

# EMPLOYER CHECKLIST

We are delighted you are interested in hosting an FIE intern for their academic internship! Please contact [internship@fie.org.uk](mailto:internship@fie.org.uk) to get started.

## Join our List of Internship Placement Partners

- ☐ Discuss available role(s) with the Experiential Education Team, including **desired skills**, **potential tasks** and **responsibilities**.
- ☐ All FIE placements are for **academic credit** and part of the student's studies at FIE. They are **unpaid**, with lunch and expenses at your discretion. If on a Student visa (most FIE students are), immigration policies will also apply as FIE is the visa sponsor.
- ☐ Meet with FIE at your offices to confirm the partnership. We look to ensure:
  - ☐ Location within London or Greater London.
  - ☐ Health and safety: The environment is fit for the professional work of the placement and the intern will be provided a suitable workspace.
  - ☐ **Substantial and meaningful** work is available for the student.
  - ☐ **Regular supervision and guidance** by a named member of staff to support the student's development, and complete relevant admin as required by academic and immigration policies.



## OUR VALUES



# FIE

## Interview Your Intern

- ❑ FIE review available candidates. If we have a match, we send you that student's details, including CV, Personal Statement and the specific dates the student is available.
- ❑ You review the candidate. If the student looks to be a good fit AND you have capacity to host them for the duration of their dates, you can provisionally accept the student and we schedule an interview for you. Alternatively, you can request a different candidate or give this intake a pass.
- ❑ **One-student-one-placement policy:** Placements agree to hold a non-competitive interview with the student.
- ❑ Meet the student at an in-person interview. Review your requirements and the student's objectives to confirm the placement will be mutually beneficial.
  - ❑ If the student is successful, sign the Placement Agreement Form and return it to the student as soon as possible.
  - ❑ If the student is not successful, contact FIE immediately as we will need to find a new placement for the student. We regret we are not likely to have another student for you.

## 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, a crucial part of their learning experience, as these impact the student's mark in their international internship course.



Please scan to read more about  
our Interns and access our  
*Site Supervisor Handbook*  
[www.fie.org.uk/internships/london/  
organizations-seeking-interns](http://www.fie.org.uk/internships/london/organizations-seeking-interns)

