



BUSINESS SCHOOL
Te Kura Pakihi

Discover The Otago Business School Internship Programme

Questions and Answers for Employers



In today's competitive employment marketplace, we understand that finding the right employee can be timely, costly and challenging for employers.

The Otago Internship Programme - unique to the University of Otago Business School - can help your business recruit high achieving students and provide valuable workplace experience for our students.

Working with the Otago Business School, find out how our Internship Programme can become an integral part of your recruitment process ...

"Student scientists learn in the lab, and student teachers in classroom; an internship provides Otago business students with that same valuable practical experience. The development of the Internship Programme illustrates our commitment to producing the best business graduates, the best future business leaders".

Professor George L Benwell,
Dean, Otago Business School,
University of Otago,
Dunedin, New Zealand

1. What is our Internship Programme?

The Programme offers our high achieving business students who've completed at least two years University study the chance to spend six months or one year working in full-time paid employment. At the same time, our students also complete an academic distance learning paper– a key part of which is a Business Project covering a topic(s) identified by the employer and tailored to their business. The Programme is more than just a placement programme. Employers advertise a full-time position for the internship role, run their normal recruitment process to interview and select the best applicant and negotiate a fixed-term contract with the chosen intern for the role.

2. How is our Internship Programme different from other graduate programmes?

It's a competitive Programme – so not simply 'placement programme' for students. Our students want to work in a business environment that's right for them and you use your normal recruitment process to choose the right intern for your business. Our interns must also deliver a business project that aims to add real value to your business.

3. What are the real benefits for my business?

- Test the viability of a position within your business
- Engage an intern to complete a relevant Business Project for your business
- Access to a high achieving “Otago experienced” employee - motivated to work with you and bringing a fresh perspective to your business
- Include the Programme within your recruitment process to recruit the right, young talent for roles now and in the future
- Assess the suitability of your intern for future full-time employment when they graduate.

Additional opportunities provided by the Otago Business School include access to:

- A pool of students for future recruitment and project work
- Professional development for your business and your employees
- Skilled researchers.

Your business will also have access to networking and promotional opportunities on-campus or at University events throughout New Zealand – helping to raise your business profile and improving the effectiveness of your graduate recruitment process.

4. Who are Otago Business School interns?

Our interns are talented, motivated students who have completed at least two years of business study and a “work-related” training programme before starting their internship role.

Every BCom student majors in one or more of the following areas: Accountancy, Economics, Finance, Information Science, International Business, Management, Marketing, Tourism - with many undertaking double degrees in Law, Psychology or a language or double majors.

If they're completing a double degree, an intern may have already completed three or more years of University studies.

Our interns must meet the Programme's 'three point criteria' of:

- 1.High academic grades - normally 'B' average or better
- 2.Appropriate motivation and attitude
- 3.Successful completion of our Employability Programme.

“The intern programme has been a great success for Bupa. The interns have been strong relationship builders, bringing energy, ideas and intellect.

Otago interns have fitted in well with the caring culture of Bupa. They are motivated individuals who have been effective team-players. We have been delighted both with our ability to provide them with a wide range of experiences and with the quality of their work and new ideas and energy they have brought to Bupa.”

Bupa Care Services
NZ Support Office Newmarket, Auckland

5. What do I have to do?

Sign a Partnership Agreement between you, your intern and the Otago Business School and:

- Identify a suitable internship role within your business supported by a job description
- Recruit your intern by interviewing prospective candidates selected by you

- Appoint a designated Workplace Mentor from your business to support your intern during their internship with you
- Remunerate your intern at the appropriate market rate for the role
- Provide a fixed-term, full-time employment contract of six months or one year for your intern in line with your normal employment conditions and current employment law
- Liaise with our Internship Manager whenever you need to.

6. How do I get the right intern?

Using your normal recruitment process you advertise the position for the internship role you want to fill through the Programme. Students apply for the role and you interview and choose the right intern for your business. Our Internship Manager will work with you on the key dates for job descriptions, interviews and offers. We can also provide interview rooms and arrange Skype meetings on request.



7. What role do I offer an intern?

An internship role can take many different forms depending on your business needs - you'll find our interns are a flexible resource.

For example, your intern may:

- Fill a vacant role
- Work on a new or specialist project
- Assist in testing out a new role
- Undertake daily tasks to support your more experienced employees
- Assist in the development of social media and/or marketing strategies
- Set up a website
- Take on general HR duties, or
- Be employed in a similar way to a more traditional graduate rotation programme.

"I spent the year out of University, working with a Marketing firm full-time for the whole year. I learnt a lot about myself, how a business runs and also about what you get up to when you work in Marketing ... take the opportunity, I really recommend it."

Otago Business School intern



8. Does my business have to be located in Dunedin?

No, our interns are placed the length and breadth of New Zealand, in a variety of roles across public and private sectors and in small, medium and large businesses.

9. Will I have to provide training?

All our interns complete our Employability Programme (work-related training) before commencing their internship. As with any new employee, we would encourage you to provide induction and specific training - helping your new employee to develop their skills and to successfully deliver for your business.

10. What does Otago's Employability Programme cover?

Our interns complete our Employability Programme during their second year and before starting their internship. This practical work-related training programme helps our interns to be work-ready - covering not only CVs and interview skills, but also the skills and attitude they'll need for their time in the professional workplace. Employers engage directly with students in our training programme.

11. What does a Workplace Mentor do?

You choose an employee to be your intern's main support person and also the key contact for our Internship Manager.

Your Workplace Mentor ensures your intern:

- Receives on-going supervision performance management
- Has a clearly defined topic(s) for their Business Project (identified by you in consultation with your intern and the Academic Mentor)
- Is able to access business resources necessary to complete their Business Project
- Is confident in carrying out their tasks.

Your Workplace Mentor will also be asked to sign the intern's Health and Safety Checklist at the start of the internship and participate in a brief evaluation post internship.

12. What does the Business Project mean to my business?

As part of their 300-level Otago academic distance learning paper (BSNS 301), your intern will complete a Business Project covering a topic(s) you've identified that aims to add value to your business. The academic paper is used as part of your intern's formal assessment.

13. What costs will my business incur?

There are no costs to participating employers for access to our high achieving students. Recruiting and employing an intern will involve similar costs to those associated when normally recruiting employees on a fixed-term contract under current employment law.

The remuneration package you offer your intern should be above the minimum wage, appropriate to their skills and capabilities, and agreed between you and your intern.

14. Am I expected to offer a job on graduation?

No, there is no obligation to offer your intern a role on graduation.

15. How will the Otago Business School support me?

Throughout all stages of the internship experience our Internship Manager will:

- Work closely with you, your Workplace Mentor and your intern; and
- Arrange a workplace visit in the first few months of the internship (and at other times when requested) to make sure it's working out for everyone.

"Today concludes the six month Internship at Sealord. I would like to say what a success it has been and we have been thrilled by the intelligence, maturity and pro-activeness that our intern has applied to her role here at Sealord.

So I think we all agree, with the right project, that we would repeat the exercise again. Upon graduation if our intern wants to come knocking for employment and if we have the right vacancy then we would fully entertain finding her a role."

Sealord Group Limited, Auckland

16. Are there other ways I can help?

We welcome your feedback at any time - it's important in helping us improve and develop the Programme. We may also contact you directly for your feedback or for a testimonial for future use in the Programme's marketing and training material.

We want to build a long-term partnership with you by:

1. Incorporating the Programme within your recruitment process
 2. Providing a real-life case study
 3. Sharing your internship experience within the Employability Programme.
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Other opportunities and informal ways to get involved with us include:

- Becoming a mentor or guest speaker
- Through sponsorship or donations
- Working with budding entrepreneurs or our own University staff
- Running a workshop
- Upskilling your employees; or
- Staying at our on-campus Executive Residence for any trips to Dunedin.

For more information on these and other opportunities for employers visit www.otago.ac.nz/business/community

Key dates for the Internship Programme

To ensure employers have access to a pool of business students, the Programme follows this timeline throughout the year:

January onwards

Internship Manager engages with previous, current and prospective employers throughout the year

Early January

Promotion of the Internship Programme to second year Business School students begins

April

Students apply for the Internship Programme

May

- Student applications close
- Student interviews for the Internship Programme

July

- Internship roles advertised to prospective interns
- Job descriptions for internship roles available

July - August

Employability Programme for approved students
(employers invited to participate)

September

- Approved students apply to employers for internship roles
- Employer recruitment process (*selection and interviews*) begins
- Employer interviews (*last two weeks*)

Early October

Fixed-term employment contract between student and employer completed and signed in the first week of October

Mid-October – Mid-November

Exams

Mid-November onwards

Successful students begin internship with employer

Please note: You can negotiate internships at other times of the year – when it may better suit your business needs, however the University's academic dates will have an impact on the number and availability of students.

For full details of the University's key academic dates for the current University year go to www.otago.ac.nz/news/events/keydates/



BUSINESS SCHOOL
Te Kura Pakihi

How do I find out more?

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Dean's Office, Commerce Building
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New Zealand

Tel 64 3 479 4280
Email internships@otago.ac.nz
otago.ac.nz/obsinternship

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