department to the induction of new staff will remain the same. Below are the answers to some specific questions that often arise.

HR and Payroll

As the employer for this internship, you will need set the intern up on a short fixed-term contract – to do this you will need to complete the HRAP1 form found on the HR website under the tab ‘making an appointment’ found here: <http://www.essex.ac.uk/hr/managers/recruitment/default.aspx> On the appointment form you need to cross the box that states ‘fixed term’. You should note that these contracts would include an entitlement to annual leave. All HR and Payroll forms should be completed and sent to HR/Payroll in the usual manner along with **a copy of the intern’s CV**. It is your department’s responsibility to check the individual’s **right to work** documents before the intern starts. Further guidance on this can be found here:

<http://www.essex.ac.uk/hr/policies/docs/RTWguide.pdf> this usually means seeing an original copy of the intern’s passport or other Right to Work documents, you will need to check these and take a copy (in the case of a passport) of the **photo pages** as well as any **visa pages if relevant**. You should then sign the copy to verify that you have seen the originals.

NB: HR cannot process any contracts, and the intern cannot start until HR has received original signed copies of the right to work documents. (Please be aware there could be some graduates that may still have visa restrictions preventing them from completing a full-time contract for the duration of the internship).

Funding:

NB: The funding is a maximum lump sum of £2,500 for a completed 3 month internship and will not cover the full salary costs. The remainder of the costs are to be met by your department. Funding is subject to completion of all necessary paperwork, and compliance with scheme rules. To claim the funding the department must notify Essex Interns in writing of the successful completion of the internship and confirm the cost code to be reimbursed. Funding will be paid via internal transfer.

Email:

If the intern is an Essex graduate, IT Services will be able to re-activate the interns’ Essex email automatically. They will do this automatically when they receive notification of a new starter from the HR/Payroll system. The intern can then collect their username and password from the IT helpdesk. Access to any shared drives etc. can then be set up in the normal way.

Parking:

Please check if your intern will be driving to work. If so, please inform Estates of the name of your new starter, their number plate and start date in advance where possible. You should advise them to park in the multi-deck car park or the adjacent staff surface car park and they must then visit Estates **on their first day** to fill out a registration form for parking.

Supervisor Guidance:

Whilst the intern will essentially be a temporary member of staff, and your processes for inducting the intern will therefore be the same as with other new starters within your department, we do ask that you bear in mind that this may be the intern's first experience of full-time work and therefore they may require additional coaching in some of the aspects of work etiquette that we take for granted, such as dress code, time-keeping, sickness reporting etc.

The interns will be familiar with the University from a student perspective, and this can provide some really useful insight into how our services are perceived by our students, but may also affect their understanding of the work we do. It will be useful for you to introduce the intern to some of the strategic aims of the University, which they may not be aware of, and to let them do some online reading and research into the staff of the University– this will provide them with some context for their work from an organisational perspective.

Some other examples of things that are commonly covered on induction are:

- Health and Safety (safety essentials)
- Fire Safety
- Computer Safety course and self-assessment (DSE)
- University of Essex Procedures for Health and Safety
- Confidentiality of personal information
- Equality and Diversity Training
- Placement specific information and guidelines
- Discussion and agreement of any training to be undertaken during the placement

There may well be other training you need them to undertake relevant to their role and your department.

More information on H&S can be found here: <http://www.essex.ac.uk/ohsas/newjoiners/default.htm>

The above are suggestions only; please check the appropriate policies for full details of what is required.

Contact us:

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Best Practice in Internships (Based on national Guidance)

The Employer

- Identifies a named member of staff to liaise with Essex Interns concerning the internship and to supervise and support the Intern and monitor their progress
- Encourages the Intern to monitor their own development and progress, identifying changing developmental needs
- Adapts the internship where appropriate to meet individual needs of the Intern
- Encourages the Intern to make suggestions and to provide input into the work of the department as appropriate
- Offers the Intern opportunities to learn about the workplace, the structure and wider activities of the organisation and the sector in which it operates
- Seeks to resolve any difficulties that might arise as quickly as possible following normal guidelines for dealing with staff, but bearing in mind the developmental nature of an internship
- Carries out a final review of the Intern's performance on completion of the internship and gives overall feedback with an opportunity for the Intern to feedback on their own experience
- Provides the Intern with written evidence if asked of skills gained/demonstrated and projects/tasks accomplished

The Intern

- Researches the business and sector before starting and during the internship
- Identifies areas for development and personal objectives they hope to gain from the internship
- Carries out the role as described by the department to the best of their ability
- Maintains a smart and business-like appearance and behaves in a professional manner
- Represents the University and department to clients, if required, to best of their ability
- As far as possible meets required deadlines and standards for the work carried out
- Actively seeks out and identifies further opportunities for personal development
- Seeks to resolve any difficulties that might arise as quickly as possible
- Discusses any problems or issues with the placement in an open and professional manner with their supervisor and/or Essex Interns as soon as they arise

Essex Interns

- Provides both departments and Interns with information about the scheme, available funding and guidance
- Answers any queries arising to enable both the department and the Intern to make an informed decisions
- Impartially advertises the opportunity to appropriate candidates according to role requirements
- Identifies a named contact for both the Department and the Intern before and during the internship
- Provides the Intern with the necessary information about the opportunity for an effective application to be made
- Offers support for application and interview skills as needed
- Ensures that the Department receives appropriate applications in time for a selection to be made
- Evaluates the outcomes of the internship from the perspective of both the intern and the employer

During the Internship the interns should aim to:

- Identify the skills and competencies they have that are relevant to the role they are seeking
- Record examples of situations in which they have demonstrated a particular skill or competency
- Critically assess the business, identifying areas of best practice and those where change would be of benefit
- Recognise different management and working styles and use these insights to work with others more effectively
- Identify areas of personal skills, styles and competencies for development and plan how to achieve this
- Develop awareness of personal impact e.g. appropriate behaviours, dress, body language etc.
- Identify the skills demonstrated in others' job roles
- Seek help for any areas where they require further support

On completion of the internship, the Intern should be able to:

- Demonstrate a critical understanding of the role undertaken during the internship
- Demonstrate an understanding of the key elements of how the department and business operate
- Demonstrate an understanding of the sector in which the business engages and how client needs are met
- Write a reflective document on their personal development, identifying enhanced skills and competencies