

Why should you host a virtual internship ?

Access NTU talent in a new and innovative way

Wider talent pool – location not important

Cost effective – minimal initial expenses (space, equipment)

Improve business agility – many organisations are re-shaping themselves to be able to adapt to new business climates. Stay ahead of your market competitors.

Important considerations

First impressions matter – this means a great online presence and induction process

A quality experience – learning and skills development for students/graduates

Intern wellbeing / "camaraderie" – do not underestimate the importance of building a sense of culture for remote workers – regular catchups created on a weekly/daily basis and methods in place to ask questions.

Ensure systems, accounts and software are in place – communication and file sharing via platforms such as Microsoft Teams, Google Slides, Keynotes, Swipe, 365, Skype, Zoom, Discord and Slack.
Ensure interns have relevant software packages with which to work.

Accountability and responsibility = sense of belonging. Many people perform best when they have a project to call their own, from start to finish.



Recruitment

Remote working requires transparency and authenticity from not just the employee, but the employer too.

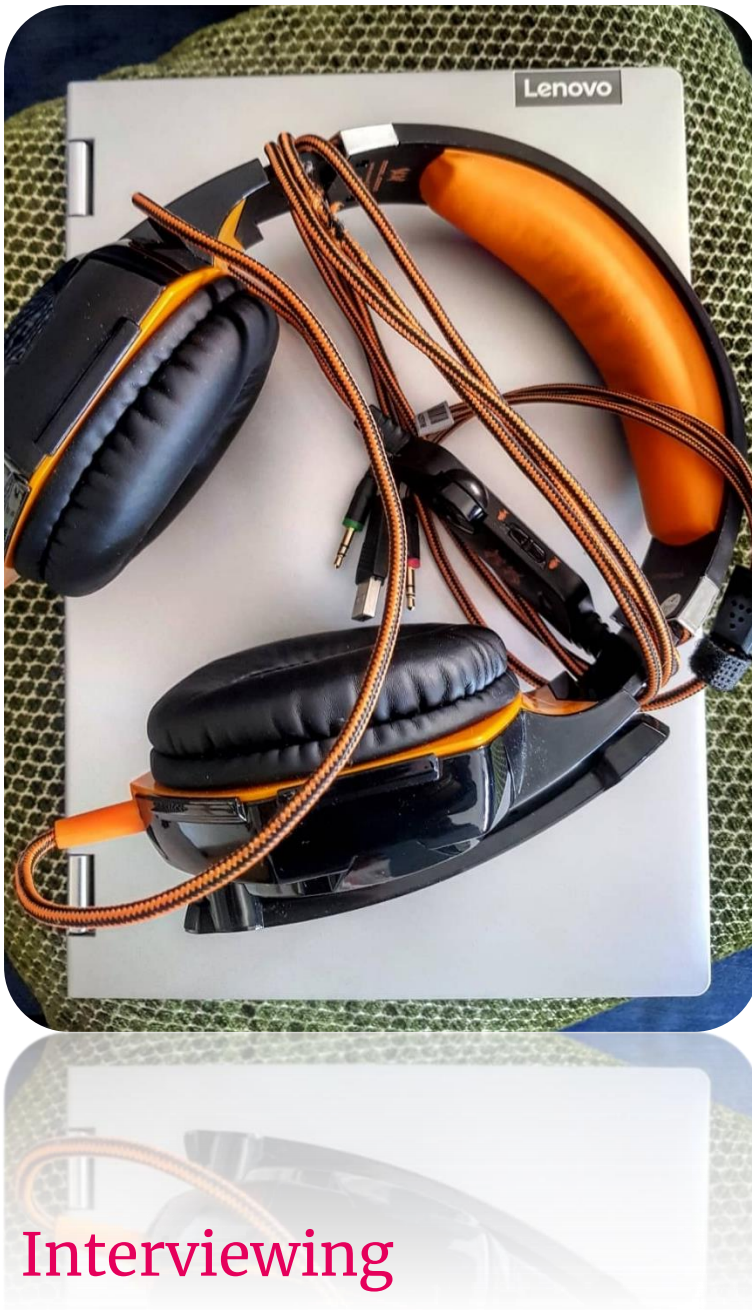
With that in mind, it may be beneficial to **update job descriptions** and responsibilities to include more detail around role expectations and accountability.

Consider your brand identity online – update your website's careers page. Think about your culture and values as well as the overall business direction and mission.

There are also numerous online platforms available to help streamline applicant screenings and monitor the progress of multiple candidates.

Investigate platforms such as Teamtailor and Smart Recruit.

Contact talent@ntu.ac.uk and advertise your opportunities for free on FutureHub.



Interviewing

Virtual interview techniques are cost (and time) effective and easy to set up.

- **Video conference calls in place of face-to-face interviews** – remember you can record video interviews and watch it back with other colleagues present.
- **One-way video recordings to screen and shortlist candidates:** applicants are presented with pre-arranged or set questions and required to provide answers on video and send in their recording.
- **Phone interviews**
- **Online take-away skills tests** (e.g. coding, design work)

Virtual interviews reduce stress by removing the need for travel, plus the candidate feels more confident and comfortable in a familiar environment.

Consider supplementing additional questions into your interview, related to remote-working capabilities. You might want to know if candidates have strong self-management skills, are proactive communicators, and have good level of general computer literacy.

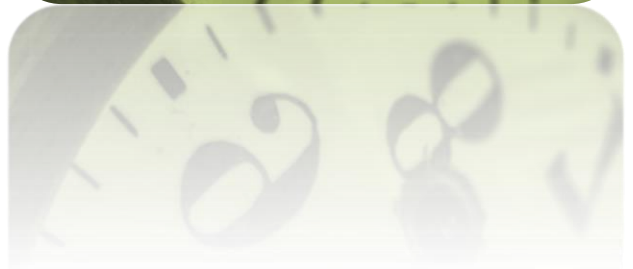
Hours & Role Examples

Many students undertake a virtual internship to fit around their studies or work commitments. Therefore, apart from arranged 'meetings', it is **not essential the intern work the traditional 9-5 hours**, so long as the work is completed.

You need to think about what tasks you want an intern to complete remotely. Suggestions include (but are not limited to):

- Marketing and content creation
- Research
- Design
- Analytics
- Development (software, web)

After considering the nature of the internship you would like to host, think about possible bonus incentives alongside payment, such as role-relevant training certifications.



Evaluation

An internship is a valuable period, aimed at real-life work experience. As an employer, you cannot simply set a list of tasks and expect them to be completed.

Therefore, feedback and support should be provided so interns can continue to develop their skills and improve their performance in future. This will work best if you have outlined clear success metrics and deliverables during the on-boarding process.

Remember to measure output, not input – find a metric outside of 'hours spent' to evaluate productivity.

- Provide feedback often, not just at the end of the internship
- Be clear and direct in the delivery of your feedback – consider the 'Start, Stop, Continue' framework
- Peer-based feedback - look to the wider team, not just from the direct supervisor/line manager
- Encourage self-evaluations – these are most valuable in conjunction with team reviews and help complete a 360-degree view.

Questions?

Contact a member of the Employability Team via talent@ntu.ac.uk or 0115 848 2189

