

EMPLOYER CHECKLIST

We're delighted you are interested in hosting an FIE intern for their academic internship!
Contact internshipdublin@fie.org.uk to get started.

JOIN OUR LIST OF PLACEMENT PARTNERS

Discuss available role(s) with the FIE Team, including desired skills and potential tasks.

All FIE placements are for academic credit and part of the student's studies at FIE.
Placements are unpaid, with lunch and expenses at your discretion.

Meet with FIE at your offices to confirm the partnership. We look to ensure:

- Health and safety: the environment is fit for the professional work of the placement and the intern will be provided a suitable workspace.
- Location within Dublin or Greater Dublin.
- Regular supervision by a named member of staff who will be responsible for the student's development and complete relevant admin as required by academic and immigration policies.

HOST YOUR INTERN

Prepare for your intern's first day! Inductions should include:

- A health and safety briefing specific to your office.
- Introductions to the team.
- A work plan. This could be day-by-day, week-by-week or project-by-project, depending on the role and the placement.
- Exchange of contact details.

Contact FIE with any questions or concerns before, during or after the placement.

Complete the mid-point and final performance appraisals with the student, as these impact the student's mark in the internship course.

