



## **Graduate Internship Initiative**

### **The FSB's role:**

The FSB will commit to undertaking a high profile national campaign to promote graduate internship placements to its 215,000 members.

The FSB at national level will provide supporting materials for the promotional campaign and ongoing assistance to its Areas and Regions.

The FSB's 11 Area Policy Managers and member led Area Policy Units will link with university careers services in their areas, offering advice on working with small businesses.

The FSB's 33 Regional Organisers will promote graduate internships to FSB members and channel inquiries to university careers services (the FSB's autumn AGM season will provide a focus for this activity).

### **Our expectations of the university careers services:**

1. The careers service will provide a simple two page form to capture information about the business, its expectations and requirements.
2. The careers service will meet with small business to help turn the placement description into a real job vacancy. This meeting will also provide an opportunity to discuss the kind of project to be undertaken, as well as explaining the requirements of the business, such as health and safety forms.
3. The careers service will then advertise the job placement and target suitable candidates via job alerts. The advertisement should also be placed on the Government's graduate website.
4. The careers service will then produce a shortlist of candidates and conduct short telephone interviews with the shortlisted candidates.
5. The careers service will then pass the shortlist over to the small business, which will then contact direct and arrange interviews. The small business can then make an offer direct to the selected graduate and inform the careers service of the interview outcome.
6. The careers service will offer a point of contact for the small business and the graduate throughout the placement and will contact both parties at least once during the placement to assess progress.