**

**First Insight Week: Key Information**

**Here is your step-by-step guide to participating in the First Insight Week 2020 and important key dates:**

1. **Define your requirements**:  
   To find the right student for your organisation you will need to think about the work experience you are able to offer, e.g. what the student will be doing during the week, who they will meet, what activities they will experience or be able to participate in. We would suggest providing an element of work shadowing as part of the experience, providing students with the opportunity to meet as wide a variety of people as possible. This could be attending a meeting, viewing a presentation or undertaking tasks that relate to another area of the organisation’s work.

You will also need to consider what (if any) interests, abilities and experience (or degree subject) you would be looking for in a student. This will form the basis of the work experience description or project outline. The team will gladly talk you through your ideas.

1. **Complete the Work Experience/Project Outline form:**Please complete the from below with the details of the experience and/or the project you can offer. Once completed please send to [recruitment@manchester.ac.uk](mailto:recruitment@manchester.ac.uk) by **the 12th of February 2020** and we’ll be able to confirm whether it has been accepted or if we need more information to progress.
2. **Advertising:**We will promote the First Insight Week and respond to all student enquiries.
3. **Applicant Selection:**  
   Following the closing date, we undertake a first sift of applications based on the student’s interest in the insight/work experience. Remaining applications are then forwarded to you for consideration and student selection. You are asked to make your final choice of student within a 14 day period, ideally selecting them through a telephone interview. We will inform the unsuccessful candidates and will notify the successful student of their offer/place on the programme.
4. **First Insight Week starts:**  
   Week commencing **Monday 30th March 2020** will be the **First Insight Week**, your student/s will therefore commence their time with you then. To get ready:

* Organise a short induction meeting with the student on day one to go through company structure, products/projects and the piece of work required.
* Have a dedicated point of contact/mentor for the student for the week.
* Provide a workspace and necessary equipment (PC, phone, etc).

If you wish to offer a two week insight, please indicate this on the outline form.

1. **Feedback:**  
   On completion of the Spring Insight Week we will be in touch with you for your feedback.

*The Careers Service’s internships team will be available at all times to provide you with support. If at any time you need advice and guidance, please do get in touch and we’ll be pleased to assist. You can contact the team via email:* [*recruitment@manchester.ac.uk*](mailto:recruitment@manchester.ac.uk) *or via 0161 275 2465*

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## First Insight Week 2020:

## Work Experience/Project Outline

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| **Organisation Name:** |  | | | | |
| **Organisation website:** | www. | | | | |
| **Please provide an outline of the work experience you are able to offer** (eg, what the student will be doing during the week, who they will meet, what activities they will experience or be able to participate in): | | | | | |
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| **If able to offer a short project, please provide details including the project’s title, aims and objectives:** | | | | | |
| Project title:  Project aims & objectives: | | | | | |
| **Please detail what interests, abilities and experience (or degree subject) you would be looking for in a student***:* | | | | | |
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| **Length of the work experience:**  1 week or 2 weeks | **Number of students you are able to host:** | | **Anticipated start date\*:**  *\*If not w/c 30th March 2020* | | **Location of the work experience:** |
| **Your contact & organisation details:** | | | | | |
| **Size of organisation/**  **company:** | | **Organisation Address:** | | | |
| **Your Name:** | | **Your e-mail address:** | | **Contact telephone number:** | |
| On completion of this outline please return to the internships team via [recruitment@manchester.ac.uk](mailto:recruitment@manchester.ac.uk)  The closing date for student applications will then be confirmed with you. Student applications will be received on your behalf and following a “first sift” you will be sent a number of applications for consideration. | | | | | |
| *By authorising The University of Manchester to advertise this opportunity a CareersLink account will be created on your behalf. CareersLink is the Careers Service’s vacancy advertising system through which our students and graduates access vacancy information.* | | | | | |

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