Interested in WSI?
1. Check that you are eligible to participate (refer criteria)
2. Ensure that you are able to commit to WSI process & timeline
3. Register interest (refer sidebar)
4. Attend WSI info session, application workshop (refer WSI Application & Interview workshops) or Job Search drop-ins
5. Return here: WSI vacancies open Before Mon 11 Mar 2019

Apply for WSI internships
1. Click “Enrol me” on WSI Application link (return here Mon 11 Mar)
2. Access WSI vacancies (refer “Access WSI vacancies & Apply”)
3. Apply directly to host employer/department (refer “How to apply” section on myAdvantage vacancy)
Mon 11 Mar – 9am Mon 1 Apr 2019

WSI Shortlist & interview
1. Host employer/department will contact you DIRECTLY if you are shortlisted for interview
2. Attend interview support services workshop (refer WSI Application & Interview workshops)
3. Ask host if require feedback (sample feedback form on sidebar)
Mon 1 Apr – Thurs 2 May 2019

Employers & Departments apply for WSI funding
* Host employers & departments submit Recruitment Outcome form for “first-come, first-served” funding from 9am Mon 13 May 2019.
Note! Host employers/departments are not obligated to maintain WSI internship offer if they are not successful in receiving funding
From 9am Mon 13 May 2019

WSI internship confirmation to interns, employers & departments
By Fri 24 May 2019

WSI internship administration
* Sign internship agreements & reply to induction invitation
* University department’s interns register/report to Unitemps
By Fri 31 May 2019

WSI internship confirmation
* Capture internship learning & skills using Work Experience L&D online course: warwick.ac.uk/weld

External Employer internships
1. Interns paid via employer’s payroll - PAYE, sick & holiday pay etc.
2. Interns submit WSI form & copy of payslip to University to support internship host’s grant claim by Wed 31 Jul 2019 (refer email instructions)

University Department internships
1. Interns submit weekly timesheet
2. Departments approve timesheet
3. Interns paid via Unitemps
Mon 24 June – Fri 9 Aug 2019

Programme induction (recommended)
“... reminder of getting started with a professional mindset”
“... helped me be more confident and gave me the opportunity to meet and talk to other successful applicants”
Sign for 1/2 day session
Mon 3 June – Fri 28 June 2019

Prepare for WSI internship
1. University department’s interns register/report to Unitemps
2. Confirm first day of work details with internship host
3. Prepare & make the most of your internship using Work Experience Learning & Development (L&D) online course: warwick.ac.uk/weld
By Fri 21 June 2019

6-week WSI internships begin
* Capture internship learning & skills using Work Experience L&D online course: warwick.ac.uk/weld
External Employer internships
* UK & EU students – week starting Mon 24 June 2019
* International students – week starting Mon 1 July 2019
University Department internships
* Week starting Mon 1 July 2019

Your Pay
External Employer internships
1. Interns paid via employer’s payroll - PAYE, sick & holiday pay etc.
2. Interns submit WSI form & copy of payslip to University to support internship host’s grant claim by Wed 31 Jul 2019 (refer email instructions)

University Department internships
1. Interns submit weekly timesheet
2. Departments approve timesheet
3. Interns paid via Unitemps
Mon 24 June – Fri 9 Aug 2019

Accept WSI internship
1. Host employer/department will contact you DIRECTLY if you are offered the internship
2. Email employer/department to accept/reject internship offer
3. Submit Student Internship Acceptance form before Fri 10 May (refer sidebar Mon 1 Apr)
Note! Your delay in acceptance may affect employer’s/department’s funding to deliver WSI internship
4. Ask host if require feedback (sample feedback form on sidebar)
Mon 1 Apr – Fri 10 May 2019

Last week of WSI internship
1. Exit review with internship host
2. Complete WSI evaluation form
3. Apply internship learning & skills to future studies & career plan using Work Experience L&D online course: warwick.ac.uk/weld
Mon 29 Jul - Fri 09 Aug 2019

Accept WSI internship
1. Host employer/department will contact you DIRECTLY if you are offered the internship
2. Email employer/department to accept/reject internship offer
3. Submit Student Internship Acceptance form before Fri 10 May (refer sidebar Mon 1 Apr)
Note! Your delay in acceptance may affect employer’s/department’s funding to deliver WSI internship
4. Ask host if require feedback (sample feedback form on sidebar)
Mon 1 Apr – Fri 10 May 2019