

## Internship Programme at the OECD Trento Centre for Local Development

### Frequently Asked Questions

#### BEFORE YOUR INTERNSHIP

**1. Can I send my CV directly to the OECD?**

No, all applications should be submitted online via the internship application link.

**2. What is the interview about and how can I prepare for it?**

You will be asked about your motivation to work at the OECD Trento Centre, how your previous study, training and (if any) work experience is relevant to the position, and about your ongoing research, if applicable. Your knowledge of the research literature related to the issues of regional and local economic development will be taken into account.

**3. What are the topics covered by the written test?**

Generally, the written test aims to assess your English writing skills and, for the SPL area of work, the ability to devise and implement econometric analysis strategies. More information will be provided to the shortlisted candidates before the test.

**4. When I submit my application, are data kept confidential?**

We keep all information confidential and do not use it for any other purpose than selecting interns. The OECD processes personal data in accordance with its Personal Data Protection Rules: <https://www.oecd.org/general/data-protection.htm>.

**5. How many interns are there at the OECD Trento Centre?**

We usually have between two and five interns at a time.

**6. Can I volunteer for the OECD?**

No, the OECD does not offer any volunteering opportunities.

#### DURING YOUR INTERNSHIP

**7. What documents do I need to provide?**

Prior to taking up duty, you will have to provide:

- A copy of your passport
- Proof of full-time enrolment at an academic institution (your Sending Institution will also have to sign the internship contract)
- Proof of medical insurance applicable to Italy
- A copy of your entry visa / training/working permit (if applicable)
- Bank account details (this can be provided once you take up duty at the OECD)

**8. When can I consider my internship officially confirmed?**

You can consider your internship confirmed as soon as you and your Sending Institution have signed the Memorandum of Agreement (MOA), which you will receive from the OECD HRM.

### **9. Are interns paid?**

Interns at the OECD Trento Centre do not receive a salary. However, the OECD grants a contribution to living expenses of 725 euros per calendar month worked.

### **10. Do interns get an insurance from the OECD?**

The OECD does not provide interns with an insurance. Interns will have to provide a proof of medical insurance valid for Italy before they take up duty.

### **11. Can the OECD help me obtain my Visa?**

If selected for an internship, the OECD Trento Centre will provide you with documents that confirm your selection to be used for the visa application.

### **12. Does the OECD provide accommodation for non-local interns?**

The OECD Trento Centre does not provide accommodation to interns. However, we do provide information on how to find housing in Trento.

### **13. Does the OECD Trento Centre cover travel costs to and from Trento for interns?**

No, the OECD Trento Centre does not cover or reimburse travel costs.

### **14. What are the usual working hours for interns at the OECD?**

The internship requires you to be in the office full time (indicatively, 40h per week / 8 hours a day), and the working week is Monday to Friday.

### **15. Can I work part-time?**

Exceptionally, part-time internships may be authorised.

### **16. Will I be hired by the OECD after my internship?**

The OECD cannot guarantee that you will be hired for another position.

### **17. Whom should I contact for further questions not already covered?**

Please send an email to the [Internship Programme's managers](#).