

Book Build

When is the deadline to participate in the 10,000 Black Interns programme?

The deadline to join the first allocation round this year was 20th October. If you wish to make a pledge after this date, you will receive your allocated candidates on a rolling basis. Kindly note that you must submit your Pledge Form to complete your hires before the 31st March 2025 Hiring Deadline.

What are the internship requirements to make a pledge?

All internships offered through the programme should have a duration of at least 6 weeks, should be paid at minimum the local living wage, and should take place over the summer of 2025.

Why are internships held over the summer?

The majority of candidates applying to the programmes are current university students. Our timelines for training, recruitment, and internship placements reflect the university academic calendar that starts in September and provides a break during the summer.

How are interns paid through the programme?

Participating organisations are required to pay interns a salary that is at minimum the **local living wage** of the internships' location for the duration of the internship. Organisations may choose to provide additional support such as accommodation and transportation at their own discretion and expense.

Is there a fee to participate in the programme?

There is no fee to join the 10,000 Black Interns programme. The only required expense associated with the programme is the interns' salaries that should be at minimum the local living wage of where the internship is located. However, you can also support the programme and Foundation by making a voluntary donation or joining our corporate membership scheme.

Do we need to make a donation to participate in the programmes?

You do not need to make a donation or become a corporate member to participate in the programme. However, as a charity, the 10,000 Interns Foundation relies on support from participating organisations, charitable funds, and partners to keep the programmes free for underrepresented students and graduates.

To learn more about corporate membership and how you can join our community of organisations, kindly email membership@10000internsfoundation.com.

Can we place interns in offices that are outside the UK?

All internships should be UK-based, including remote/hybrid work. However, interns can partake in international travel that may be required as part of their role as long as the internship is based in the UK.

What is the difference between the primary and secondary contacts in the Pledge Form?

Primary contacts will be the primary point of contact for all programme-related communications and announcements. The secondary contact should be a member of the organisation who is senior to the primary contact and will only be contacted if the primary contact is unreachable or unresponsive.

Do we need to sponsor visas for international interns?

You are not required to sponsor a visa for your interns. You will be able to indicate whether you would like to sponsor a visa or not in the relevant section of your Pledge Form.

Where can I find advice on Visa Sponsorship?

We have partnered with AIESEC and BUNAC, who are able to work together with participating firms to assist candidates who require visa sponsorship for the right to intern in the UK.

If your organisation is unable to fund the visa application process for relevant candidates and you find that you would like to hire a candidate who needs visa sponsorship, please contact BUNAC or AIESEC (they do not require a host firm to fund the sponsorship process).

AIESEC: tara@aiesec.co.uk

BUNAC: kate.howe@bunac.org

What is the general timeline of the recruitment process?

The programme runs in an annual cycle that opens in September and closes in March the following year. While organisations can follow their own timeline for recruitment, they must complete their hires by the 31st March 2025 hiring deadline. The following dates are the recommended dates for each stage of recruitment:

First Communication to Candidates	4th November to 15th November
Reviewing/Shortlisting Candidates	18th November to 29th November
Interviewing/Assessing Candidates	2nd December to 24th January 2025
Offering Candidates	27th January to 21st February
Hiring Candidates	24th February to 21st March

Who should we email for programme queries?

For programme queries, please email company@10000blackinterns.com which is managed by the Account Manager of the 10,000 Black Interns programme.

Candidate Allocation & Slate Adjustment

How are candidates allocated?

Candidates are allocated to your slates based on their selected workstream, location, visa requirements, and the gender ratio we receive in our applicant pool.

Please note that we prioritise workstream selection above all other factors during allocation, which can lead to some candidates with varying locations being added to your slates.

If you have selected the option to offer visa sponsorship to visa-requiring candidates, you will also receive candidates who have indicated that they need visa sponsorship in their application form. If you did not select the option to offer visa sponsorship, you will only receive those who do not need visa sponsorship.

On average, you will receive 10-50 candidates per role.

Can we add new pledges after allocation?

As your pledge number is a minimum number of internships you commit to hire, you are welcome to hire more interns from your existing slates by submitting a request for additional candidate allocations.

If you wish to offer additional internships in a different workstream and location from your existing slates, please email company@10000blackinterns.com

Can candidates choose which organisation they would like to be allocated to?

Candidates are allocated to organisations based on their chosen workstreams and cannot choose specific organisations they would like to be allocated to within those workstreams.

What should we do if a candidate who is not on our slate reaches out to us directly?

If a candidate in the programmes reaches out to you directly but is not in any of your slates, please advise them to apply for a job/internship with your organisation directly.

Through our programme, the candidate would already have three organisations that are reviewing their application. To ensure that every candidate receives equal opportunity, please review only those who have been allocated to your slates and request more candidates to review should you need more.

What is the Slate Adjustment Period?

The Slate Adjustment Period is the period in which you can submit requests to add additional candidates to your slate or release select candidates back to the larger candidate pool. Releasing requests will only be accepted for exceptional circumstances and will only apply to a small number of participating organisations.

This cycle, the Slate Adjustment Period is from Monday, 28th October – Friday, 8th November 2024.

What is “releasing”?

“Releasing” candidates is taking out candidates from your slate so that they can be allocated to another organisation in the same workstream or location. Releasing requests are only granted for exceptional cases where a candidate cannot be considered at all due to non-negotiable logistical circumstances of your internship.

An example of an acceptable reason for release would be receiving a candidate who has already completed an internship at your organisation, or cannot feasibly commute to your internship location.

What is the difference between releasing and rejecting?

You should release a candidate if you cannot review the candidate at all due to logistical factors such as candidate location or your team’s capacity relative to the number of applications received. This is for candidates who you could not review, thus should be reviewed by another organisation.

You should not release, but reject a candidate if the candidate does not meet your internal requirements set for the role, including, but not limited to the candidates’ level of experience, transferable skills, interview or assessment outcomes, level of interest presented in their cover letter, or CV. If you have reviewed the candidate’s application, experience, and relevance for the role, you have considered them for your role, and must change their status accordingly on Pinpoint.

If you are not a Premier Member, you are expected to consider candidates from all levels of education and years of study as eligible for your role to meet the purpose and mission of the programme.

How do we request additional candidates to review?

You can request to add additional candidates to your slate by clicking on the “Request Additional Candidates” button on your Pinpoint slate page and indicating the number of candidates you would like to receive.

What is the deadline to submit slate adjustment requests?

The deadline to submit release requests is 8th November 2024. You can submit a request for additional candidates at any time until recruitment ends in March 2025.

How long does it take for slate adjustment requests to be processed?

Slate adjustment requests will be processed on a first-come-first serve basis during the Slate Adjustment Period. Depending on the volume of requests we receive, slate adjustments will be reflected on your Pinpoint dashboard between 4th November - 11th November.

Can we choose not to make any slate adjustments?

Yes, slate adjustments are an optional feature to allow for any last-minute changes on the number of candidates you wish to review. If you would like to proceed without making any changes, you can start making contact with your candidates from 4th November.

What happens if we don't adjust our slates?

If you do not make any adjustments to your slates, you can start reviewing your candidates and make first contact with them starting on 4th November.

While you may not submit a slate adjustment request, you may receive additional candidates in order for the programme to create a fair number of opportunities for each candidate.

Can we request you to filter candidates we want to receive before we are allocated our initial slates?

Aside from the candidates' selected workstream, location, and visa requirements, we do not filter candidates based on additional factors. Reflecting the purpose and value of the programme, you will receive a diverse mixture of candidates from our pool. We kindly request you to consider flexibility in your recruitment approach to focus on assessing candidates' potential, trajectory, and transferrable skills, rather than focusing only on prior experience in the sector. If you wish to explore bespoke allocation options, kindly review our Premier Membership option.

Recruitment

Can I hire more than my organisation's original pledge?

Once you have met your original pledge number of hires, we encourage you to hire more interns from your existing candidate slates. If you wish to receive additional candidates to diversify your slate or wish to make hires for a role in a different workstream, contact us at company@10000blackinterns.com

Can I hire less than my organisation's original pledge?

We require all participating organisations to meet their pledged number of hires. If your organisation is facing exceptional circumstances where normal business operations are halted or interrupted, please inform our Account Manager at company@10000blackinterns.com as soon as possible.

Where can I find candidates' disclosed disability information?

Disclosed disability or reasonable adjustment information can be found in each candidate's application page on Pinpoint.

How do we contact candidates on our slates?

You can access the email address and phone numbers of your candidates on your Pinpoint dashboard. We recommend you to use email as your primary mode of communication and reach out to your candidates directly.

You can also email candidates using the "Message" function on Pinpoint. For more information, kindly refer to our Pinpoint Handbook or Organisation Recruitment Handbook.

Can we upload our Job Descriptions for our candidates Pinpoint?

As Pinpoint is an application tracking system built for organisations only, candidates do not have access to Pinpoint or its features. If you wish to share a Job description or any document with your candidates, you will need to send it as an attachment in a direct email.

Are there any templates for reaching out to candidates?

There are written templates available within the messaging function on Pinpoint. For your first email to candidates, we recommend you to include the following information:

- Your organisation's name
- Internship role title and description
- Internship role's team/department
- Contact details of hiring managers.
- General timeline of recruitment process
- Prompt to request reasonable adjustments
- Job Description (optional)

Can we use our own application tracking system?

Yes, you are welcome to use your own application tracking system to manage your candidates. However, please note that you are required to update each candidate's recruitment status on Pinpoint to help us track your progress.

We strongly recommend you to review the candidates' CV's and cover letters on Pinpoint that were provided through their 10,000 Black Interns application first, before asking them to submit additional information.

How do we update the candidates' recruitment progress on Pinpoint?

Please use the drop-down menu next to the candidates' names on your slates to select their recruitment status. The drop-down options include "Reviewed", "Interview", "Offered", "Hired", and "Rejected". If you select "Rejected", the candidate will receive an automatic email notifying them of their status from Pinpoint.

What support is available for candidates during recruitment?

We support our candidates at every stage of the process through regular newsletters, training sessions, and dedicated email responses. We continue to stay in touch with interns after their internship placements to support and develop our programme alumni network.

If your candidates face any issues or concerns, please direct them to email general@10000blackinterns.com which is managed by our Community Engagement Team.

Can we offer full-time positions to interns after their internship placements?

We believe internships open doors to more opportunities to kickstart the careers of underrepresented talent, and thus encourage organisations to offer full-time jobs to interns after their internships are completed. However it is not part of programme expectations or requirements to do so.