

# Join the Internship Program

- help students to join the work force for global development

We are very happy that you are interested in our program and in helping to bridge over the wide gap between studies and work life that many students experience. By assisting students of sustainable global development to become more attractive on the labor market, you do not only help the students themselves, but you also help develop the Swedish work force for global development.

However, taking on an intern is serious business and it means that you take over the learning responsibility for that person for a semester. For this reason, we ask that you read through this document and carefully consider why you want to have an intern at your office, and what your possibilities of *making the internship fruitful for the intern* are.

## Before making the decision

**Win-win:** Training an intern is an excellent opportunity for you to provide a student insight into working life while giving you an opportunity to take part of the latest academic discourse. We are aiming for a win-win situation where the intern and the workplace benefit as much as possible from the internship. Consider why you want to host an intern - what do you want to get out of the cooperation? What functions should the intern fill? What are the goals of the internship? Remember that the main focus should be on learning, not delivering results, as they are not paid employees.

**Time:** You should also ensure that you have enough time to supervise and mentor the intern. Interns may have a startup period which can be time consuming for the supervisor. Therefore, evaluate the work situation of the organization and make an honest assessment of available working hours that may be used to supervise an intern. Think carefully about the suitability of receiving an intern if you expect stressful periods during the course of the semester.

**Qualified assignments:** What assignments can you offer the intern? Keep in mind that a qualified internship will provide tasks that the student easily can connect to their university education. Internships should be an opportunity for students to enhance their employability for future work life, and the assignments should therefore require academic experience. At least 50% of the assignments should be qualified! Examples of tasks include writing reports, compiling results, attending meetings, organizing conferences / seminars, project management etc.

**Recruitment process:** Make sure that you can prioritize this! When the recruitment period starts, and we send over our suggestions for candidates, it is important that you contact them immediately. Students often apply to other placements on the side, and they might also get recommended to several placements within our program. So make sure that you don't lose your candidates and risk not being able to participate in the program. Taking responsibility for the recruitment will both give better results for you, and also avoid that FUF works in vain to recruit for you.

## Diversity and inclusion

FUF works hard to ensure that the group of interns – and in extension the Swedish labor force for global development cooperation – isn't too homogenous. Therefore, I would like to remind you already at this stage to recruit for diversity. One of the benefits of recruiting an intern is that you don't have to strictly follow the rules of recruiting the person with the best profile or the strongest CV (as is the case in regular recruitments). Instead, look at the potential in the candidates!

Why is it important to recruit for diversity?

- When the group of interns, and the development sector as a whole, are too homogenous, they do not represent the Swedish population. We who work with development and equity should be at the forefront of representing the equity that we advocate for!
- Recruiting a diversity of interns can also help to prevent discrimination in future recruitment processes. We know that for instance persons who were born outside of Europe, or women, have a harder time getting a good job, than white men. By making people from underrepresented and discriminated groups more attractive on the labor market, you contribute to reducing discrimination within the sector.
- By recruiting persons from underrepresented or unfavored groups, you also let "new" experiences and perspectives take place within your organization. This will challenge and enrich your activities, which is a fundament for the development of your organization. Dare to recruit someone with OTHER knowledge than yourself!
- People from groups "other than your usual" also can bring in new networks to your organization. This will increase your dissemination, possibly even internationally.

How do you recruit for diversity? Think extra about the following:

- **Including language:** Do I exclude students through how I formulate my advert? How can I ensure that students with different backgrounds and prerequisites get a fair chance?
- **Requirements:** Review your requirement profile. Is it, for instance, necessary that a candidate speaks English or Swedish *fluently*, or is it sufficient with good knowledge? A candidate can very well develop linguistic skills with a whole semester's training.
- **International experience:** Broaden this term from "exchange studies", "field studies" or "voluntary work" to also reward other forms of international experience, such as having grown up in a certain region or having lived for longer periods? Are Middle East Studies more rewarding than having grown up in the region? Make sure to capture students' valuable experiences in your advert, even if they can't formulate them as "exchange" etc.
- **Learning process:** It is important to give students a chance to develop within their role. Highlight qualities such as curiosity and interest rather than pre-packaged knowledge. Remember that an internship is not just another recruitment, but an opportunity for students to learn about your organization and develop practical skills within a field where they have theoretical knowledge. A student with a "weaker" CV might be just a good an asset as someone with lots of merits.
- **Formalities:** CV's and letters of interest may look different in different regions, and different people have also simply different capabilities to present themselves in a favorable way. Try to look past for instance linguistic limitations or CV's that you don't recognize the structure of and remember that it is better to call to too many than too few interviews.