

# Applying to the Orange Expert Programme

## User Guide



# Orange Expert: Selection Process

## Who can apply?

The Orange Expert is someone who can claim at least:

- 5 years of experience within his/her domain of expertise ; or
- 3 years of experience within his/her domain of expertise and 3 years of experience within an Orange Expert community.

He/she has gained recognition within his/her Division, within the Group or outside the Group.

He/she has a broad vision of the various ecosystems that relate to his/her domain of expertise.

## Why apply?

The main reasons why an Orange Expert applies are:

- Sharing expertise and working with peers within a community ;
- Confronting ideas with experts from diverse divisions and countries ;
- Contributing to various productions (e.g. paper, webinar, training, workshop, process, software code) thereby detailing and promoting Orange' strategic positions.

## How to become an Orange Expert?

The candidate applies to one of the 8 communities of the Orange Expert Programme through a yearly recruitment campaign in September. If selected, the Orange Expert joins the community on January 1<sup>st</sup> of the next year.

The Orange Expert dedicates on average 10% of his/her working time to the activities of the community, for 3 years.

At the end of these 3 years, the Orange Expert can apply for a renewal.

# Orange Expert: 5 Steps to Candidate

## 1 - Get prepared

- Get informed about the **Orange Expert Programme** ([Plazza](#))
- Get informed about the **8 Orange Expert Communities** ([Plazza](#) incl. Community Sheets & Communities Plazza Groups)
- Access to the **8 Application Forms** ([Plazza](#))
- Discuss your candidacy with your **Manager** (e.g. 10% involvement)

## 2 – Candidate

- Access the **Application Tool** ([Plazza](#)) and download the **Manager Approval** and the **Orange Expert Journey**
- Watch/Read the **Application Tool User Guide** ([Plazza](#))
- Ask questions during **Sept. 6<sup>th</sup> 2022 Orange Expert Programme Presentation and Q&A** ([Plazza](#))
- Access the Application Tool and fill-in the **Application Form**, upload the Manager Approval and signed Orange Expert Journey, and **submit your candidacy**

## 3 – Selection

- Each **Application Dossier** (Application Form, Manager Approval and Orange Expert Journey) is reviewed by at least **2 members of the selection jury**

## 4 – Validation

- Selected **Application Dossiers** are presented to the **Orange Expert Steering Committee** for validation

## 5 – Results

- The list of Orange Experts is updated with new and former Orange Experts
- Key Figures are consolidated
- Candidates receive the **results of the Application Campaign**

July-August

September  
1st to 30th

October-  
November

December

January

# How to apply?

The application is performed in English and online through the Orange Expert application tool

## ➡ **Step 1 – the candidate prepares the necessary elements to apply:**

- **1.1** A manager support
- **1.2** A curriculum vitae (CV) (in English), manager approval (will be requested when applying) and recommendation (optional) (in English)
- **1.3** A selection of the community he/her wants to apply to: click [here](#)

## ➡ **Step 2 – the candidate applies through the Orange Expert application tool:**

- **2.1** Creates an account (sign up) and connects (sign in): click [here](#)
- **2.2** Edits his/her profile
- **2.3** Selects a community
- **2.4** Downloads template files i.e. manager approval and charter “Orange Expert Journey”
- **2.5** Fills the application form in and uploads the completed files i.e. CV, manager approval (signed by the manager), recommendation (optional) and charter “Orange Expert Journey” (signed by the candidate) and applies

**During the application campaign, the community referents and Orange Experts will be pleased answering any question.**

## ➡ **Steps 3 to 5 – the candidate waits for the results and may participate to interviews**

# Step 1

**The candidate prepares the necessary elements to apply**

# Step 1

The candidate prepares the necessary elements to apply

I want to apply to become an Orange Expert

Go, you can do it!



**Step 1.1** Manager Support

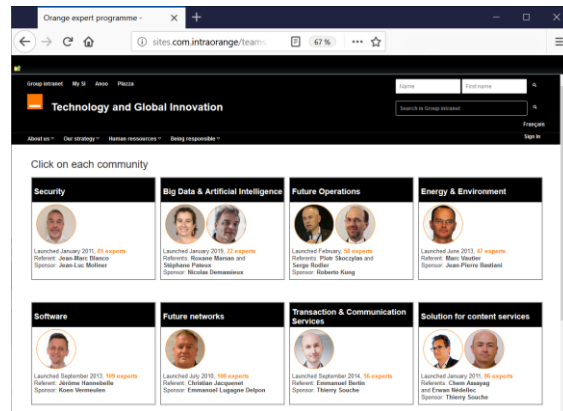
Curriculum Vitae

Manager Approval

Recommendation (optional)



**Step 1.2** CV, Manager Approval & Recommendation



**Step 1.3** Select your community

# Step 2


**The candidate applies through the Orange Expert application tool**

# Step 2.1

The candidate creates an account and connects: click [here](#)

## Sign in

Enter your credentials




Orange Expert Programme

☐ Stay signed in

Login[Forgot password?](#)

[First connection? Sign up now!](#)






Orange Expert Programme

Home > Application

# Hello!

Welcome to the Orange Expert Programme!



Orange Expert Programme

Please choose the community you want to apply

Select an expert community ▼

Please select your application type

☒ **New application**  
(you apply to be an Expert for the first time in the selected community)

☐ **Renewal application**  
(your three-year term as an Expert ends, you renew your application)

If you have any question or need support, [contact us](#)

Get started

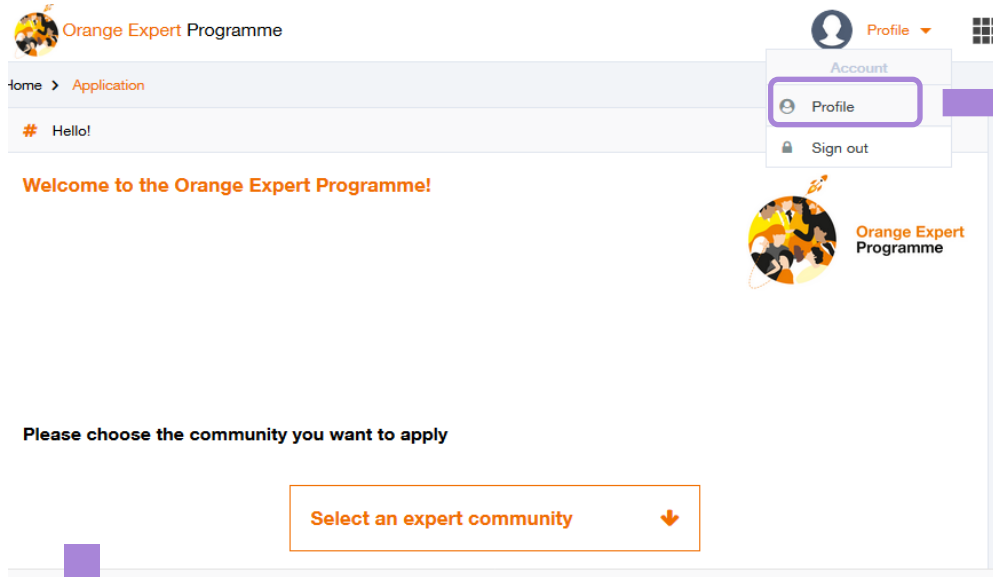
**Your first connection?**  
We will inform you about the rules of confidentiality

**You are now on your personal space**

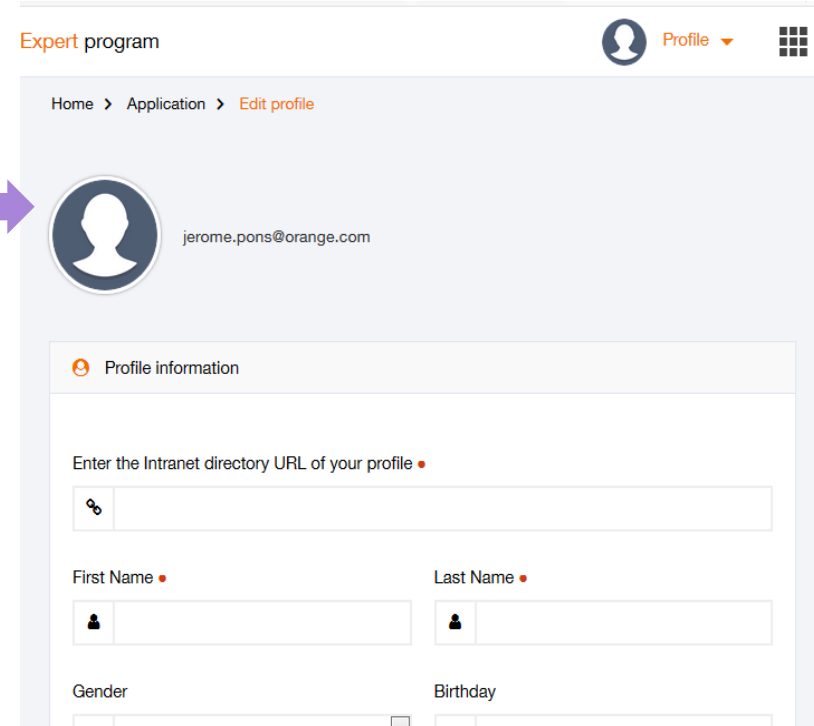


# Step 2.2

## The candidate edits his/her profile




You are now on your personal space





Now you can edit and personalize your profile

# Step 2.3

## The candidate selects a community


 Orange Expert Programme


 Profile ▼



Please choose the community you want to apply

Select an expert community





Please select your application type

☒ **New application**  
(you apply to be an Expert for the first time in the selected community)

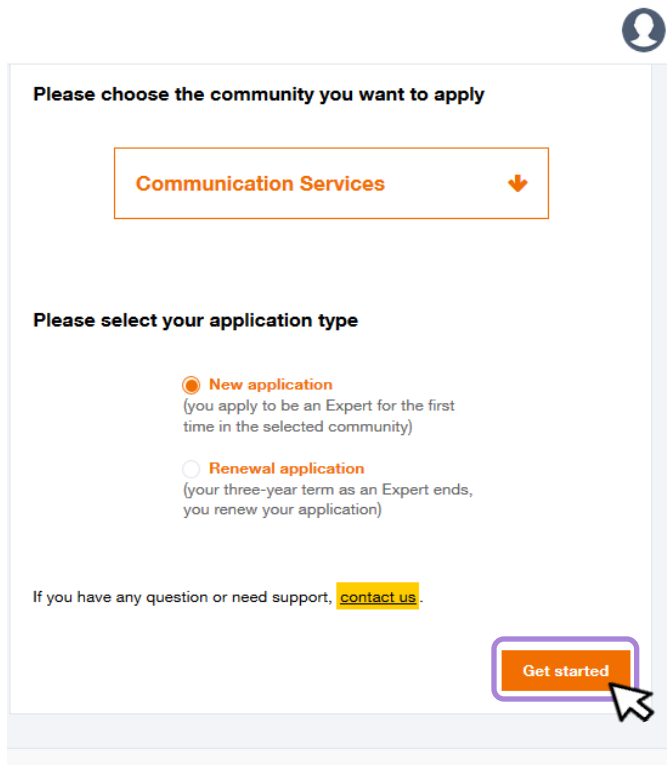
☐ **Renewal application**  
(your three-year term as an Expert ends, you renew your application)

If you have any question or need support, [contact us](#).

Get started

# Step 2.4

## The candidate downloads templates files



This screenshot shows the initial application selection interface. At the top, there is a header with a user profile icon. Below it, the text "Please choose the community you want to apply" is followed by a button labeled "Communication Services" with a downward arrow. Further down, the text "Please select your application type" is followed by two radio button options: "New application" (selected) and "Renewal application". A link "contact us" is provided for questions. At the bottom right, a "Get started" button is highlighted with a purple box and a mouse cursor.

Please choose the community you want to apply

Communication Services

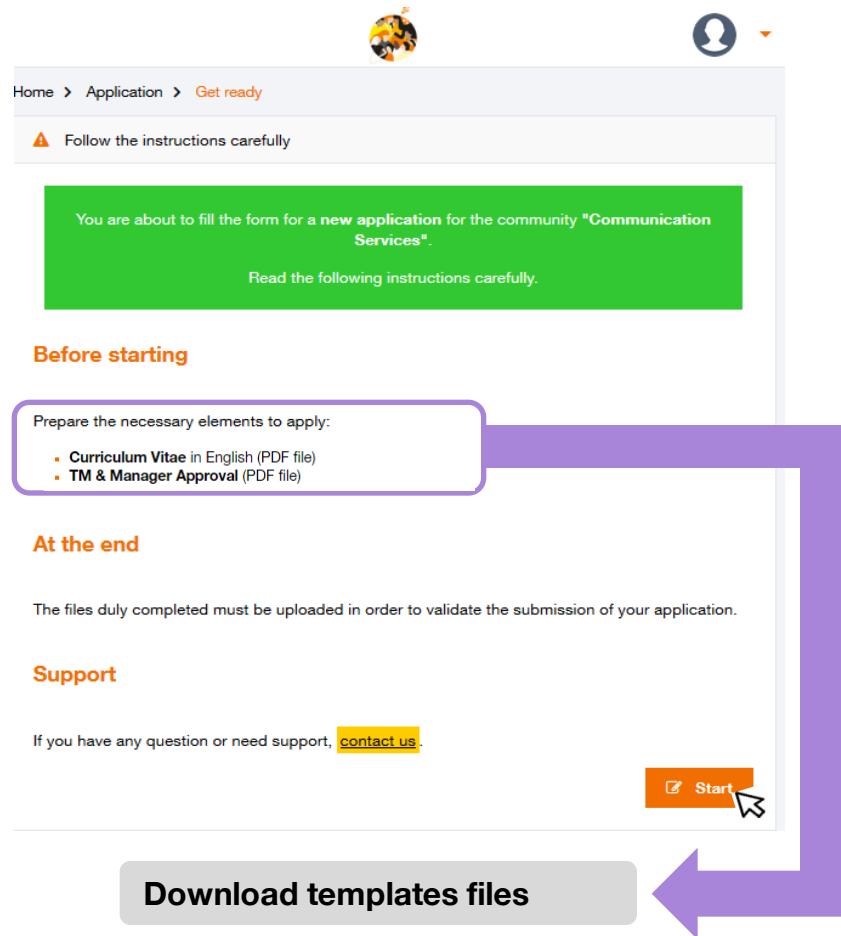
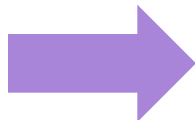
Please select your application type

☒ **New application**  
(you apply to be an Expert for the first time in the selected community)

☐ **Renewal application**  
(your three-year term as an Expert ends, you renew your application)

If you have any question or need support, [contact us](#).

Get started



This screenshot shows the application instructions screen. At the top, there is a header with a user profile icon and a navigation bar with "Home", "Application", and "Get ready". Below the navigation bar, there is a warning icon and the text "Follow the instructions carefully". A green box contains the text "You are about to fill the form for a new application for the community 'Communication Services'. Read the following instructions carefully." Below this, the section "Before starting" lists the necessary elements to apply: "Curriculum Vitae in English (PDF file)" and "TM & Manager Approval (PDF file)". The section "At the end" states that the files must be uploaded to validate the submission. The "Support" section provides a link "contact us" for questions. At the bottom right, a "Start" button is highlighted with a purple box and a mouse cursor. A large purple arrow points from the "Start" button to a grey box labeled "Download templates files".

Home > Application > Get ready

Follow the instructions carefully

You are about to fill the form for a new application for the community "Communication Services".  
Read the following instructions carefully.

**Before starting**

Prepare the necessary elements to apply:

- Curriculum Vitae in English (PDF file)
- TM & Manager Approval (PDF file)

**At the end**

The files duly completed must be uploaded in order to validate the submission of your application.

**Support**

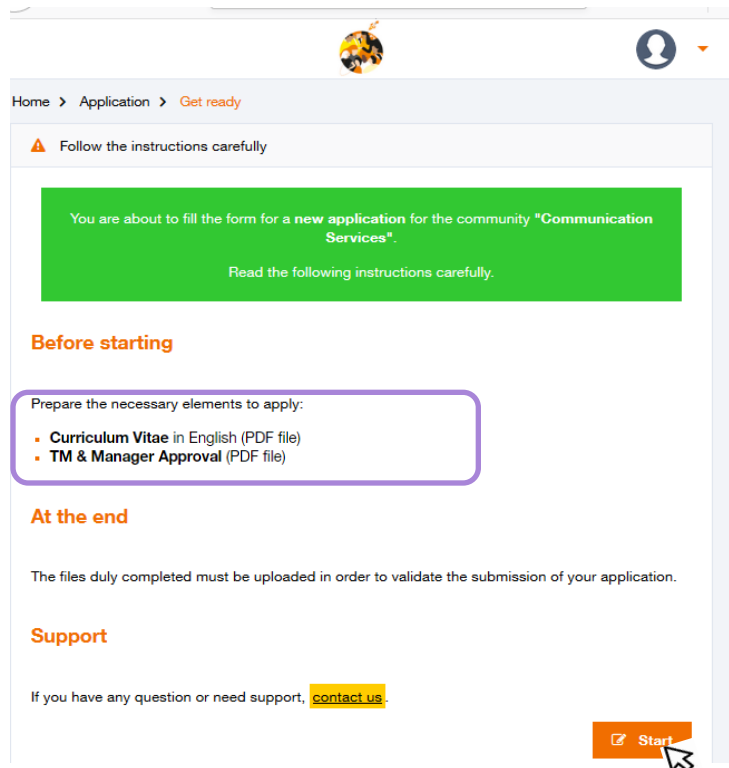
If you have any question or need support, [contact us](#).

Start

Download templates files

# Step 2.4 ➡ Step 2.5

The candidate fills the application form in



Home > Application > Get ready

⚠ Follow the instructions carefully

You are about to fill the form for a **new application** for the community "Communication Services".

Read the following instructions carefully.

**Before starting**

Prepare the necessary elements to apply:

- Curriculum Vitae in English (PDF file)
- TM & Manager Approval (PDF file)

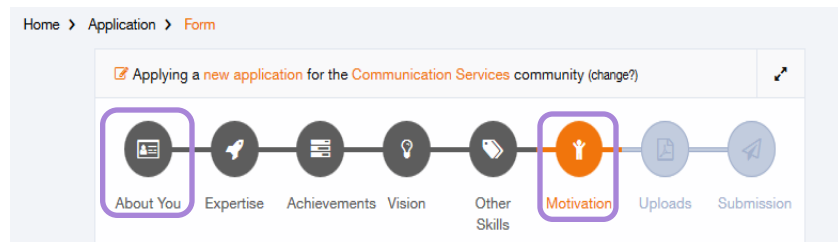
**At the end**

The files duly completed must be uploaded in order to validate the submission of your application.

**Support**

If you have any question or need support, [contact us](#).

[Start](#)



Home > Application > Form

☑ Applying a new application for the Communication Services community (change?)

Progress bar with steps: About You, Expertise, Achievements, Vision, Other Skills, Motivation, Uploads, Submission.

The 'About You' and 'Motivation' steps are highlighted with purple boxes.

If you did not edit your profile at **step 2.2** you can do it here through the page *About You*

You have several steps (depending on the community) but when you get to "Uploads" step you have to import your documents into the registration form.

# Step 2.5

The candidate uploads completed files and applies


Applying a new application for the Communication Services community (change?)

About You Expertise Achievements Vision Other Skills Motivation **Uploads** Submission

**Uploads** 7

> CV

Upload your CV (only pdf).

Choose a file... 

Here you need to upload your documents:

- Curriculum Vitae
- Manager approval
- Recommendation (optional)
- Charter « Orange Expert Journey »

Applying a new application for the Communication Services community (change?)


About You Expertise Achievements Vision Other Skills Motivation Uploads **Submission**

**Submission** 8

You are preparing to apply for the Communication Services community.

Please check your entered data carefully before submission.

**Apply** ✓

 **Export as PDF**

Click « Apply » and finalise your inscription



# Are you ready ?

**The Orange Expert Programme is waiting for you !**