

Victorian Chamber Internship Program



University Process Guide (Example)

Responsibility	Project Phase	What is required?
Employer	Submits Employer Project Proposal.	Completes the Employer Project Proposal template and sends to Victorian Chamber.
Victorian Chamber	Sends Employer Project Proposals to Universities.	Email sent to Universities including the following information: <ul style="list-style-type: none"> ➤ Employer Project Proposal ➤ Privacy Notification Statement for students.
University	Receives and circulates Victorian Chamber Internship opportunity for Student consideration and application.	Employer Project Proposals posted internally for student application. Students typically have two weeks from the date of posting to apply internally.
University	Receives and reviews Student applications. Screens and shortlists Students.	Conducts screening and shortlisting of suitable student applicants matching Employer Project Proposal requirements. This process may involve face to face or phone screening interviews typically held across one or two weeks . Shortlist forwarded to Victorian Chamber for consideration. Please note: A maximum of four suitable applicants (preferably ranked) may be forwarded for consideration.
Victorian Chamber	Sends Student shortlist to Employer.	Victorian Chamber sends a maximum of four student applications to the Employer for consideration.
Employer	Reviews shortlisted applications from Victorian Chamber. Undertakes recruitment and selection process.	Arranges and conducts internal interviews and as a result chooses a preferred candidate. This process may involve face to face or phone screening interviews. Notifies successful and unsuccessful candidates as part of internal recruitment processes. Notifies Victorian Chamber via email of the successful candidate and confirms the students' term of employment. Completes and submits Victorian Chamber Internship Program paper work.

Responsibility	Project Phase	What is required?
Victorian Chamber	Informs Universities of the preferred candidate.	Informs the participating Universities of the preferred candidate.
Victorian Chamber internship commences.		
University	Induction/Visit (optional).	University contact may wish to visit the student in the workplace. Contact to be arranged external to Victorian Chamber however please inform the Victorian Chamber Internship Program Manager out of courtesy prior to the visit.
Employer	Evaluates and completes Victorian Chamber Internship Program completion paper work.	Employer completes and submits required documentation.
Victorian Chamber internship completes.		