



# Employer's Toolkit

## Reemployment and Completing Internship

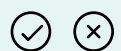
Ensure that you have set expectations along the way with the intern as to when their contract will officially end.

If there is an opportunity to extend or make them permanent ensure that these conversations are had well in advance as you want to ensure you have your ducks in a row to make an offer.

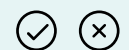
Remember the intern might be looking elsewhere if this possibility has not been talked about before.

### Intern staying on checklist

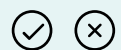
Chat to HR about putting together a new contract for the intern, if there is any change to the job description or salary this should be talked about now too



Talk to the budget holder if there is a salary change and to HR for any guidance around benchmarking



Once you have approval, you can offer the extension or permanent role to the intern. If they accept you can announce to the wider team





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### Intern leaving checklist

- |  |                          |                          |
|--|--------------------------|--------------------------|
| HR, payroll and IT support need to be reminded of the intern's departure   | <input type="checkbox"/> | <input type="checkbox"/> |
| Give the intern clear instructions of the offboarding process and what is expected of them                               | <input type="checkbox"/> | <input type="checkbox"/> |
| Offer help to find another role within the business or perhaps offer to be a referee or write a letter of recommendation | <input type="checkbox"/> | <input type="checkbox"/> |
| Confirm details of final pay   | <input type="checkbox"/> | <input type="checkbox"/> |
| Recover any assets like laptop, phone, security cards etc  | <input type="checkbox"/> | <input type="checkbox"/> |
| Have some fun, you might like to organise a small gift or morning tea to say goodbye and thank you                       | <input type="checkbox"/> | <input type="checkbox"/> |
| Delete interns account details, forward emails on, remove any accounts for messaging services                            | <input type="checkbox"/> | <input type="checkbox"/> |