How to Submit a Proposal for the Queen Mary Micro-Internship Programme

qmul.ac.uk/careers
Thank you for your interest in the Micro-Internship Programme. We hope this document provides all the information you need, however if you have any questions please email us at microinterns@qmul.ac.uk.

Further information can be found at qmul.ac.uk/careers/recruiters/micro-internships

**Step 1** – Register your company on Target Connect
**Step 2** – A member of our team will approve your organisation profile
**Step 3** – You will receive an email to confirm your profile has been approved
**Step 4** – Once approved please login and select ‘Placements Tab’ then select ‘Post Placement’
Key Steps to Adding a Placement

Page 1

1) Placement details
   - Select ‘Micro-Internships’ tab and ignore ‘post to additional schemes’

2) Placement publishing details
   - Advertising date will be current date (leave as it is – this will be changed by our team)
   - Expiry Date – Please select ‘Set to the maximum date’ option
   - Email Notifications – Select ‘the main contact for this vacancy’

Page 2 (Position Details)

3) Basic Details
   - Enter the ‘Job Title’ and select ‘Micro-Internship’ for opportunity type

4) Opportunity Summary
   - Briefly introduce your organisation, highlighting its background, mission and ethos
   - You may also wish to highlight context of the project and provide details of how the internship fits into the organisation and how it will help the organisation achieve its goals
   - Outline the tasks that the student will undertake. If the exact brief is not yet clear, please provide examples and be clear that the tasks are not an exhaustive list

5) Occupational Area
   - Please select up to five relevant to your company

6) Location Details
   - For locations select ‘Remote Working’ and the ‘country’ your company is based
7) Salary Details
   - Select ‘Voluntary’ and leave additional details blank

8) Application details
   - Specify number of positions and ignore section about ‘dates’

9) Other Details
   - Please enter full details of the Line Manager responsible for this internship

10) Please outline the project milestones and objectives
   - These should be SMART objectives with tangible outcomes that will help the student understand what is required

11) Pre-requisite skills and attributes you would like the student to demonstrate in their application
   - Please give essential and desirable applicant criteria, including skills, personal qualities and experience

12) What skills and competencies will be developed through undertaking this project?
   - Please list some graduate level skills and competencies that will be integrated into the intern’s work, which you hope to see them develop

13) Please upload a link to your diversity and inclusion policy
   - Please share the details of any initiatives that your organisation offers to encourage and support diversity in the workplace. If you have a formal policy stating your position on diversity and inclusion, please insert the link here

Any further questions? Get in touch to find out more microinterns@qmul.ac.uk

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