

UNPACKING THE INTERNSHIP AND TRAINEESHIP EXPERIENCE: DATA-DRIVEN INSIGHTS FROM 265 EUROPEAN EMPLOYERS

1 RECRUITMENT

Toolkit: **Traineeship Offer Checklist**



- ✓ Basic Information
- ✓ Internship Description
- ✓ Key Responsibilities
- ✓ Learning Outcomes
- ✓ Benefits
- ✓ Application Instructions

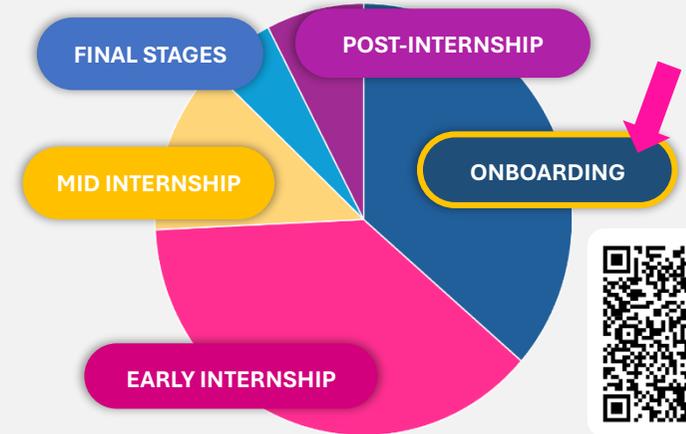
2 PRE-ARRIVAL

Toolkit: **Pre-arrival Essentials Tracker**



- ✓ Visa & Work Permit
- ✓ Passport Validity
- ✓ Internship Agreement
- ✓ Health Insurance
- ✓ Financials
- ✓ Accommodation

CHALLENGES THROUGHOUT THE INTERNSHIP



5 OFFBOARDING

91%

The most common focus in exit interviews: the overall internship/traineeship experience.



Toolkit: **Exit Interview Questions**

- ✓ General Experience
- ✓ Support & Guidance
- ✓ Work Environment

4 ONGOING SUPPORT & ENGAGEMENT

Challenges encountered during this stage:

| | |
|------------------------------------|-----|
| MAINTAINING TRAINEE MOTIVATION | 27% |
| ADDRESSING PERFORMANCE ISSUES | 27% |
| PROJECT MANAGEMENT & TEAM DYNAMICS | 18% |

Toolkit: **Focus & Engagement Tracker**



- ✓ Motivation Level
- ✓ Key Challenges
- ✓ Actions Taken
- ✓ When Follow-Up

3 ONBOARDING

Challenges encountered during this stage:

| | |
|-----------------------------------|-----|
| TECHNICAL SKILLS GAP | 32% |
| ADAPTING TO COMPANY'S ENVIRONMENT | 32% |
| TEAM INTEGRATION | 27% |
| ROLE CLARITY | 26% |
| COMMUNICATION BARRIERS | 22% |
| CULTURAL DIFFERENCES | 21% |

Source: *The Employer Toolkit*, DETAS

