

# INTERNSHIP TOOLKIT FOR COMPANIES

Welcoming interns is a great way to connect with local educational programs, to already get in touch with potential future employees and to get some work done that would otherwise gather dust on the shelf.

Most students from HBO institutions are obliged to do an internship, and many WO students have to do a research internship: altogether, that's 1000s of students every year in Groningen, Friesland and Drenthe!

If you're open to an English-speaking intern (including international students), Make it in the North is here to help you out.

## 1 **Think of a specific internship project, or set of tasks that an intern could help you with**

- Do you have a project lying on the shelf that no one else has time for, and that an intern could make a good start at? (Consider how you could split the project into smaller pieces)
- Do you have an organisational question that requires research and for which you would like advice? (For example: about the market, communication strategies, business strategy or organisational structure)

- Do you currently have a project running with a number of tasks that could be done by an intern, but that are done by your regular employees?

If you have a hard time thinking of what an intern could do, things that have to be done 'at some point' are great to create an internship out of. This lowers the pressure on you and the intern. We don't recommend building an internship based on projects with tight deadlines or essential processes.

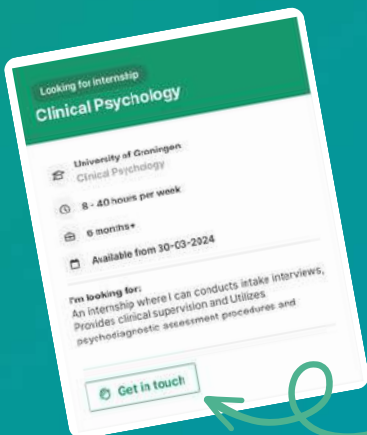
## 2 Post your internship on Make it in the North

Make it in the North gathers all companies and jobs that are open to English-speaking jobseekers in one place, including internships.

You can make a free company profile and post your internship for free. Once approved, they'll end up on [makeitinthnorth.nl/jobs](https://makeitinthnorth.nl/jobs) and also on our internship board on [makeitinthnorth.nl/internship-board](https://makeitinthnorth.nl/internship-board).

## 3 Respond to students' calls for internships that match with your company

On Make it in the North's Internship Board [makeitinthnorth.nl/internship-board](https://makeitinthnorth.nl/internship-board), students also post calls looking for internships, indicating what they're looking for and in what time period.



If you're logged into your company account, you can click the "Get in touch" button on the internship calls that you're interested in.

Your company contact details will be sent to the student, indicating your interest, and they can then reach out to you. The contact details of the students will not be automatically sent to companies.



## Some Tips & Tricks!

- Before you post your internship, make clear what your expectations are of your current employees. Do you have someone who would be happy to welcome and chat with an intern and be their contact person for any questions? If not, you're not setting up yourself or your intern for a successful internship.
- Interns are just like real people: it can be hit or miss whether you find a student that matches with your company and the work. Of course you should be selective at the start, but please don't consider one unsuccessful internship as representative of how all your interns might be. And similarly the other way around: if you had one amazing, capable intern, it's good to not expect each intern to be the same.
- Be flexible! If your intern's ambitions and skill go beyond the assignment and they'd like more of a challenge, see what more you could do with them. Similarly, if it's clear halfway through the internship that the workload or goal is too much to handle, scale down to ensure you both don't end up disappointed with the result.

