



Procedure recruitment intern

Below you can find a description of the recruitment procedure to hire an intern. This procedure provides a clear overview of the division of tasks between HR and the supervisor.

Two possibilities for the start of an internship:

1. HR opens an internship vacancy;
2. HR receives an open application for an internship.

Possibility 1:

- The need for an intern arises.
- The supervisor requests approval from his/her superior. After approval the supervisor contacts HR to discuss the possibilities.
- The supervisor prepares a vacancy text. HR will send a format for this.
- HR distributes the vacancy through various recruitment channels.
- HR forwards the incoming applications to the supervisor, or puts them in a shared folder on the O-drive.
- The supervisor examines the applications and makes a selection of suitable candidates.
- The supervisor contacts the candidates and plans the job interviews.
- If all details have been discussed, and it is certain that one of the students can do an internship with us, the supervisor will pass this on to HR. HR then contacts the student to request the necessary information in order to make the internship agreement.
- When the internship agreements (from school and from Dümmen Orange) have been signed by all parties, the process for new hires starts. For this purpose, the supervisor can use the 'Checklist new hire - for manager' as a guideline, available at the HR NL intranet.

Possibility 2:

- HR forwards the application to the possible supervisor(s).
- If interested, the supervisor, after approval by his/her manager, will contact the candidate and schedule a job interview.
- When all details have been discussed, and it is certain that the student can do an internship with us, the supervisor will pass this on to HR. HR then contacts the student to request the necessary information in order to make the internship agreement.
- When the internship agreements (from school and from Dümmen Orange) have been signed by all parties, the process for new hires starts. For this purpose, the supervisor can use the 'Checklist new hire - for manager' as a guideline, available at the HR NL intranet.

Conditions

- An internship is only allowed when it is in the context of a study. Without an ongoing study, an internship is not possible.
- With an MBO internship, it must first be checked whether the location where the internship will take place is a recognized as 'erkend leerbedrijf' (acknowledged training company) for this study at SBB. HR can check this and, if necessary, make a request to be 'erkend leerbedrijf'.
- A non-Dutch intern must be in possession of a BSN and IBAN.
- A non-European intern must also be in possession of a residence permit for a study or internship in the Netherlands. The student is responsible for applying and for the costs of a residence permit. For non-European students who study outside the Netherlands and want to do an internship in the Netherlands, there is an income requirement of 50% of the minimum wage for a 22-year-old to apply for a residence permit. In many cases the internship organization needs to provide this income. Given the high costs and also the long-lasting process, this is seriously discouraged.



- Interns receive an internship allowance for an internship of at least one month and at least 76 hours. We have the following internship allowances (all amounts are gross per month and based on 38 hours):
MBO & HBO (3rd year) practical internship: € 250
Internship at Dümmen Orange location abroad: € 300
HBO graduation internship/assignment: € 350
WO: € 450
- Interns without a free student travel product (OV chip card students) receive the standard travel allowance conform the Collective Bargaining Agreement for Greenhouse Horticulture. The amount of the reimbursement depends on the number of days and the distance that the intern travels to the internship location per week.
- Housing has to be arranged by interns themselves.
- In any case there must be a signed Dümmen Orange internship agreement, even if the school has its own internship agreement. HR makes the Dümmen Orange internship agreement.
- Interns are not allowed to do an internship at the department where their parents or other family members work.
- When a son or daughter (or other family member) of a client or relation of Dümmen Orange wants to do an internship, please pay attention to which (confidential / competition sensitive) information the intern comes into contact with (in other words: think carefully whether it is wise to let the intern do his/her internship in your department or on your location).