



Virtual Internships

Opportunity to gain crucial professional experience aligned with career coaching, guidance, and exploration

Virtual Internships Program for Hanken Students

Hanken is for the first time collaborating with Virtual Internships. Virtual Internships will provide you a unique remote internship opportunity with full wrap-around support, guidance, and interventions to enhance your outcomes and experience.

In applying to this internship, you will be guaranteed a 30 hour, 8 week internship in a host company located either locally in Finland, or internationally across the globe. Regardless of where your host company is located, your internship will take place fully online and from behind your laptop. This flexibility allows you to gain career experience and management understanding from the comfort of your own home, and on your own schedule.

Alongside your guaranteed remote internship you will be invited to global webinars on best practices in professional development, have an opportunity to join our online self-paced curriculum, and be invited to two individualized coaching sessions to unpack your skills toolkit and next steps to in your career journey.

Beyond the wrap-around support all participants will be fully guided through their internship by their Intern Experience Manager, who is there to offer feedback, guidance and support regardless of the issue.

The following pages unpack all program inclusions and we look forward to seeing your application to this great professional opportunity.

Virtual Internships' program includes invaluable wrap-around support for host companies and interns.

Intentionally designed to remove barriers and prepare individuals and businesses for the Future of Work.



BRIDGING THE GAP BETWEEN EDUCATION & THE WORKPLACE

THE INTERNSHIP PLACEMENT GUARANTEE

VI guarantees an internship placement in the career field of a student's choice, allowing a selection from **over 18 different identified Career Fields**.

In guaranteeing the career field of choice, interns will also be given the chance to rank their three preferred regions or countries amongst the locations offered by VI countries between 1 and 3. VI will endeavour to place interns in one of their chosen countries (in order of preference), but if this is not possible the intern will be placed in another country.

Placement Opportunities

Virtual Internships program structure was curated to provide participants with a guaranteed internship placement in one of our 8000 global host companies, aligned to their career goals and chosen career field, while providing strong program supports to include online curriculum, coaching calls, check-ins and more.

Are companies come in all shapes and sizes, as well as from different industries and expertise. Regardless of size and location your placement will directly align to your chosen career field giving you increased transferable skills, better understanding of various workplace cultures, introduction to the ambiguity of work, and direct technical experience.

500

Large Companies
(>100 employees)

4500

SMEs
(10-100 employees)

3000

Startups
(<10 employees)

8000+

Active Host
Companies

Example Placements



True North Search is the premiere Entrepreneurship Through Acquisition accelerator in the Northern Europe. We facilitate smooth and efficient business transfers of select privately-held small businesses using the ETA model.

Looking for talented interns who are knowledgeable about finance & accounting. Comfortable with financial analysis of P/L, balance sheet, cash flows, and valuation. Solid excel and powerpoint skills.



Brand new platform for photographers worldwide. Born in the city of Lappeenranta on the shore of fascinating lake Saimaa in Finland, Glostars is a simple and free online platform for visual content creators.

Looking for talented interns you are experience in business planning and financial support for entrepreneurship. We need help with researching and assisting in online community and marketplace-based start-up valuation, and curating financial forecasts.

WRAP-AROUND SUPPORT FROM THE VIRTUAL INTERNSHIPS TEAM FOR INTERNS AND HOST COMPANIES



Dedicated **Intern Experience Manager** works with the participants from the time of application and conducts weekly check-ins and closes the feedback loop between the intern and the employer



Engaging online curriculum designed to increase employability outcomes and enhance the experience



Assigned **Internship Coach** completes midpoint and end of program coaching calls



Weekly Peer-to-Peer Group Discussions hosted by our team give interns opportunities to focus on skill development and troubleshooting



Global Employability Expert Webinars which cover a range of topical themes and allow for networking and engaging conversations



Completion certificate co-branded with SDA and VI logos and content

"I consider the highlight of the Virtual Internship was the professional efficiently arranged process of the program, starting from the weekly reminders of checkpoints, training webinars, ongoing self assessments, and until the mid & final coaching calls. With full enthusiasm and welcoming from the reps of the Virtual Program.

It's a proud to have such an experience and I am looking forward to continue in learning & working as intern for more host-companies world wide."

-Doo'a Islam, 2021 Participant



Global Experts Employability Series

Every other Wednesday all participants are invited to join a 30 minutes Global Experts Employability Series. The topics and speakers range from building soft skills to exploring new industries or career paths. After the webinar is delivered live, you can also view any past webinars on our Youtube channel. Below are the last three sessions as an example of the content type and variety.

Jan 12, 2022

Unexplored work superpowers: learn how empathy, compassion and resilience can be great allies in the workplace

Life is full of ups and downs. Change is the only constant. During this presentation, our speaker will discuss the increasing importance of resilience and wellbeing in the workplace (exacerbated by the COVID-19 Pandemic); how a positive and mindful approach to work and life can help you endure, recover, and thrive from life's challenges; and why empathy and compassion are the new career super strengths.

Jan 26, 2022

How to boost your confidence for a work presentation

For many years, Vanessa Cuddeford worked as a news anchor and she was very successful. However, she struggled with public speaking nerves - which she learnt to overcome! In this webinar, she will tell us why speaking nerves are natural (it's written into our genes!) and how we can tackle them. She will also share some tips for presenting clearly and persuasively focusing on how to put content together.

Feb 9, 2022

What are employers looking for in the new (Post) Covid time?

In this webinar Jonathan Brill will discuss what employers really want from recruits at the early stage of the talent pipeline. From his extensive experience as the CEO of Eduvate's online careers fairs, employers value and rank highly resilience and flexibility. They also value the ability to learn, which nowadays young adults can achieve through game experiences, both offline and virtual.

Coaching Calls

Upon beginning their virtual international internship, a participant will be assigned a designated Internship Coach. We request that all participants treat their **coaching calls as mandatory** and we send multiple reminders to ensure they are able to schedule.

Mid Coaching Call

is a conversation that will review the midpoint self-assessment taken in CareerBridge, as well as incorporate some guiding questions about the participant's internship experience and outline steps to take to make the second half a success.

End Coaching Call

is designed to look at the participant experience with this internship to highlight skills gained, professional pathways, and best practices for future career management. At the end of the call the intern will walk away with a *Global Career Management Plan*, noting key steps to take immediately and in the future in order to leverage the experience for future success.

"I am extremely satisfied with my Internship Coaches as they have given me new and a more in-depth insights as well as perspectives in doing my internships, personal growth, also future plans."

-Ghaniya Hernowo, University of Wollongong

Application Steps and Timeline

Application Steps

1

Form Application

Complete form application. In this application you will be able to upload your CV link, pass along key details, and more importantly select your chosen Career Field from our 18 choices.

2

Video Interview

Once you complete the application you will be asked to complete a one-way video interview. Here will be your chance to shine to prospective employers, sharing your motivation for completing the internship, past experience, and key goals.

3

Participation Confirmation

Once a full application is received it will be reviewed by Virtual Internships with Hanken School of Economics having the final approval of all applicants. If approved you will receive a formal offer letter and need to confirm prior to beginning the placement process.

March 13th

Students can complete their initial form application and submit resume/CV to Virtual Internships

March 16th

Students must have completed the Virtual Video Application and confirmed participation

March 23rd

All confirmed students will receive an official offer and once accepted the placement process will begin with students receiving request for interviews

May 2nd

All host company placements are confirmed at least 1 week prior to start date

May 9th

The internship will start on Monday, May 9th, with the student working directly with their company to set up their first meeting time and to determine their custom weekly schedule

Every week

The assigned Intern Experience Manager will check-in with the student to collect a timesheet and address any concerns

Every 2 weeks

All interns are invited to fortnightly webinars to help keep them engaged in a community

June 6th

The internship Coach will schedule a 30-minute check-in call at the mid-point to review their past work and develop a plan for a successful second half of the internship

July 1st

At the conclusion of the internship, all students will have a coaching call with their Internship Coach to unpack the supervisor evaluation and plan for the future

Virtual Internships Live Information Session

Have questions? We have answers!

Please join us on **Tuesday, March 8th from 1:00 PM to 2:00 PM** to learn more about the Virtual Internship program, and the opportunities for you.

Join the session by [clicking the link here](#).

Common Questions

How will I communicate with my host company?

In a remote setting communication varies from host company to company but will most likely be a combination of email, Skype/Slack or other messaging software, shared online docs and shared productivity tools like Trello. All Virtual Internship supervisors are required to have a weekly meeting with the intern.

Are these paid internships?

No, this is a professional development experience and to leverage the exchange of training and feedback for real-world work experience. Virtual Internships seeks meaningful connections and references for future full-time work with 36% of our interns are offered to extend their internship or a full-time position in the future.

How will this experience look on my resume and to potential employers?

Remote work is here to stay, making remote work experience especially valuable. In completing this internship you can gain skills like adaptability, flexibility, time-management, cross cultural fluency, and more! 91% of our alumni feel they are more employable than before they did the program.

What if I don't like the company you've matched me with?

Generally our team is very good at finding the best available company for you. If you truly feel it's not a good fit, you'll need to provide a detailed explanation as to why the opportunity does match your experiences, skill set, or career goals.



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[...]my favorite was the close relationship I got to form with my supervisor and teammates. I am walking away from my internship with new personal and professional connections that will last for years to come. This experience has made me so much more confident in obtaining internship opportunities as well as full-time positions in the future!

Lauren Retzloff, Miami University of Ohio, Recruitment & HR Virtual Intern

Virtual Internships & Hanken School of Economics

We look forward to connecting with you in the future and receiving your application. Should you have any questions about the placement opportunities please do not hesitate to reach out to hello@virtualinternships.com and for eligibility and academic support please reach out to Hanken School of Economics.

Please don't forget these key dates:

1. **Tuesday, March 8th at 1PM** - Live Information Session [here](#)
2. **Sunday, March 13th at 11:59 PM** - All form applications must be completed in full
3. **Wednesday, March 16th at 11:59PM** - All video interviews must be completed. No deadlines will be given and therefore you should try and complete as soon as possible if concerned about technical barriers.
4. **Monday, May 9th** - First day of your internship
5. **Friday, July 1st** - Final day of your internship

Start Your Application Today!
[Link Here](#)



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‘I’m pleasantly surprised with how much of the day to day business of the company I am involved with, I really feel like I’m contributing positively to the business’

‘I’m constantly being given new challenges which is really helping me progress, I’m never sat twiddling my thumbs’ “

-Joe Siddle, Northumbria, Finance Virtual Intern

