

Winter 2024

Employer Resources

The Vision

At CareerTrackers, we inspire, champion and empower First Nations students and career success, for current and future generations.

We work with First Nations students from high school through to university to help them navigate their studies while linking them to multi-year paid professional internships related to their dreams and aspirations.

An internship is an invaluable opportunity. Students are exposed to industry leaders and role models while developing transferable skills that enable progress through university and their professional careers after graduation.

Our vision is for CareerTrackers Alumni to achieve academic and professional success as senior leaders, executives and CEOs represented in all industries and sectors in Australia and across the world.

Roles & Responsibilities

Advisor

A CareerTrackers employee who works with interns and managers to ensure a successful internship.

Buddy

A current employee who can offer support and guidance to an intern during their internship.

Partnerships Advisor

An employee at CareerTrackers who is the primary contact to the partner organisation and supports the success of the partnership.

Business Coordinator

An employee within a partner organisation who is the primary contact and supports the success of the internship.

Intern Manager

The person responsible for managing the Intern during their internship.

Intern

A student engaged in the CareerTrackers program, who is currently working in an internship.

Access resources here:

careertrackers.org.au/employers/employer-resources

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The Internship Process

Navigating your internship

Student Matching

Identify areas within your organisation where an internship opportunity would be relevant, and your team has the capacity to support an intern. We match students to opportunities relevant to their degrees and career aspirations.

Interview

Students are trained for the interview and should be assessed for their potential to earn and contribute to the organisation. Following the interview, provide feedback to your Partnership Advisor.

Contract & Onboarding

The employment agreement is between the Intern and your organisation. Please include CareerTrackers in all correspondence throughout the onboarding process. Start the onboarding process as early as possible.

Manager Induction

The intern manager will be required to attend an induction on the CareerTrackers program to ensure they are aware of and understand the key elements and processes of the program.

During the internship

Learning Contract

The Learning Contract is an agreement between an Intern, their Manager, and the CareerTrackers Advisor. It is based on the Intern's goals, the needs of the organisation, and the learning outcomes of the Graduate Attributes Framework.

Create Opportunities

We encourage employers to consider unique ways they can engage in the organisation. Attending events, working on group or independent projects, participating in training exercises or bringing together groups of Interns regularly for meetings are just a few ideas to think about.

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Key Internship Events



Program Day

Program Day is made up of professional skill development, goal setting and community building exercises. Your intern will be out of the office for the day attending Program Day, we encourage you to meet with them when they return to the office and discuss key takeaways from the day.

End of Internship Presentation

Every Intern is required to deliver a presentation at the end of their internship. This activity is highly valued; it develops the Intern's confidence in presenting, shares the highlights of the experience, and allows the Intern to say thank you to their team and organisation

After your internship

Evaluation

Managers need to complete an evaluation form provided by CareerTrackers and share feedback with their intern in the final week. The evaluation is to be provided to the advisor at the end of the internship.

Intent to Return

A review of the student and manager intentions will be completed at the end of the internship. Employers are encouraged to identify relevant opportunities for the next internship cycle.

Ongoing Engagement

Once the internship period is over, Interns and managers can gain a lot of value in maintaining a mentoring relationship during the university semester.

Skilled Volunteering

There are opportunities for some of our employers to play an active role in our students' professional development.

Checklist

Business Coordinator



Before the Internship

- ☐ Communicate available internship opportunities and interested teams across your organisation.
- ☐ Complete interviews with the prospective Intern.
- ☐ Discuss outcome of the interview with CareerTrackers.
- ☐ Ensure Intern Managers have considered meaningful work tasks for their Intern.
- ☐ Prepare onboarding and first-day details for each Intern.

During the Internship

- ☐ Stay in touch with the CareerTrackers Partnerships Advisor.
- ☐ Ensure Managers are across the *key internship events* (as listed in page above)
- ☐ Facilitate networking between CareerTracker Interns to enrich their experience with the company.
- ☐ Support student presentations and invite staff to attend.
- ☐ Meet with graduating Interns to discuss full-time employment pathways post-university.
- ☐ Attend CareerTrackers events.
- ☐ Check-in with Intern Managers and share feedback with Interns.

After the Internship

- ☐ Identify opportunities for the next season with CareerTrackers.
- ☐ Share graduate employment opportunities with Interns.
- ☐ Meet with CareerTrackers to reflect on the internships and discuss ongoing employment for Interns.

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Checklist

Intern Manager

Before the Internship

- ☐ Express interest in having a CareerTrackers Intern join your team.
- ☐ Interview the CareerTrackers Intern. The Business Coordinator will receive student profiles relevant to the opportunities available.
- ☐ Give feedback to the Business Coordinator to confirm your intent to hire an intern.
- ☐ Attend manager induction session to obtain all of the details required to facilitate a successful internship.
- ☐ Confirm first day details, prepare for office induction and identify projects for the Intern.
- ☐ Assign an Intern Buddy to explain the culture of your organisation.
- ☐ Meet the CareerTrackers Advisor and confirm first day details.

During the Internship

- ☐ Complete the Learning Contract and define the internship objectives with the Intern and Advisor.
- ☐ Provide feedback to the Intern on a frequent basis.
- ☐ Check-in with Advisor at agreed check points and any time you require support.
- ☐ Attend the *End of Internship Presentation*. Invite your colleagues along.
- ☐ Complete the *End of Internship Evaluation* and send it to the Advisor.

After the Internship

- ☐ Schedule the Intern's return to work date with CareerTrackers.
- ☐ Consider an ongoing mentoring role and casual work for the Intern.

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