



Nottingham Trent
University

Graduate Internship Scheme 2023

Guide for Managers

Graduate Internship Scheme

Nottingham Trent University's Graduate Internship Scheme offers hiring managers the opportunity to engage with one or more of our graduates to undertake an 8-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 280 internships taking place and a 93% 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. 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. 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 8-weeks) and 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. Details for this event are still to be confirmed and further details will be circulated in due course.

2. Graduate internship dates and timescales

In 2023 we will be running the graduate internships in July; 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
July Internship	17 May	5 June	24 July	15 September

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.

Your internships can be office based, hybrid or remote. 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

As part of the internship, you can choose to submit your own role profile or select one of the role pro-forma's that has already been created. If you select a role that has already been prepopulated, 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 eight-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 a highly motivated IT professional, required deliver automation solutions to internal stakeholders. You will 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.

Sustainability Officer

As a Sustainability officer you will have an invested interest in sustainability and be responsible for keeping up with relevant developments in environmental issues and ensure these are communicated back to the company. To attend relevant events, representing the company and reporting back any relevant new developments. To work with relevant departments to implement any relevant changes to improve the company's environmental credentials. Help to set and develop any relevant environmental based targets for the company.

Wellbeing Officer

This role would suit a passionate individual with a strong understanding of safeguarding procedures. You will demonstrate excellent communication skills, compassion, be able to work in collaboration with all teams and have an interest in supporting and working with people who may have mental health, learning difficulties or disabilities, wellbeing, or personal development issues. You must have the ability to communicate effectively with a wide range of people both internally and externally about a range of issues and offering support.

Graphic and Multimedia Designer

Your ability to manage multiple projects from conception to production will be key, as well as taking briefs from customers, analysing their individual requirements, deciding on the best options, and prioritising work to meet deadlines. Graphic and multimedia designers use illustrative, sound, visual and multimedia techniques to convey a message for information, entertainment, advertising, promotion, or publicity purposes, and create special visual effects, 3D models and animations for computer games, film, interactive and other media.

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 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 at the call:

- First day arrangements – Start time, access to systems, meeting in person or over teams etc lunch breaks
- What the induction for the first week would 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 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.

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

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 local employers and organisations, please contact the Graduate Internship Team using the contact details below.

Email: grad.internship@ntu.ac.uk