

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.e. 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 (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 advertising 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 to prevent dropouts, it is important that you offer an attractive internship and contact candidates immediately after receiving application documents. Please keep in mind that many candidates apply for multiple opportunities, which means you risk losing them if you do not act swiftly.
 - If you are not satisfied with the proposed candidates, please inform us within three days of receiving them. We will then assess the possibility of providing alternative candidates.

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

The fee covers FUF's work with advertising, marketing, screening, and presenting candidates. The fee thus applies to the execution of the recruitment process and does not guarantee the placement of an intern. FUF cannot be held responsible if a candidate declines an internship offer or discontinues the internship during the placement period. In the event of a candidate withdrawal during the recruitment process, FUF will try to provide alternative candidates, subject to availability.

Extra intern: Should you choose to recruit more than one intern from your selection, you will pay 50% of the fee 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 or as agreed.

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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