**Hiring an intern - Frequently Asked Questions**

1. **What if we don’t have the budget for an intern currently?**

A: Consider whether the work could be offered as a work placement as part of a Centre for Workplace Learning work placement module. If you have questions about this you can email the programme director Amanda Jackson or [cwl@stmarys.ac.uk](mailto:cwl@stmarys.ac.uk).

1. **How do I create the job description?**

A: It is important to give students experience of graduate level work where possible as this helps them with their employability. The [ONS](https://onsdigital.github.io/dp-classification-tools/standard-occupational-classification/ONS_SOC_occupation_coding_tool.html) codes jobs according to their level (codes starting 1, 2 or 3 are classified as graduate level) and you can see whether a job is classed as graduate level by putting the job title into the ‘Occupation Title’ box.

It also brings up a proposed job description and task list that you can use to help you shape your own job description.

1. **What if the work involves confidential information?**

A: Students will be bound by the terms of their contract and so will have to fit with the same rules as permanent St Mary’s employees around confidential information.

It is important when considering a current student for an internship not to put them in a role or give them access to the personal information of any other students or relevant staff member.

1. **Do I need to schedule interviews myself or will HR do it as for permanent staff?**

A: This will be managed by the department directly. CVs go to the hiring manager who then organises the shortlisting and interview process, conducting all the communication with the potential interns.

1. **How do I refer the intern to the Careers Service after the internship?**

A: You can ask the intern to email [careers@stmarys.ac.uk](mailto:careers@stmarys.ac.uk) to book an appointment with a careers consultant.