University of Glasgow

Internships: Recruitment process & responsibilities

Student Opportunities Hub

1

Meet with the Student Opportunities Team to discuss the vision for your internship and get help with your job description (if needed). You can find previous approved job descriptions here.

2

Contact your Local Resourcing Coordinator (LRC) to complete the new staff vacancy checklist, and to get your job description approved by your HR business Partner. You can find contact details here.

3

Your LRC will email the Student Opportunities Team (and cc you) once the role is approved and ready to be advertised on the Student Opportunities Hub.

At this stage it is the Hiring Manager's responsibility to inform the LRC whether the intern will be paid by timesheets. If yes, the Hiring Manager must contact Payroll to set these up. View timesheet info here.

4

We will advertise the role, agreeing open and closing dates with you (standard advertisement is two weeks) and confirm any other specific information needed.

5

We will review the applications after the window has closed and conduct basic eligibility and quality checks.

We then send you the applications for shortlisting.

6

Once you have completed shortlisting we will arrange interviews with your selected candidates, using the details you provide us.

7

After you have interviewed, notify us of your preferred candidates & we will offer them the role. Once they confirm we pass to your LRC.

8

Your LRC progresses the appointment with the onboarding team to complete right to work checks, contract issuing & other document gathering.

9

Onboarding will advise a start date and your intern will be issued with a staff card/account. Please allow 10 days for onboarding to be completed.

10

If you have any questions after your intern has started to do with pay, contracts, extensions or related items, please raise a manager's request on Core or log a Helpdesk request depending on the issue.

Questions? Check out our FAQs or email us.

Key: Student Opportunities Team | HR / People & Organisational Development | Hiring Manager