

How to offer a business internship

Guide to partnering with us

REGISTER Interested in offering a Introduction and onboarding Complete the business internship? registration form meeting Send us an email at We will arrange a time to discuss your We will send you a link to complete the gbsinternships@griffith.edu.au online industry registration form. opportunity and how the program works. and our team will be in touch. Advise us if unsuitable Advise us if unsuitable RECRUIT Please advise us if the application is unsuitable (within Please advise us if the interview is unsuccessful (within five business days). We will send alternatives if available. five business days). We will send alternatives if available. Review student Conduct an interview applications with the applicant We will send you applications Advise us to proceed Contact the applicant (CV and cover letter) best We recommend conducting Please advise us if the interview is successful (within five If the application is suitable, contact the student to suited to your internship for a virtual interview. business days). We will prepare an offer letter and initiate arrange an interview. Please also advise our team. your review. the placement approval form. Commence the internship Complete the placement form Facilitate a site visit **Exit interview** Once all the steps are complete we will We will send you the 'WIL agreement' We may need to conduct a site Conduct a meeting with the advise you and the student that the form to complete. This form is essential visit as part of the insurance and student at the conclusion internship is approved to commence. and ensures the internship is covered by placement approval process. of the internship to discuss You can contact us at any time for advice insurance. This may be virtual or in-person. performance. and support throughout the internship.