



## **Intern Employment Policy**

### **Policy Statement**

As part of a commitment to enhance the employability skills of York St John University's students and graduates, the Students' Union is committed to providing internship opportunities within the organisation where possible. In addition to meeting the needs identified by YSJSU, internships will assist students/graduates in gaining skills that will be invaluable to them in their future careers.

YSJSU aims to provide a high quality experience to Interns which will enhance their future prospects.

### **Definitions**

Interns will perform duties and complete projects identified by the YSJSU management team. These duties will be laid out in a Job Description and Person Specification and provided to the intern(s).

### **Recruitment**

Recruitment of Interns will be in accordance with YSJSU's Recruitment & Selection Policy. Posts will be openly advertised to York St John students and graduates to attract as wide a talent pool as possible. It is expected that the process of formally applying for, and going through the selection process for an Internship, will be useful experience for our members.

### **Payment and Duration**

Internships will vary in duration depending on the nature of the work. They will be paid at a salary rate appropriate to the duties of the Internship and level of responsibility.

### **Induction**

YSJSU's employee induction programme will be followed to aid in the intern's smooth transition into their new role and to assist in integrating the intern into the culture and values of the organisation. Of particular importance will be introductions to colleagues with whom they will interact in the completion of tasks and projects.

### **Development, Supervision and Guidance**

Interns will be assigned tasks which make use of their skills and assist them in developing new skills. The organisation will invest time in developing them in post and will provide Interns with as much responsibility and diversity as possible in their work to assist in their development.

Regular reviews of performance will be conducted by the interns line manager as is the case for all employees at YSJSU and feedback will be provided on an ongoing basis to assist the intern with their personal and professional development. The member(s) of staff with whom the intern works alongside will establish a supportive working relationship and act as a point of contact for any questions or concerns the Intern may have.

## **Concluding the Internship and Feedback**

As the Internship draws to a close a final review meeting will be arranged with the line manager. This will be to discuss what the intern has learned and how they have developed during the Internship, any particular strengths and areas for improvement identified and how well they have performed in general and/or on specific tasks.

This is also the time to discuss who will be the appropriate person for the Intern to approach for future employment references. The discussion should include what will be included in any reference. It is recommended that managers do not provide testimonials but wait for a reference request.

It is recognised that the Trustee Board and Senior Management Team of YSJSU may consider that the talent demonstrated by the intern is an asset that the organisation wishes to retain. In this circumstance YSJSU retains the right to enter into discussions with the intern around making their role a full time staff position within the organisation. Consideration will be given to any equality issues before the decision is taken to approach the Intern.

## **General Condition**

Operation of this policy is introduced on the understanding that it shall not reduce the efficiency of the normal activities of the Students' Union. The details of the policy may be changed if at any time this condition is not being met.

This policy should be reviewed on a bi-annual basis.