



CareerTrackers™ 

# Employer Resources

## OUR 50-YEAR VISION

Our mission is to build representation for Aboriginal and Torres Strait Islander people across all sectors of professional employment and nurture the emerging leaders for our future.

We work with Indigenous 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 program is developing Aboriginal and Torres Strait Islander leaders across Australia who have the agency to build for a brighter, shared future.

## ROLES & RESPONSIBILITIES

### Intern

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

### Intern Manager

The person responsible for managing the Intern during their internship.

### Business Coordinator

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

### Buddy

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

### National Contact

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

### Advisor

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

Access up-to-date resources through  
[careertrackers.org.au/employers/employer-resources](https://careertrackers.org.au/employers/employer-resources)

CareerTrackers™ 

# 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 learn and contribute to the organisation. Following the interview, provide feedback to your National Contact.

### 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.

### 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.

### LDI Conference & Gala Awards

The Leadership Development Institute (LDI) is our annual flagship conference that brings all of the CareerTrackers interns from across Australia together. It is the largest annual gathering of Indigenous students and professionals in Australia. In the final weeks of the internship period you will be invited to attend the CareerTrackers Gala Awards that celebrate Indigenous excellence over the last 12 months. Students are nominated and awarded for demonstrating excellence in a number of categories.

## AFTER THE 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.

# Responsibilities

## BUSINESS COORDINATOR

### Before the Internship

Communicate available internship opportunities and interested teams across your organisation.  
Complete interviews with the prospective Intern.  
Discuss outcome of 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 National Contact.  
Ensure managers are across the key internship events.  
Facilitate networking between your 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 the CareerTrackers Gala Awards.  
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.

## INTERN MANAGER

### Before the Internship

Express interest in having a CareerTrackers Intern join your team.  
Interview your 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 your 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 your Intern.  
Assign a buddy for your Intern - this will help them adjust to 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 your Intern and Advisor.  
Provide feedback to your 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.  
Attend the CareerTrackers Gala Awards

### After the Internship

Schedule your Interns return to work date with CareerTrackers  
Consider an ongoing mentoring role and casual work for your Intern.