



UNIVERSITY OF
LEICESTER

**University of Leicester, Careers & Employability
Service**

Graduate Internship Programme



Graduate Internship Programme

University of Leicester's Graduate Internship Programme offers hiring managers the opportunity to engage with one or more of our graduates to undertake a 6-week internship, for 25 hours per week, 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. 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 the University of Leicester's graduate talent.

1. What will the recruitment process be?

The University of Leicester will be responsible for managing applications, shortlisting and assessing all graduates based on our core graduate attributes and match them to your vacancy. We will match as closely as possible by using the information provided in your completed vacancy Job Specification 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.

The university will fully fund the graduate's salary for the duration of their internship (25 hours per week for 6-weeks) and you will undertake the role of the employer for the allotted period.

We will be hosting an event in August 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 programme. Details for this event are still to be confirmed and further details will be circulated in due course.

2. Graduate Internship dates and timescales:

- 8th of July: Deadline to receive Job Specification Forms from employers hoping to host a graduate intern
- Early August: Meet your graduate intern event at the University of Leicester

- 19th August: Graduate Internships commence
- 27th September: Graduate Internships come to a close
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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.

It is a requirement that you front the job title with 'Graduate', e.g., 'Graduate Data Analyst', 'Graduate HR Officer'.

Guidance on job titles and roles can be provided by contacting the team on graduatetalent@leicester.ac.uk. Internships can be office based, hybrid or remote.

3. Internship Provider Form & Job Specification Form

Your organisation can enter onto the programme by emailing graduatetalent@leicester.ac.uk directly.

You will be asked to complete an Internship Provider Form, in order for us to complete some due diligence checks.

As part of the internship, you can choose to submit your own role profile and complete the Job Specification Form. Within this form you will outline the agenda of what the graduate will be doing over the six-week period. You will also outline main tasks and areas of responsibility.

You will also be able to provide the Knowledge, Skills and Experience you are seeking in the candidate, which we can use as shortlisting criteria.

As these internship roles need to be of graduate level, we ask that the duties and responsibilities assigned to the role reflect this. Some skills, of graduate level, you may wish to include are:

- Project management
- Leadership skills
- Influencing, negotiation skills

- Data analysis
- Commercial awareness
- Problem solving, solutions focussed approach
- Entrepreneurial approach, identifying areas for growth, adopting continuous improvement principles to improve processes

We require that you front the job title with ‘Graduate’

In order to ensure your internship role is of graduate level, further guidance on job titles and roles can be provided by contacting the team on graduatetalent@leicester.ac.uk.

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 line manager who will take responsibility for the graduate during the internship.
- Designated 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.
- 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. 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 25 hours

5. What can you expect from the Graduate Internship Programme

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

We will also be in touch during the internship at various points, so we can monitor the graduates' progress and development.

The University of Leicester will be directly paying salaries to the graduates, eliminating any workload around the implications of internship remuneration. The graduate will be employed via the University of Leicester via UNITEMPS for the duration of the internship, and therefore graduates simply must submit timesheets to us to receive payment. We will be in touch with you throughout the internship duration to verify that the intern has completed the hours worked.

6. After the Internship

The University of Leicester will send out an 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 by hosting a University of Leicester graduate, you will be able to clearly see the impact that the skills and attributes our graduates can bring to your organisation. We trust that it will be an excellent experience for your company and will be able to provide support throughout the duration of the programme.



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