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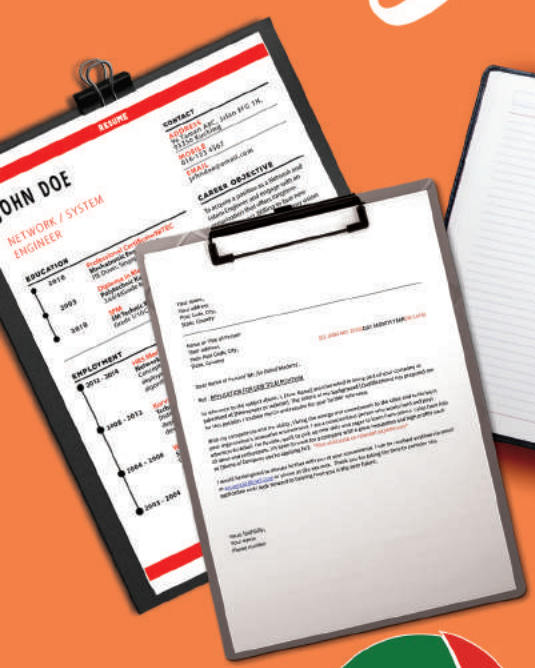
Internship Movement

Employers' Guide



Presented by:

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EMPLOYER GUIDE:
CREATE MEANINGFUL WORK FOR INTERNS

KalimantanJobs.com
Internship Movement

Table of Contents

1. Why is Internship Good for Business? ---------- 01

2. Hiring Graduate Student Interns ---------- 02

3. Making an Internship Offer ---------- 03

4. Internship Description Samples ---------- 04-05

Summary ---------- 06

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Employer Guide : CREATE MEANINGFUL WORK FOR INTERNS

> Give a man a fish and you feed him for a Day.
> Teach a man to fish and you feed him for a Lifetime.
>
> - Chinese Proverb

SarawakJobs Internship Movement Program -
stresses the collective of each and every employer or industry partner's role in contributing towards building a pool of talents for Sarawak.
Take action! Employ interns as they can be your next best employee!

1. Why is Internship Good for Business?

Interested to supervise or mentor?

Interested to supervise or mentor? Start by giving students the opportunity to intern at your company, and in return have the same opportunity to evaluate, screen potential employees and secure your future talent into your business which leads to financial savings... how awesome is that?

Do you know?

When interns are hired for a permanent full time position, they adapt much faster than the newly hires in undertaking their new roles.

Key Reasons why you should have Interns join your Company

01 BOOST SYNERGY

Interns are energetic, receptive and serious in wanting to help or eager to proof themselves and perform at their very best. One excellent way is to kickoff "new or big" projects requiring teamwork while feeding excitement, gaining synergy and progression.

02 INEXPENSIVE

"Intern Today, Employee Tomorrow".
It's a cost effective solution where you get to test waters before hiring.

03 NEW FACES & PERSPECTIVE

New faces brighten up mood in office environment; coupled with fresh ideas promoting creativity and productivity at work.

04 GO TECH-SAVVY

Try new ways, break new frontiers by tapping on Gen Y knowledge and expertise in social media, software programs and latest gadgets.

- Knowledge of the latest strategies, techniques and solutions applicable to their field of study.
- Mix of fresh ideas and interaction helps spur-on excitement for the entire team, projecting a sense of freedom in the pursuit of new/big/on-going projects and tasks that are carried out more creatively and effectively.
- Increase your branding through student referrals or increase brand visibility through involvement with schools.
- Familarise with the cycle of recruiting other students and planning ahead of future hires.
- Increase staff morale and retention rate.
- Build leadership skills among your fulltime employees, seize opportunity to delegate and explore leaders.
- Give back to community by providing a work place for personal & professional growth and building on the future prospective work force for Sarawakians.

2. Hiring Graduate Student Interns

HOW

HOW to write an Internship Posting Description?

BE SPECIFIC AND CLEAR on job scope/responsibilities. Attract students by offering exciting and challenging experience. Take opportunity to attract the best candidate. To do that, it is important to be sure in keeping a true and accurate job description.

- Include Company Profile, Goals and Mission.
- Describe the tasks, projects, responsibilities and duties under taken by an intern.
- Illustrate possible opportunities and skills that will be developed in the particular role.
- State any field of study to qualify
- Indicate the standard working hours or any flexibility hours.
- Whether internship is paid or unpaid; and any other benefits.
- Specify clearly on how to apply – good to provide both email and contact details.

(Refer to samples of internship job descriptions on Pages 4 & 5 of this booklet)

WHERE

WHERE to publish your Internship Vacancy?

Submit your internship posting to enjoy 60 days of job advertisement period plus a whole lot more of value-added benefits with us! Simply send in your internship posting along with the signed form and payment slip to info@kalimantanjobs.com and our talent acquisition team will gladly assist you. OR if you already have an account with us, login at KalimantanJobs.com to do the self-post.

Post Internship via KalimantanJobs.com

Step 1: Login or Register as an Employer
Step 2: Submit the Internship Position
Step 3: Choose Internship Placement & Select Your Payment Method
Step 4: Provide Signed Sales Agreement Form & Payment Slip to info@kalimantanjobs.com or via Whatsapp at +6010-9770088
Your internship posting will reach our talent acquisition team for vetting and approval. Once the internship posting is published, you will receive a message from us.

WHEN

WHEN should you hire Interns?

Anytime! Generally internship durations varies yearly, most of them begin at either early or later of the year. In a quick overview, most of the Internships are scheduled closely to the academic calendar. See below duration of internship intakes from previous years for reference:

- Nov/Dec 2016 to Jan/Feb 2016
- Feb/Mar 2017 to Apr/May 2017
- Jun/Jul 2017 to Aug/Sep 2017
- Nov/Dec 2017 to Jan/Feb 2018

***Internship intakes varies depending on the institutions.**

If you have any questions about our Internship Movement Program or if you need any assistance, please feel free to contact:

KalimantanJobs.com Talent Acquisition Team
Email: info@KalimantanJobs.com
Contact: +6 010 9770088

What to expect after posting your Internship Opportunity?

- It is not unusual to not receive applications
- Consider extending your posting validity period
- React quickly to applicants to fix an interview date or confirm a student intern on spot
- Seek assistance from school

Inquire with us on:

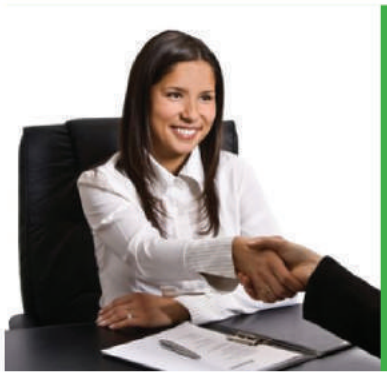
- Internship Job Postings
- What to expect from an Intern
- What to prepare in confirming an Intern

Keep in mind: While we facilitate students with their internship research; their search is largely influenced by their area of interests and pursuit. Students undertake internship opportunity to learn the trade in which they may ultimately want to work in, so it is equally important for employers to embrace mentorship and cultivate work ethics.

Please note, we do not:
- Provide a "match" to your internship position
- Provide you with an employee upon successful internship
- Provide student training for your industry

3.Making an Internship Offer

One common scenario is that students are likely applying and interviewing with several organisations, so it is good to make an offer as soon as a decision is reached.



For paid internships, check with your human resource to seek out possible grants* in advance. Upon the acceptance of the internship offer, please notify us to remove your internship posting to prevent further applications.

TIP! Hire a few Student Interns at one go!

Employer's Must Know Checklist for preparing Internship

- Complete the necessary submission of forms back to school(s) for each internship acceptance.
- Plan & design meaningful projects to ensure Student Interns benefit from your Internship Program.
- Provide Orientation to Interns; Familarise them with organisational cultures, policy and codes of ethics.
- Delegate a supervisor for providing mentorship and constant feedback to interns.
- Consider paying interns equally within a department, that said, students in technical fields are generally paid more.
- Offer a Fulltime Position early and provide interns with an exit feedback/testimonial/letter of recommendation.

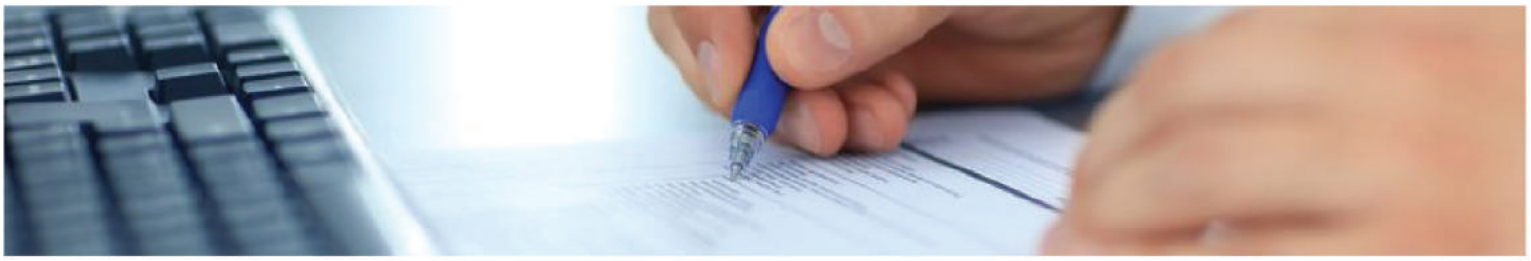
Transform Student Interns to Stars!

- Make him or her feel like part of the team
- Emphasize the importance of his or her work
- Give tasks that differ from time to time.
- Give them a task they can own and complete from beginning to end.
- Show how he or she is positively affecting the company.
- Give constant feedback

4. Internship DESCRIPTION SAMPLES

To really understand the scope of a job, it helps to have it defined in writing.

During the recruitment process, you have a better chance of attracting top talent if there is a well documented account of the role.



Internship for Civil Engineering Students

- The intern will be exposed to overall understanding of site civil engineer Management through the hands-on experience provided.
- Assist site civil engineer Management team on daily operation
- Assist and shadow our Senior engineers so lead our research
- Complete a project within the internship period and make final presentation
- Demonstrate understanding and applying the physics of analyses.
- Applies well-established technical methodologies and practices.
- Develops knowledge in engineering disciplines and processes and desires to learn new analysis tools and techniques.
- Effectively documents analyses and technical data in engineering reports.
- Actively supports team to deliver department goals and customer needs.

Internship for Finance Students

- Support and assist Finance Assistant Manager/Manager and Office Manager
- To prepare monthly cashbook and tagging each expenses by end of month
- Update the monthly expenses into the UBS Accounting System
- Ensure all financial documents & files are properly kept.
- To prepare financial analysis that Finance team deems to be appropriate and suitable at intern's level or much higher level.
- Assist in maintaining non-sensitive Finance Trackers
- Ad-Hoc support in daily finance & admin task

Internship for Business Students

- Assist in delivering long-term organizational strategic goals.
- Build key customer relationships. Identify business opportunities, negotiate and close business deals.
- Maintain extensive knowledge of current market conditions.
- To plan, strategize with the GM & Business Development Manager on business planning.
- To do business proposals & business presentation.
- Researching & identifying potential partnerships.
- Conduct Market Research
- A dynamic & youthful environment that challenges your capability & imaginations

Internship for Software Engineering Students

- To be involved in the software development, testing and customer interaction cycle.
- To be involved development tools such as Microsoft .NET, Framework and Microsoft SQL Server.
- Intern will be mentored by the Senior for job and development purpose.
- Engage in the design and development of user requirements
- Test and certify features for release
- System Integration Testing process
- Implement test code within a best-fit automation framework
- Participate in cross-group and internal customer feature demos
- Participate in root cause analysis and track defect resolution to completion
- Work with colleagues on QA Turnover process
- Respond to and handle support issues arising from the implementation
- Develop tools to monitor external applications
- Provide technical support to the team
- Work closely with business and product groups including customer support, release engineering to resolve issues.

Internship for IT / Computer Science Students

- Assist in delivering long-term organizational strategic goals.
- Build key customer relationships. Identify business opportunities, negotiate and close business deals.
- Maintain extensive knowledge of current market conditions.
- To plan, strategize with the GM & Business Development Manager on business planning.
- To do business proposals & business presentation.
- Researching & identifying potential partnerships.
- Conduct Market Research
- A dynamic & youthful environment that challenges your capability & imaginations.

Internship for Graphic Design Students

- Assisting in follow-up calls with media/client/suppliers & supporting events i.e. media registration, logistics, preparation
- Conducting market research & providing research analysis support
- Develop creative and engaging content ideas that meet the business objectives
- Conceptualise and design print and digital materials
- Plan and execute Employer Branding A&P materials and on-ground activities
- Exposure to use Corel Draw, Adobe Creative Suite
- Assists in the design and development of layouts for marketing materials, using appealing graphics that are well organized
- Responsible to incorporate current design trends into each unique layout to produce an up-to-date style for custom ads
- Ability to exercise good judgment when interpreting instructions and to identify the strengths and weaknesses of alternative solutions

Summary

We believe that Internship is a great way to grow and sustain a pool of talents for our country here in Sarawak.

By doing your part, you will experience the benefits of investing in mentorship through industial placement where a student undertakes a period of training at your organisation preparing ahead of his or her professional career.

We see this as a mutual benefit for you the employer and the student intern. Especially so when you see the quality of support, fresh perspectives, energy, initiatives and productivity that student interns bring to the work environment, it means your mentorship has paid off! We strongly encourage employers to take in as many interns (... say 3 at a time) to see the difference! What's better is that it really doesn't hurt your budget at all.

KEEP IN TOUCH WITH US ANYTIME

info@KalimantanJobs.com

+6 010 9770088

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