

EHL – Suggestions for drafting internship offers

**Titles and functions are designated indifferently for men and women*

Contents of the offer:

To ensure you include all information that should be included in the internship offer, we propose the following template:

- **Title of the internship**

Make sure it stands out. The name of the position is important, so make it easy to understand for all prospective interns. *Avoid a title that is overly complicated, or uses company-specific jargon. Students might be reluctant to apply if they don't understand the title!*

- **Description of the company**

Briefly explain (after the title) the positive information your company would like to highlight (e.g., its values, mission, corporate culture, etc.). If you have received an award, for instance, in recognition of your corporate values or you are known to be a company that offers excellent training opportunities, feel free to indicate that here. It's the perfect opportunity to make your company more attractive to students.

Use a tone of voice that matches your organization's values in order to make your offer attractive and stand out from the others. This will allow potential candidates to envision themselves on the job and get a better idea about the work environment. This is an opportunity to promote your company, to outline the skills they will develop and what your organization will offer them in terms of image and reputation.

- **Job description**

List the tasks and assignments that the candidate will be in charge of and organize them by theme. This is the heart of the job listing! This list will help the applicant to better understand the position, and know if it is the kind of internship they are looking for. Don't forget to mention the context of the different assignments. Is the student going to be carrying out the tasks in a team, with a manager (supervision of interns is a crucial factor to a successful internship), with another department or service provider, etc.? If you're not sure about the kind of tasks that you can ask of your interns, feel free to request the internship directives.

Please note that for operational internships, administrative tasks are not accepted. For administrative internships, operational tasks are not accepted. List at least five tasks. Specify the technical skills the student will develop.

- **Profile of the ideal applicant**

What skills do they need? Among these, determinate, between essential prerequisites and desired skills. Rank them by order of importance from most to least important. Which languages do they need to speak? Is there a minimum age required (each country has its own definition of being an 'adult'). Which software programs do interns need to be able to use?

It is important to mention all of the position's prerequisites. The more information you provide, the better the student will be able to gauge whether he or she would be a good fit. This will help you save time.

Remember to mention all the soft skills the student will need during the internship.

- **Conditions of the position**

Indicate the type of contract that you are offering (internship) and the start and end dates of the traineeship. Don't forget that the internship period is set by EHL (*Operating internship: July 25, 2022 to January 27, 2023 and the administrative internship: June 27, 2022 to January 13, 2023*). If possible, indicate the salary and benefits offered by the company (housing, transportation, meals, etc.). If the students need to request a visa for their internship, you can note if your organization can help them with the paperwork (if you're able to provide such assistance). *Students must complete 24 weeks of internship (Holidays not included). We advise you to use [this website](#) to calculate the weeks/days of the internship. (Excluding Holidays). If you have any doubts, feel free to contact the **Career Center** at the following email address: careercenter@ehl.ch.*

- **Finalizing your internship ad**

Don't forget to indicate the information about the hiring process. Explain how it works. We suggest listing a contact person the student can contact with questions or to inquire about their application (email of a department for example) *We suggest that you state a deadline so students will apply without delay. It is recommended to inform them if they haven't been shortlisted, in order to minimize the number of emails from students asking about the status of their application.*

Now that the job offer is ready, don't forget to upload it on [EHL's job platform](#)!