

A quick guide on HIRING AND HOSTING AN INTERN

for employers



INTERNSHIPS IN NEW ZEALAND'S VEGETABLE SECTOR

Internships, commonly seen in large corporations, are also becoming popular among small and midsize businesses in New Zealand's vegetable sector. These placements offer students and recent graduates real-world experience while providing businesses with extra assistance at key busy times in the season. A well-structured internship programme is important to ensure the experience is valuable for you and the intern.

WHAT IS AN INTERNSHIP?

Internships are short-term work experiences where individuals acquire hands-on skills and learn to apply academic knowledge in practical settings. In some cases, businesses can partner with universities or vocational education and training providers to integrate internships into study or work on a specific project.

WHY SHOULD I CONSIDER HIRING AN INTERN?

- ✓ **Fresh Perspectives:** Interns bring new ideas and the latest best practices from their studies, which can drive innovation.
- ✓ **Extra Help:** Interns can support various tasks, easing the workload of permanent staff during busy seasons.
- ✓ **Recruitment Potential:** Internships offer a chance to evaluate potential future employees.
- ✓ **Brand Ambassadors:** Interns can become advocates for your business, enhancing its reputation.
- ✓ **Leadership Development:** Staff can develop mentoring skills and leadership qualities through working with interns

WHAT STEPS CAN I TAKE TO PLAN AN INTERNSHIP?

1. **Define Goals:** Identify the specific benefits you want from an internship programme, such as increasing productivity or market reach.
2. **Plan the Programme:** Work with your product group to connect with potential interns. Outline the duration, teams involved, number of interns, and tasks they will handle.
3. **Identify Ideal Candidates:** Look for relevant skills and qualifications aligned with the vegetable sector.
4. **Evaluate Performance:** Assess intern performance and provide constructive feedback.
5. **Recruitment Process:** Design a simple hiring and onboarding process that includes training and mentorship.

HOW DO I FIND AN INTERN?

- ✓ **Partner with educational providers:** Collaborate with universities to reach potential interns.
- ✓ **Leverage social media:** Use social media to promote your internship opportunities and engage with potential candidates.
- ✓ **Online job postings:** Advertise internship positions on job boards to attract a wide pool of candidates, in particular; PickNZ, Student Job Search and universities' job boards.

WHAT ELSE DO I NEED TO CONSIDER?

- ✓ **Cost:** Interns often require compensation, adding to operational expenses.
- ✓ **Commitment:** Short-term internships may lack long-term commitment to the business.
- ✓ **Performance:** Some interns are still learning about a work environment.
- ✓ **Time Investment:** Developing and managing an internship programme can be time-consuming, particularly for the first time.

WHAT SHOULD I KEEP IN MIND?

- ✓ Assign meaningful tasks that contribute to the intern's learning and the business.
- ✓ Offer regular feedback and development opportunities.
- ✓ Ensure compliance with employment laws relating to internships.