

How to Employ a Student

Advertising placements to students

We will advertise placement opportunities throughout the year, although ideally placements should be arranged by the end of May at the latest.

Length of placement:

• One Year Placement

Placements can commence any time from late June - September for up to one year.

• Summer Internship

Summer internships can commence anytime from late June onwards and usually last 8 -12 weeks.

Salary

Students are paid a salary during their placement. Guidance on appropriate salary levels is available from the Placement and Internship Coordinator.

Contract of Employment

We will require you to issue the successful student a contract of employment detailing the terms and conditions of employment.

Placement Agreement

If you are recruiting a student on a year long placement you will be required to sign an agreement with the university and the student.

Health and Safety

If you are recruiting a student on a year long placement you will be required to complete a Health and Safety questionnaire.

Employing an International (non-EU) student on placement

The University of Sheffield's named "Degrees with Employment Experience / Year in Industry" have approved placements as part of the degree programme enabling international students to undertake a placement year.



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Of
Sheffield.



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The
Careers
Service.



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Student Placements And Internships.

A Guide for Employers



Student Placements and Internships - *A Guide for Employers*

Introduction

Work placements; in the form of a summer internship or a year long placement, are very popular amongst all types of organisations. Students from most disciplines at the University are eligible to undertake a placement and it is a highly beneficial way of harnessing the talent of the future and gaining a competitive advantage.

Benefits

- Gain fresh ideas and enthusiasm from highly motivated and self-sufficient individuals.
- Access groundbreaking technical knowledge & skills.
- Utilise a cost effective recruitment solution with low risk.
- An opportunity to access graduate talent early.
- Collaborate with a leading UK research-led institution.

"The placement scheme has worked well for us as we have been able to utilise the placement students' skills that our own staff often don't have, whilst providing them with valuable industrial experience."

Resource Manager, National Grid

Case study –

Joy Brahma and Martek Marine

Joy Brahma, a Sheffield Engineering student found the initiative and talent he showed through being involved in a summer placement led to an ongoing relationship with his employer, culminating in seeing a product concept through from design to launch. Originally joining Martek Marine – a leading marine safety manufacturer for just 8 weeks, Joy impressed the company sufficiently that they were more than happy to be involved in providing an appropriate project for his third year research module. The object of this was to develop an electronic system to avoid marine accidents. So promising was this design concept that the company asked him to return to them for a full year industrial placement to develop the product which was successfully launched to market in September 2010.

The product was delivered on time and on-cost addressing a market of more than 100,000 ships giving a clear business benefit. More than this the student had the opportunity to apply engineering design skills in an industrial setting gaining invaluable technical skills; the business gained access to university research facilities and expertise.

"Joy did a truly outstanding job for the company and learnt a great deal in the process about engineering a product for a manufacturing environment and also about the methodologies used to launch such a product. Joy operated a part of a multifunctional team during the project - playing a leadership role as well as a mutually supportive role with the rest of the team."

Dr Ken Turnbull, MD Martek Marine

Advertise your placements

Visit www.sheffield.ac.uk/careers/employers/vacancies

Click on 'Vacancies for Students'

Under 'How to advertise a vacancy'
Click on 'Prospects Net'

Register or log in to submit your vacancy directly to the University of Sheffield

Your vacancy will then be checked by the Careers Service

If all the data is present your vacancy will then be released on to the online Careers Vacancy Service

Dates for your diary

(Contact the University for exact dates)

September

It's the start of term and students have returned from their vacation looking for placements and summer internships for the following year.

Autumn Recruitment Fair

November

At the beginning of November, the University holds a two day graduate recruitment fair. Attend this event to promote your placement and internship opportunities to students.

Christmas Vacation

Middle of December – Middle of January

If you are not local to Sheffield it may be an idea to schedule interviews in the vacation period if possible.

Summer Experience Fair

January – May

Participate in the online Summer Fair to promote your summer internship opportunities to our students.

Easter Vacation

A chance to arrange interviews during the vacation period.

May

With less than two months until the end of term students may still be looking for summer Internships or placements so please forward any remaining vacancies to be advertised.

June

Term ends in mid June. Students are available to commence placements from this time onwards.

