

# Terms of condition

## – FUF's intern recruitment

FUF wants to continue to be a link between exciting workplaces and people with commitment and interest in global issues, development cooperation and Agenda 2030. Unfortunately, we no longer have funding for the internship program that we were previously able to offer. From now on, we can instead offer intern placement and recruitment support according to the terms and conditions below.

### FUF's intern recruitment fees

- Authority/company/larger organization: SEK 10,000
- Small civil society organization or [FUF supporter](#): SEK 5,000
- Sida: To be announced

We are very happy that you are interested in helping to bridge the gap between studies and working life that many students experience. By helping students in global sustainable development to become more employable, you also contribute to broadening and developing the Swedish resource base for international development cooperation and sustainability. But taking on an intern is also a serious commitment that means that you take over the responsibility for a person's learning for an entire semester. Therefore, we ask that you read through this document and think carefully about why you want an intern, and what opportunities you have to make the internship valuable to the intern.

**Win-win:** Hosting an intern is an excellent opportunity for you to give a student insight into working life while also having the opportunity to take part in the latest in academia. We strive for a win-win situation where the intern and workplace get as much positive out of each other as possible. Therefore, think about why you want to take on an intern? What do you want to get out of the collaboration? What is the role of the intern? What is the goal of the internship?

**Time:** You need to ensure that you have sufficient time to supervise a student. Interns may need a lot of support which can be resource-intensive for the supervisor. Therefore, evaluate the work situation at the organization and make an honest assessment of the available working time that can be spent on supervising an intern. Think carefully about suitability to take on an intern if you expect stressful periods during the semester.

**Qualified tasks:** What tasks can you offer? A qualified internship should offer tasks that the student can benefit from in their university education and that you will get the most benefit from the collaboration if you take advantage of the student's prior knowledge. Internships should be an opportunity for students to be equipped for future working life and the tasks should therefore be those that require an academic education. At least 50% of the tasks must be qualified! Examples of tasks can be writing reports, compiling results, participating in meetings, organizing conferences/seminars, project management, etc.

**Recruitment work:** Make sure you can prioritize this! When the recruitment period starts and we send over proposals for candidates, it is important that you contact them immediately, otherwise you risk losing them. It makes a significant difference in the ability to get hold of a candidate if you start the recruitment when the profiles are sent out, or if you wait a couple of weeks. Taking responsibility for the recruitment provides both better results for you, makes FUF's work easier and gives applicants a professional experience of your workplace.

## Advertising and selection

As a workplace, you submit an ad to FUF via the form on the website. FUF reviews received ads and makes a selection based on how well they correspond to the thematic focus on global issues, development cooperation and Agenda 2030. We are keen to ensure that the internships are a learning opportunity with relevant tasks for the interns. We make our selection of internships based on this and our capacity, among other things. Selected workplaces will be informed and then confirm their participation by paying the participation fee and signing an agreement with FUF.

When filling out the ad form, keep in mind that:

- Choosing the right form! If the internship does not require knowledge of Swedish, please use the English form.
- Specify which periods you are willing to receive the intern during the coming semester (10 or 20 weeks).

## Marketing

The advertisement is published on FUF's website according to the schedule for the announcement of places and it remains there until you have received your candidates. During the application period, FUF also markets the ad in social media and external channels, for example via study counsellors and program directors at various universities. You are also welcome to spread the advertisement in your own channels.

## Candidates

To apply for an internship through FUF's internship agency, the candidate needs:

- be enrolled in one of the following:
  - 15 credits/30 credits internship at a Swedish university/college during the internship (15 credits for 10 weeks internship and 30 credits for 20 weeks internship).
  - LiA at a Swedish Higher Vocational Training.
  - The Swedish Public Employment Service and approved internship.
- be [a member of FUF](#) (student members pay 150kr/year).

FUF accepts applications that consist of CVs and answers to our selection questions. The candidates only submit *one* application to FUF which is matched against all internships in the internship bank. During previous semesters when we offered an internship program, our candidate bank consisted of about 300 candidates each semester. After the application deadline, FUF goes through all applications, makes a first selection among the candidates and sends inquiries to the intended interns before their applications are presented to the workplace.

After approval of the recommendation, 4–6 people's application documents will be sent to you. We do our utmost to make the best matches for your workplace and FUF's goal is for each internship to have a diversity of candidates to choose from. Keep in mind that the applications are of general character.

Please note that a candidate may receive several offers, and that candidates who apply for an internship through FUF in many cases also apply for other assignments outside of our process. We therefore reserve the right for candidates not to complete the process. To avoid dropouts, we recommend that you have thought about what you can offer the intern in advance and make it clear in your advertisement, and that you get back to the candidates as soon as possible after you have received their application documents from us. If you are not satisfied with our selection, please contact us immediately so that we can try to do a second round before the recruitment ends (see timetable). You conduct your own interviews and agree on who you want to offer an internship.

## Diversity & Inclusion

FUF is working hard to ensure that the intern group – and by extension the Swedish resource base for international development cooperation – does not become too homogeneous. We would therefore like to remind you to recruit for diversity, and really take advantage of the opportunity not (as is otherwise common in a regular recruitment process) to go strictly for the best suitable profile or strongest CV. Instead, see the potential in the candidates!

Why is it important to recruit for diversity?

- When the intern groups and the development sector are too homogeneous, they do not represent the Swedish population. Those of us who work with development and equality should be at the forefront of representing the equality we advocate!
- Recruiting for diversity of interns can also help discourage discrimination in later hiring processes. We know that, for example, foreign-born people and women have a harder time getting a job than white men. By making people from under-represented and discriminated groups more competitive in the labor market, you will contribute to less discrimination in the sector in the long run.
- By recruiting people from underrepresented groups, you also allow "new" experiences and perspectives to take place in your work and in the sector as a whole. This will enrich and challenge the work, which is a prerequisite for the work to develop. Dare to recruit someone with OTHER skills than yourself!
- People from groups other than "your usual" often also have new networks for the work. This will increase your spread to other people around the country and possibly even internationally.

If you have any questions, please contact the person in charge via [praktik@fuf.se](mailto:praktik@fuf.se) or 070-090 60 32

