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YORK  
ST JOHN  
UNIVERSITY

# What is a York St John Graduate Internship?

The Class of 2023 Graduate Internship Programme is a short-term work opportunity with a company or organisation in and around York for YSJ Class of 2023 graduates. This programme is organised by the Student Opportunities Team at York St John, but as a graduate, you will work with an external business. This work is part-time and paid at an hourly rate for the hours you complete.



## What can I expect from a Class of 2023 Graduate Internship?

### Before

#### Round 1 - Register your interest

- Register your interest for the internship programme through the expression of interest form below, and upload your CV to your Handshake account.
- Attend a CV workshop to support your application.

#### Round 2 - Written Application

- Apply for individual internships when they go live on Handshake. You can apply to up to 3 internships, but your application answers must be different per role and tailored to the specific internship you are applying for.

#### Round 3 - Video Interview

- If your application is shortlisted, you will then be asked to short video interview. Practise this in advance here: [Shortlist.me](https://shortlist.me)
- If your written application needs improving, you will be offered further support from our careers team before moving onto the next round of the process.

#### Round 4 - Interview

- If the employer likes your application and video, they will invite you for an interview either in person or online.
- If you are successful in the interview the employer will contact you to offer you the internship.

#### Round 5 - Onboarding

- Before the internship starts, you must attend an induction session at York St John to complete your onboarding documents your right to work check.

### During

- You will undertake a paid work project for 8 weeks with an employer.
- You will work 20 hours per week and this may be remote, blended or in-person depending on the internship.
- You will record your hours on a timesheet that you will send to your supervisor at the end of each month.
- You will have regular meetings with your supervisor at your internship to update on progress and ask any questions.

### After

- You will attend an exit session at York St John with the Internships Team and your supervisor to discuss your internship and reflect on the skills you have developed.
- You will fill out a feedback form about the experience and how it has developed your skills and confidence for applying for graduate roles.



Register your interest now:  
<https://forms.office.com/e/fEC7tvwcDW>

