



Graduate Internship Scheme 2022

Guide for Employers

Graduate Internship Scheme

Nottingham Trent University's Graduate Internship Scheme offers employers the opportunity to engage with one or more of our graduates to undertake a 6-week internship to benefit your company. Our graduates will bring extra resource to help grow your business, fresh ideas and the latest skills and knowledge, which you may not currently have within your business. Last year's scheme was incredibly successful with over 150 internships taking place and a 98% approval rating from employers.

You will be offering our recent graduates a valuable internship opportunity to develop essential employability skills via a graduate level role. Roles can be undertaken anywhere in the country, in any company and in any sector. This is a perfect platform for you to trial Nottingham Trent University's graduate talent.

1. What will the recruitment process be?

Nottingham Trent University will be responsible for managing applications, shortlisting, interviewing and assessing all graduates based on our core graduate attributes and match them to your vacancy / vacancies. We will match as closely as possible by using the information provided in your vacancy submission form. You are unable to interview candidates before the start date; however, we will introduce you beforehand so you can introduce yourself and arrange the first day inductions. Please be aware that finding a suitable intern is dependent on the skillset of our available graduates so there is a chance that we may not find a match.

Nottingham Trent University will fully fund the graduate's salary for the duration of their internship (35 hours per week for 6 weeks) and you will undertake the role of the employer for the allotted period.

2. Graduate internship dates and timescales

In 2022 we will be running the graduate internships in August; due to the scale of the project, the start date is fixed and is unable to be changed.

	Vacancy submission deadline	Match process begins	Internship start date	End of internship
August Internship	24 June	1 August	22 August	30 September

For commonly advertised roles, we have created template job descriptions and adverts to save you time. Simply select the template role from the drop-down menu when you are completing the form. You will find details of the role templates provided on the next page.

If you are recruiting into more bespoke/niche roles, you can manually enter the job description and details of the role onto the form.

If you are submitting a bespoke role, we ask that you provide as much information as possible about the duties of the role, and the skills required. All roles must be graduate level and reflect the level of duties and responsibilities assigned to the Intern. Guidance on job titles and roles can be given by the team via grad.internship.2022@ntu.ac.uk.

Your internships can be office based or virtual. Our employability team have created a range of videos and resources to support onboarding of virtual internships, which can be found [here](#).

Your organisation can enter onto the scheme by using our [online submission form](#).

3. Role Templates

Below are the five template job descriptions, once you have selected the role profile you would like, you will be given a breakdown of the responsibilities that are associated with the role. You will still need to outline the agenda of what the graduate will be doing over the six-week period. This information will also be shared with the graduate that you are matched to during the introduction stage.

Finance Executive

As a Finance Executive, you will possess time management skills to successfully work in a fast-paced environment. Responsibilities will include maintaining daily worksheets and general ledger system, maintain and complete files and records as needed, assist with accounts payable and receivable duties, and provide general administrative support to management team and wider accounting department.

HR Officer

As a HR Officer you will possess excellent time management skills, have a high level of attention to detail and an ability to manage conflicting priorities, as the HR environment can be invariably fast paced and therefore you must be comfortable managing demanding workloads. Your exceptional interpersonal skills and genuine interest in others will help you quickly build good working relations, ensuring we provide great customer service to our directors, managers, colleagues and candidates.

Data Analyst

You will be an enthusiastic numerically minded individual, that has a keen interest in data, who can think creatively to solve problems. You must have an interest in analysis and data with a focus on attention to detail and providing great customer service. You will be someone who can work both independently and as part of a team within a fast-paced and changing environment. This requires an individual who can deliver to agreed timelines, communicate effectively, and think innovatively.

Automation Analyst

You will be very competent with IT systems and be able to assess the need for automating tasks, devise possible solutions, implement software deliverables to meet the requirements, and ensure the automation deliverables eliminate repetitive tasks when possible.

Business Development Consultant

As a Business Development Consultant, you will be responsible for developing new business relationships and serving as the first level of support to existing clients. You'll need to be organised, extremely proactive, adaptable, professional, and personable and you'll need to relish a demanding fast-moving environment and opportunities to work outside your comfort zone and learn new skills. Most of all you'll need to be an exceptional team player – always willing to go the extra mile to ensure a task gets done.

4. What do we expect from the employer?

On confirmation of a matched graduate to your role, we will send you an introduction email. This sets out the expectations that the internship host and graduate will make contact before the start date.

- Take the opportunity to better understand the graduate's strengths and how they can add value to your organisation.
- Designate a supervisor who will take responsibility for the graduate during the internship.
- Designated supervisor should meet the intern on the start date to ensure they have a suitable induction training so that they get a good understanding of their role within your organisation.
- Designated supervisor should also check in with the Intern each week, monitor the Intern's progress and have an internship review every 2 weeks to provide direct feedback on their progress and performance.

Should any issues arise during the internship, you should address these issues directly with the Intern and inform the [Graduate Internship Team](#). You must let us know if the Intern has been absent without notice for more than 1 day or does not work the agreed 35 hours.

The designated Supervisor should conduct an exit interview with the Intern; identifying strengths and areas for improvement. We also ask that the employer complete a short feedback survey as part of the scheme.

5. What can you expect from the Graduate Internship Scheme?

The Graduate Internship Team are here to support both the employer and the graduate throughout the process. We will check in with the employer at various times throughout the internship.

Your Intern will be allocated a Careers Coach who will offer personalised support. We will also be in touch during the internship so we can monitor their progress and development using the agenda information provided by the employer in the submission form.

6. After the internship?

NTU will send out an Internship Employer Evaluation survey which we will ask you to complete. It's important that we collect employer feedback so we can make the necessary improvements to ensure we offer the best experience to both our employers and graduates. We are confident that hosting a Nottingham Trent University graduate will prove to be an excellent experience for your company and will enable you to clearly identify the skills and attributes our graduates can bring to your organisation.

Nottingham Trent University is happy for you to convert the internship into a permanent role after the initial 6 weeks, additional funding may be available to apply for, subject to eligibility.

7. Interested in taking part in the Graduate Internship Scheme?

Please submit your internship opportunity using our [online submission form](#).

If you'd like to discuss your internship project and learn about other ways NTU supports and works with local employers and organisations, please contact the Graduate Internship Team using the contact details below.

Employability Business Development Team

Email: grad.internship.2022@ntu.ac.uk