



Procedure for Recruitment for Internships

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1. Document Control Summary

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2. Introduction / Context

This document outlines the procedures for approving and managing TU Dublin organised internships in line with the Internship Policy.

In general, the University is supportive of such initiatives and this document outlines the procedures for putting in place University internships.

3. Purpose

This document advises all line managers and staff on how TU Dublin organised internships should be approved, processed and managed.

4. Scope

This procedure applies to all line managers in the University that are considering seeking approval of and recruiting for appropriate internships for TU Dublin.

5. Definitions

The following are core definitions used in this document. These include:

- Internship - a professional learning experience that offers meaningful, practical work related to the intern's field of study or career interest.
- UET – University Executive Team.
- GB – Governing Body
- Policy - a set of core principles that are agreed by the University
- Procedure (or Standard Operating Procedure) – an agreed approach on how to implement a core set of principles from an associated policy.
- Process – a series of steps or actions to achieve a specific outcome.
- Head of Service/VP – this is the designated VP or Head of a Service as per the organisation design who is the sponsor/owner of the policy or procedure.

6. Roles and Responsibilities

6.1 Line Manager Responsibilities

The responsibilities of the line manager include:

- To submit a staffing request through the normal post approval process when seeking approval for a new internship.
- To prepare and submit a business case for the internship
- To carry out the recruitment and selection process for a new intern in line with the recruitment principles of the university
- To provide a professional learning experience that offers meaningful, practical work related to the intern's field of study or career interest
- To provide structural feedback to the intern on performance and learning outcomes before the end of the internship.

6.2 Human Resources Responsibilities

Human Resources will:

- Assist with the recruitment process if the intern is to be recruited through a centralized HR Resourcing process
- Prepare and issue an employment contract for the new intern

7. Procedure Details:

7.1 Procedure Overview

This section provides an overview of the University approval process, recruitment procedures and appointment conditions pertaining to the hiring of interns into TU Dublin.

7.2 Procedure Details

i) Recruitment:

Recruitment of interns will normally be conducted by the School/Unit with the on boarding of selected candidates being managed by Human Resources. Interns should be recruited in broadly the same way as regular employees of TU Dublin, with proper consideration given to how their skills and qualifications fit with the tasks they will be expected to fulfil.

Recruitment should be conducted in an open and rigorous way to enable fair and equal access to available internships. Ideally internship opportunities should be made available internally to University candidates in the first instance. Positions may also be advertised on the TU Dublin website, or internally within Faculties/Services as appropriate.

The School/Unit will arrange interviews directly with applicants and make a selection decision. Standard Interview Templates are available. Unsuccessful candidates are notified by the School/Unit.

The internship policy is conducted in compliance with the Employment Equality Acts 1998-2015 and TU Dublin's Equality, Diversity & Inclusion policy. These are fundamental principles underpinning this policy.

ii) Eligibility Criteria:

Internships are aimed to provide short-term work experience in an area relevant to the interns intended career path. Internships are not usually available to current or former employees of the University.

iii) Appointment:

Schools/Service Units will update HR with details of the applicant who has been selected.

HR will then issue a contract of employment to the applicant. The Schools/Service Units must confirm the start date with the Intern and update HR with the actual start date.

iv) Conditions:

The following conditions apply to TU Dublin organised internships:

Duration

Internships should be offered for a limited duration, of up to 9 months. The duration should be sufficiently long to allow the intern the opportunity to gain meaningful work experience and develop their skills. Once an intern has completed their internship, they may not re-apply for further internships in the University, to allow the opportunity to be available to others seeking work experience. Internships cannot be extended or renewed.

Induction

Interns should receive a proper induction to TU Dublin to allow them to fully integrate and understand the health and safety and quality policy of TU Dublin. It is important to introduce an intern to the staff and the values of TU Dublin to help them integrate into the team and to provide all supports to them as they adapt and settle in TU Dublin.

Supervision

The hiring manager should ensure there is a dedicated person(s) who has allowed time in their work schedule to supervise the intern and conduct regular performance reviews. This person should provide ongoing feedback to the intern, be their advocate and mentor during the period of internship and conduct a formal performance review to evaluate the success of their time with TU Dublin.

Status

During their time with TU Dublin, interns will be treated as fixed-term employees and will receive the same degree of professionalism and duty of care as other employees. They should not be seen as 'visitors' to TU Dublin, or automatically assigned routine tasks that do not make use of their skills.

TU Dublin should make some allowance for all interns to, on occasion, attend job interviews or complete study requirements.

Payment & Benefits (for internships)

- Interns will be issued with an employment contract
- Interns are subject to legislation for minimum wage.
- Part-time Internships will be paid on a Pro-rata basis.
- Annual leave entitlement at the rate of 8% of hours worked (may be taken during the internship or will be payable on termination of the internship).
- No overtime pay will be Internships are not available to former employees of the University, and Interns may not work in excess of 35 hours per week.
- Internship posts are not pensionable and will not receive sick pay.

v) *Completing a TU Dublin Organised Internship:*

On completion of their internship the hiring manager/supervisor should provide interns with a certificate/reference letter detailing the work they have undertaken, the skills and experience

acquired, and the content of the formal performance review conducted at the end of the internship. Interns should also be offered the opportunity to give feedback on their experience in an 'exit interview', giving TU Dublin the opportunity to reflect on its own performance in delivering internships.

In advance of the cessation of the internship, the hiring manager / supervisor should advise Human Resources of any annual leave days taken or sick leave taken so that the final salary payment (if applicable) can be processed for the intern.

7.3 Approval process

Schools/Services who identify an opportunity for an internship vacancy should complete an Staff Request Form (SRF) for submission to the appropriate University approval group. The SRF detail includes location, duration, and role in accordance with the parameters of the Internship policy.

All internships approved will be recorded on the HR Internship Register.

8. Change Process

This document supports the University Internship Policy and outlines the procedures for approving and managing internship opportunities that arise in the University.

9. Conclusions

This document sets out a university wide procedures document associated with the management of internships in the University.

10. Appendix

Appendix 1 - TU Dublin Internship Review/Reference Form

11. Document Management

11.1 Version Control

VERSION NUMBER	VERSION DESCRIPTIN / CHANGES MADE	AUTHOR	DATE
1	Version 1	Human Resources	14.06.2023

11.2 Document Approval

VERSION NUMBER	APPROVAL DATE	APPROVED BY (NAME AND ROLE)
1.	24.06.2023	UET

11.3 Document Ownership

This document is owned by Human Resources.

For contact purposes please see below:

Contact: Recruitment Team

Email: Recruitment@tudublin.ie

11.4 Document Review

The Head of Human Resources is accountable to review this document. This document should be reviewed at least once every 3 years to ensure that it is still fit for purpose. The document may be reviewed in between these scheduled reviews should a need be so identified by the Head of Human Resources.

11.5 Document Storage

This document will be stored on the common personnel (Human Resources) drive. This procedures document will be accessible on the HR website under the Policies/Form tab by all staff.

11.6 Document Classification

As this document is a procedure it is classified as 'TU Dublin Staff Only'.

Appendix 1:

TU Dublin Internship Review/Reference Form:

Intern	Name: Staff No (if applicable) :
Name & Address of Employer Supervisor:	Name: Role Title: Work Address:
In what department(s) did the intern work during the internship:	

Role Description

Describe the job / role function:	
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Review Questions

	Review Questions	Comment
1	Did the Intern have an opportunity to apply the knowledge, insights and skills learned on from their course?	
2	Has the intern been exposed to a range of relevant tasks?	
3	Did the intern have an opportunity to develop team-working skills, operational situations and practices?	
4	Did the intern have an opportunity to explore different areas of work?	
5	Did the intern have an opportunity to develop their IT skills? What software/systems have been used?	
6	Did the intern have an opportunity to develop your problem solving and analysis skills?	

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7	Was the work been sufficiently varied?	
8	Did the intern experience problems? What where the nature of these problems?	

Overall Performance Assessment

Are you satisfied with the performance of the intern during the placement?	
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Signed: _____

Date: _____