



# Conditions for participating in FUF's Internship Program

We are happy that you are interested in receiving an intern through FUF! For us, it is important that the internship is a rewarding experience for both you and the intern. Therefore, we want you to carefully read through the following conditions to ensure this.

## **By being part of FUF's Internship Program, you get:**

### **Advertising and marketing**

- Publication of your internship advertisement on FUF's website.
- Marketing via social media and our networks at universities etc.
- Reach out to hundreds of driven and engaged students.

### **Matching and selection**

- Careful review of received applications.
- Matching of candidates based on your needs and the requirements of the internship.
- Presentation of 4–6 candidates who best match your ad.

### **Supervisor and intern support**

- Continuing education and networking opportunities for your supervisors.
- Training programs for interns that strengthen their capacity and employability.
- Continuous support from FUF throughout the process.

### **Diversity and quality assurance**

- Access to candidates with different backgrounds and perspectives.
- A quality seal that strengthens your brand as an employer and partner.

### **Employer branding**

- An internship through FUF signals quality and commitment to global sustainable development.
- You strengthen your brand as an attractive employer by investing in the intern's development.
- Opportunity to showcase your organization to future employees and partners.

## Your role as receiving organization

Taking on an intern is an excellent opportunity for you to give a student an insight into working life, while at the same time giving you the opportunity to take part in the latest within academia. We strive for a win-win situation where intern and workplace get as much positive out of each other as possible. Accepting an intern means a responsibility for their learning and development. The following important aspects to think about in order to create a successful internship:

### Clear purpose and goals

- Think about what you want to achieve with the internship and how the intern can contribute to your organization.
  - What do you want to get out of the collaboration? What role should the intern take on?

### Time and supervision

- Make sure you have enough time and resources to supervise the intern. Introducing an intern can be resource-intensive for the supervisor.
- Avoid planning for an internship during periods of high workload if this could affect the quality of the supervision.

### Qualified tasks

- Internships must be an opportunity for students to get equipped for future working life, and the tasks must therefore require an academic education.
  - At least 50% of the intern's assignments must be qualified and relevant to their academic orientation.
  - Examples of suitable tasks: report writing, data analysis, project management, organization of events or participation in meetings and workshops.

### Diversity and inclusion

FUF's Internship Program has a strong focus on diversity and inclusion, i.a. because a diverse group of interns better reflects society and contributes to the development sector becoming more representative. Recruitment for diversity favors long-term inclusion and fairness in the labor market. In addition, it means for you as the receiving organization that the new perspectives and experiences that diversity provides strengthen your problem-solving abilities and contribute to innovation. We therefore encourage you to:

- Write an inclusive ad that appeals widely.
- Recruit with diversity in mind and make room for different backgrounds, experiences and perspectives.
- Raise the potential of candidates who can contribute new insights and networks to your organization.



# The process

## Advertising and selection

- You submit your advertisement via FUF's form on the website. Keep in mind that:
  - First, read through our tips on how to write an **interesting ad**.
  - Choose the right form! If the internship placement does not require knowledge of Swedish, use the **English form**.
  - State which periods you can consider accepting the intern during the coming semester (10 or 20 weeks).
- FUF examines and makes a selection of advertisements based on relevance to global issues, sustainable development and Agenda 2030.
- The selected internships are confirmed by agreement and payment of a fee.

## Marketing

- The advertisement is published on FUF's website and is actively spread via social media, networks and collaboration partners at universities and career sites.
- During the application period, FUF promotes the advertisement to reach a broad and diverse candidate base.
- You also have the option of spreading the ad in your own channels for additional reach.

## Matching and candidate selection

- FUF receives applications from candidates and makes an initial selection based on relevance and competence.
- 4–6 candidates who best match your ad are presented to you.
- You contact the candidates, conduct interviews and make decisions about who you want to recruit.
  - To ensure the best results and prevent dropouts, it is important that you contact candidates immediately after receiving application documents.
  - If you are not satisfied with the proposed candidates, please let us know within three days. We then examine the possibility of offering alternative profiles.

## Training and networking during the semester

- Supervisor training: Your supervisors are offered training and support to maximize the value of the internship.
- Intern training: The interns participate in a training program that strengthens their skills and employability.
- Networking opportunities: Both supervisors and interns get the opportunity to make valuable contacts within FUF's network.
- Opportunity for you to showcase your organization to future employees and partners, for example by organizing study visits or similar.
- Ongoing support: FUF is available as support throughout the internship period for both you and the intern.



## Cost and terms

- Regular price: SEK 15,000 excl. VAT
- Discounted price: SEK 6,000 excl. VAT (applies to small civil society organizations with a turnover of less than SEK 5 million and **FUF supporters**)
- Sida: Special procurement

*Extra intern: When recruiting more than one intern, you pay 50% of the price for each additional candidate.*

Agreement and invoicing takes place after the internship advertisement is confirmed. Payment takes place within 15 days from the signing of the agreement.

As a participant in the Internship Program, you undertake to adhere to the time schedule on the website.

***By hiring us, you save time and resources while contributing to shaping the next generation of sustainability leaders.***

**Questions? Contact us!**

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