

## UofG internships: Recruitment process & responsibilities

Student

Q Opportunities

Hub

1

Meet with the <u>Student</u>
<u>Opportunities Team</u> to discuss
the vision for your internship
and get help with your job
description (if needed). You can
find previous approved job
descriptions here.

2

Contact your Local Resourcing Coordinator (LRC) to complete the new staff vacancy checklist, and to get your job description approved by your HR business Partner. You can find contact details <u>here</u>.

3

Your LRC will email the Student Opportunities Team (and cc you) once the role is approved and ready to be advertised on the Student Opportunities Hub. 4

We will advertise the role, agreeing open and closing dates with you (standard advertisement is two weeks) and confirm any other specific information needed.

5

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

We then send you the applications for shortlisting.

At this stage it is the Hiring Manager's responsibility to inform the LRC if the intern is being paid by timesheets or not. If yes, the hiring manager must contact Payroll to set up. <u>View timesheet info here</u>.

If you have any questions after your intern has started to do with pay, contracts, extensions or related items, please raise a manager's request on Core or log a Helpdesk request depending on the

issue.

9

Onboarding will advise a start date and your intern will be issued with a staff card/account. Please allow 10 days for onboarding to be completed.

8

Your LRC progresses the appointment with the onboarding team to complete right to work checks, contract issuing & other document gathering.

7

After you have interviewed, notify us of your preferred candidates & we will offer them the role. Once they confirm we pass to your LRC.

6

Once you have completed shortlisting we will arrange interviews with your selected candidates, using the details you provide us.

Key

Student
Opportunities
Team

HR / People & Organisational Development

Hiring Manager

Questions? Check out our FAQs or email us