

## UofG internships: How staff can hire student interns

3

Meet with the Student Opportunities Team to discuss the vision for your internship.

Contact us at <u>studentopportunitieshub</u> <u>@glasgow.ac.uk</u> Contact your Local Resourcing Coordinator (LRC) to complete the new staff vacancy checklist, create the job description and confirm the financial details for your role. You can find LRC contact details <u>here</u>. Your LRC will email the Student Opportunities Team (and cc you) once the role is ready to be advertised on the Student Opportunities Hub. We will advertise the role, agreeing open and closing dates with you (standard advertisement is two weeks).

4

9

2

Student Opportunities Team

Key:

People & Organisational Development If you have any questions after your intern has started to do with pay, contracts, extensions or related items, please contact your LRC.

## 8

Your LRC receives the preferred candidate information and progresses with right to work checks, contract issuing and onboarding.

After you have interviewed we will offer the role to your preferred candidate.

7

Once they accept the offer, we confirm this to your LRC.

## Student (**Opportunities** Hub

5

We will review the applications after the window has closed and conduct basic eligibility and quality checks.

We will send you the applications for shortlisting.

6

Once you have completed shortlisting we will arrange interviews with your selected candidates.