IMAP
Inner Melbourne Action Plan

Background

IMAP a joint initiative between the cities of Melbourne, Port Phillip, Stonnington and Yarra who have been working together to recognise the economic, social and cultural impacts the knowledge sector has on the inner Melbourne region. Focused on developing stronger links with the education sector a policy and supporting document have been built to make it easier for staff to gain access to a student workforce.

This template document can be taken and adapted for implementation into your own organisation – look for the <mark>yellow text</mark> for suggested areas of change.

Student Placement Interview Guide

A student on placement is going to be spending time with you and your team, it is important that both parties have clear expectations about what the placement will entail and you can ensure they will be a good fit with your team.

Therefore, it is recommended that you interview a student prior to offering them a placement. The interview can be informal. Below are some questions to assist in the interview process.

If you have any questions in regards to this guide contact Human Resources.

Course Details
Which course are you studying and what year are you up to in your studies?
Can you provide me with the details of your student placement? Ensure the following is covered: ▪ Confirm placement is part of a course requirement. ▪ Public liability insurance covered by education institution – if not the placement will not go ahead. ▪ University contact point. ▪ Length of placement. ▪ Whether placement is to be full time or part time. ▪ Reporting / assessment requirements ▪ Qualification level of supervising manager – for example do they need to hold specific qualification ▪ Paid or unpaid placement.
Describe what you are seeking from the student placement with us? What are you hoping to learn from this placement?
Provide us with an overview of your studies, which subjects you enjoy and why?

Background
Tell me about your previous work experience.
What other courses or study have you completed?
If you require the student to have specific skills or knowledge – for example in a particular software package – include specific questions regarding these.
If working part time – what times and days will suit you to complete your placement? (Ensure you set clear expectations in regards to days and hours worked – this ensures expectations of both parties are clear.)

Aspirations
What are your short and long term career plans?
What attracted you to a placement in our organisation?

Team and organisational fit
Ask questions to ascertain how well the student will fit into your team environment.