



FAN Internship

Internship

A student undergoing supervised practical training and experience in a workplace environment for an agreed period of time. Internships can be paid or unpaid.

Support Resources

- [Legal Considerations](#)
- [FAN Youth Training Funding Support](#)
- [FAN Planning Template](#)
- [FAN Select](#)
- [FAN Interview Template](#)
- [FAN Reference Check Template](#)
- [Health & Safety Agreement](#)
- [Confidentiality Agreement](#)
- [FAN Sample Internship Contract](#)
- [FAN Sample Letter of Offer \(without trial period\)](#)
- [FAN Induction Checklist](#)
- [FAN Mentoring Tips](#)
- [FAN On-the-job Training Template](#)
- [FAN Evaluation Template](#)

Background

Many tertiary qualifications have Internships or Student Work Placements as a compulsory course component ([Established Internships](#)). They vary in their duration, structure and requirements. Depending on course timetables some internships need to be organised several months in advance while others can be arranged at the last minute. [Independent internships](#) (i.e. employer-driven internships that are not tied to a particular course requirement) can also be offered to secondary school students or other tertiary education providers and are usually conducted during school/tertiary holiday periods. More intensive than a work-experience opportunity, an internship is generally more highly structured with clear objectives and expected outcomes. An internship can last for several weeks or several months and can be paid or unpaid.

How do I go about it?

[Plan](#)

[Select](#)

[Induct](#)

[Mentor](#)

[Evaluate](#)



PLAN

Established internships

- If you are interested in offering an established internship the first step is to contact the appropriate education institution and discuss your options. See [FAN Contacts](#) listed by industry.
- Additional planning considerations for internships are outlined below in [Independent Internships](#).

Independent Internships

Internships are an ideal opportunity to have a project or piece of research completed for your business, or an extra pair of hands in your workplace for a few weeks. The best time to offer an independent internship (i.e. one that is not attached to any particular programme of study) is over the summer holiday period.

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[Select](#)

[Induct](#)

[Mentor](#)

[Evaluate](#)

PLAN

- **Identify what you want**, who you want and what you can offer (you may find the [FAN Planning Template](#) and [FAN Job Description Sample](#) useful for this process).
- **Determine the structure of the internship.** This can be done to best suit your business needs. For a summer internship, as a guideline, 8-12 weeks of paid work and two weeks of unpaid leave over the Christmas break works well.
- **Consider payment options.** While many students would be grateful just for the practical experience, when deciding if, or how much to pay an intern, the following should be considered:
 - How much your business will benefit from the work of the intern.
 - If you are offering an unpaid internship you are likely limiting your potential candidate pool to those who can afford not to have paid work over their holiday breaks.
 - If you are offering an internship to a tertiary student part-way through a qualification they can be considered a semi-skilled worker. The closer they are to finishing, the more skilled they should be.
 - How much you can afford to pay.



- **If you will be offering a paid internship and do not already have established employment systems and processes** in place it is strongly recommended you read the comprehensive 'Overview of the hiring process' available on the Ministry of Business, Innovation and Employment's (MBIE) website:
www.business.govt.nz/#hiring-and-managing
- **Advertise for potential interns** – once you have established the parameters of the internship utilise the FAN Contact list to send your offer out to the appropriate Schools at tertiary education institutions or school Careers Advisors/Gateway Co-ordinators if the internship is appropriate for senior high school students. This can be done at any time of the year.

SELECT

- **See FAN Select for advice and tips on selecting your intern.** If you will be formally hiring someone for the first time, it is also recommended you consult the MBIE 'Hiring and managing people site:'
www.business.govt.nz/#hiring-and-managing
Shortlist 3-5 applicants for interviewing according to best matches to your job description criteria. You may find the FAN Interview Template and FAN Reference Check Template useful. The 'best' candidate on paper may not necessarily be the 'best' in person so give yourself some room for choice. If you are offering an Established Internship this may not be necessary depending on your arrangement with the tertiary provider, however it is still recommended you 'interview' prospective interns to discuss the offer and expectations in detail and to complete any necessary paperwork in advance (It is a good idea at a minimum to sign a Health & Safety Agreement and Confidentiality Agreement.) You may find the FAN Interview Template useful. By interviewing the student, you are also providing them with an invaluable learning experience – it could be their first exposure to a job interview. Remember that you are not obliged to accept someone you have concerns about – work placement co-ordinators want it to be a positive experience for you too.
- **Formalise the arrangement.** Once you have chosen your preferred candidate, if you are offering a paid internship you will need to formalise the arrangement with a written employment agreement (useful resources include the Sample Internship Employment Agreement, Sample Letter of Offer (without trial period) and FAN Job Description Template) or internship agreement with the tertiary provider in the case of an organised internship.
- **Maintain communication to bridge any lag-time between selection and commencement of the internship.** If there is a considerable time-lag between selecting the intern and their first day in the workplace, maintain periodic contact with your intern until they start – this should be done by the person who will be supervising/mentoring the intern on-the-job. If you have any business functions or



events during the period between selecting the intern and the start of the internship, invite them as a learning experience.

INDUCT

- **Introduce the intern to their workplace.** Include a tour of the workplace and introductions to staff and their allocated mentor. Explain about the company; its clients, philosophies, at work behavioural expectations (phone/internet use), breaks, format/itinerary of experience, Health & Safety considerations. *In the Health & Safety briefing include (where appropriate) emergency exits, procedures and equipment, highlighting hazards, safe approaches to tasks, first aid, personal protective equipment and procedures for reporting an accident. If not included in an employment or internship agreement, get the intern to sign a Health & Safety Agreement. If you have concerns or want to know more about unpaid interns and workplace health and safety see Legal Information.*
- **Treat your intern as you would any other employee** – their dress, behaviour and issues around privacy/confidentiality must be adhered to. If not included in an employment or internship agreement, consider having the intern sign a Confidentiality Agreement. Be specific (and realistic) about your expectations – for many interns this will be their first exposure to a work environment.
- **Be mindful of the intern's inexperience.** As young adults with limited workplace experience they are likely to require more supervision, guidance and instruction than your permanent employees. If you have expectations of them to show initiative, tell them and give examples of what types of things they could look to do if there is any down-time.
- **See FAN Induction Checklist** for a useful induction tool.

MENTOR

- **Identify who will supervise the intern** - where possible match the supervisor/buddy/mentor as closely as possible with the intern (age, gender, ethnicity).
- **Brief the supervisor/mentor on your expectations and benefits to them** . If using the mentoring opportunity to develop the leadership or training skills of an employee consider including the experience as part of their performance review and/or rewarding them for it. *A section for the intern to evaluate the performance of the mentor is included on the FAN Workplace Evaluation form. Discuss balancing mentoring with their usual workload.*
- **Provide the mentor with FAN Mentoring Tips.**
- **For effective on-the-job training see FAN Training Template.**
- **Brief the intern on what they can expect from their supervisor/mentor.**



EVALUATE

- **Evaluate the performance of the intern** and provide constructive feedback.
- **Evaluate the performance of the mentor** and consider rewarding good performance.
- **Evaluate the experience** and look for improvements for next time.
- **See FAN Evaluation Template**.
- **If the experience did not go well** it is important to review why and not to be discouraged from trying again. If you would like some extra help or support with this Contact Smart Waikato Trust.

COMMUNICATE

- **Provide a written reference for the intern** at the conclusion of the internship (keep a copy for your own records along with a copy of their evaluation in case you are asked to act as a verbal referee for the intern in the future).
- **Keep in contact with interns who have potential to make good future employees** – ‘future stars’.
- **Periodically update future stars** with company/industry news or opportunities, invite them to industry events, offer an ongoing mentoring relationship, offer part-time work, a cadetship or apprenticeship.
- **Build and maintain networks** with the FAN network through FAN events.
- **Offer another opportunity** through FAN Contacts.

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