



Nottingham Trent  
University

# Graduate Internship Scheme 2024

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Guide for Managers

# 1. Graduate Internship Scheme

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Nottingham Trent University (NTU)'s Graduate Internship Scheme offers hiring managers the opportunity to engage with one or more of our graduates by hosting a 6-week internship to benefit your department. 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 295 internships taking place and 94% of employers indicating they would take part in the scheme again.

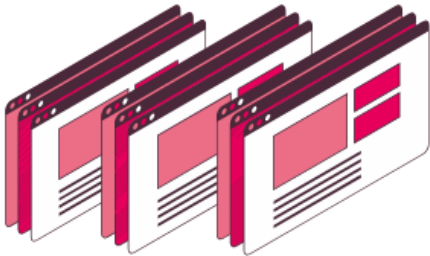
This is a perfect platform for you to trial Nottingham Trent University's graduate talent, whilst offering our recent graduates a valuable internship opportunity to develop essential employability skills via a graduate-level role.

# 2. What will the recruitment process be?

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NTU Employability 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. 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.

## MANAGE APPLICATIONS



## SHORTLIST GRADUATES



## INTERVIEW AND ASSESS



## MATCH TO YOUR VACANCY



NTU will fully fund the graduate's salary for the duration of their internship - 30 hours per week for 6-weeks, working Tuesday to Friday. You will undertake the role of the employer for the allotted period.

We will be hosting an event in July where you will have the opportunity to meet your intern(s), to introduce yourself and network with a range of employers that are taking part in the scheme. Further details about this event will be circulated in due course.

### 3. Graduate internship dates and timescales

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VACANCY  
SUBMISSION  
DEADLINE

26 June

MATCH  
PROCESS  
BEGINS

04 July

INTERNSHIP  
START DATE

13 August

END OF  
INTERNSHIP

20 September

**Due to the scale of the project, the start date is fixed and is unable to be changed.**

When you are submitting a 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@ntu.ac.uk](mailto:grad.internship@ntu.ac.uk).

Your internship(s) can be office based, hybrid or remote. Our Employability Team have created a range resources to support the onboarding of your graduate(s), which can be found [here](#).

## 4. What do we expect from the employer?

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

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### Understand The Graduate

Take the opportunity to better understand the graduates' strengths and how they can add value to your organisation.



### Line Manager

Designate a Line Manager who will take responsibility for the graduate during the internship.



### Induction Training

The Line Manager 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.



### Monitor Progress

The Line Manager 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.

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Should any issues arise during the internship, you should address these issues directly with the intern and inform the [NTU Employability Team](#). It's also important that you information the team of any periods of leave (annual or sick day), or if the graduate does not work the agreed 30 hours.

The Line Manager 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?

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The NTU Employability Team are here to support both the employer and the graduate throughout the process. We will check-in with you at various times throughout the internship.

On confirmation of a matched graduate(s) the team will send over an email introducing you to the graduate, so that you can arrange a call ahead of the start date.

We would expect you to confirm during the call:



- First day arrangements – start time, access to systems, meeting in-person or over Teams/Zoom, and lunch breaks.
- What the induction for the first week will look like.
- Information about your company and the role.

As part of the introduction email, the team will also provide you with links to the following resources to help you throughout the internship:



- Creating an Induction Plan.
- What to consider when onboarding staff members.
- Mentoring guidelines to consider.
- Mental health and wellbeing toolkit.

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 in your vacancy submission form.

## 6. After the internship

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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 an NTU 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.

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

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

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

Email: [grad.internship@ntu.ac.uk](mailto:grad.internship@ntu.ac.uk)