

Principles for CIS@UJ sponsors selecting interns on the ASISA Academy's CIS@UJ Internship programme

The following principles have been developed to achieve a transparent process and as high a degree of fairness as possible for all participants:

1. Order of selection and selection rounds

- a) Participating sponsors may choose interns based on the order in which they commit to hosting graduates on the programme.
- b) Sponsors will be allowed to choose as many interns as they wish subject to the total number of interns on the programme being limited to fifteen. To ensure fairness a number of selection rounds will be held during which each sponsor can select a maximum of two interns. Once the first selection round has completed then a second round will commence with sponsors again choosing a maximum of two interns.
- c) The selection rounds will continue until each sponsor has selected their desired numbers of interns. This is as opposed to filling an entire request before allocating to the next participating sponsor which in the past has resulted in an unfair distribution of the strongest candidates.
- d) For example, say there are three sponsors A, B and C who committed to host three interns each in that order. In the first selection round, each sponsor will select two interns starting with sponsor A, then B then C (a total of six interns). In the second selection round each sponsor will select one more intern to fulfil their commitments (three interns). Thus a total of nine interns will have been selected in the two rounds.
- e) If a sponsor is delaying the selection process by not interviewing candidates or delaying their decisions on candidates then an initial request will be sent to them by the Academy administrator to schedule interviews or to make their decision on candidates that have been interviewed. Should there be no engagement within 2 working days of such request being sent then a final request will be sent to the sponsor concerned. If the sponsor has not engaged meaningfully with the request within 12 hours of the email being sent then the ASISA Academy has the right to exclude the sponsor from the selection round and they will forfeit their selection position.
- f) Should a candidate who has been selected by a sponsor decide to withdraw, the sponsor may not select another candidate until all the participating sponsors have selected their candidates.

2. Commitment by sponsors

- a) The commitment window during which sponsors can commit to hosting interns closes on **25th August 2017**.
- b) Sponsors who wish to commit to hosting interns should notify the ASISA Academy [by clicking here and completing the online sponsorship commitment form](#).
- c) Should a number of sponsor commit on the first day of a sponsorship window to more than one candidate then selection positions will be allocated one by one for the first five positions.
- d) At the close of the first selection window an initial selection of interns will take place.
- e) Sponsors can still commit to places after the first selection window has closed but the selection positions allocated to them will come after those of the positions allocated during the first window.
- f) Sponsors will not be permitted to reduce the number of interns they commit to hosting.

3. To ensure fairness to all participating sponsors, big and small, the following will apply to the interviewing process:

- a) The stipend paid to the interns during their internship period will be a minimum of R10,000 per month. The sponsor may, at its own discretion, increase the amount paid to interns. Where



interns need to travel significant distances to get to and from work, a travel allowance may be paid separately by the sponsors.

- b) The sponsors may make interns aware of additional training they could receive and the conditions of the internship as well as any other publicly available information about the company.
4. Sponsors, interns and the ASISA Academy will each sign an internship agreement in which the responsibilities and expectations of each party are agreed.
5. Following the internship period, should a participating sponsor not wish to hire their intern/s then any of the other participating sponsors can make the intern/s an offer.
6. If, during the internship term, if an intern prefers to work for another sponsor, then the hiring company would need to compensate the hosting company an amount equivalent to the stipend amounts paid to that intern to date for the internship.