AIESEC Internship Program

1. General Information

1.1 Organization Information

Organization Name	
City & Country	
Organization Type	☐ Educational Institution ☐ Multinational Corporation ☐ Non Governmental Organization ☐ Small/Medium Enterprise ☐ Start Up
Organization Size (Number of Employees)	☐ 1-50 ☐ 51-200 ☐ 201-500 ☐ 501-1000 ☐ 1001-5000 ☐ 5001-10000 ☐ 10000+
Senior sponsor (Name, Title, E-mail)	
Main HR Contact person (Name & Title)	
Main HR Contact person (E-mail & Phone)	
Cost Center *AIESEC Service fee and Salary	

1.2 Branch Information (Where the intern will work)

Branch Name	
Branch Address	
Scope of the Branch	☐ Local ☐ National ☐ Global
Function/Department Intern will work	
Senior sponsor (Name, Title, E-mail)	
Person Intern will report to (Name, Title, E-mail)	
HR Contact person (Name, Title, E-mail)	

2. Internship Description

2.1 Internship General Information

Position / Title:	
Program:	☐ Global Talent ☐ Global Teacher
Duration Type:	☐ Short Term: 6-12 Weeks (9-12 Weeks for Global Teacher) ☐ Medium Term: 13-26 Weeks ☐ Long Term: 27-78 Weeks
Field of work:	☐ Business Administration ☐ Business Development ☐ Finance ☐ Engineering ☐ Information Technology ☐ Marketing ☐ Teaching ☐ Other

2.2 Role

2.2.1 Role Description
Please provide complete information to make sure that applicants understand the role. Describe the project/ role; its objectives; its expected result/ impact; learning opportunities for the applicant etc..

2.2.2 Main Activities
Please provide detailed information about daily tasks that the intern will be responsible for to make sure candidates have right expectations towards their role (at least 5 individual tasks). Please provide information about the specific results expected from the intern.

2.2.2 Working Hours

Please select the official work days and working hours for the intern. Global Talent and Global Teacher programs should offer minimum 35 hours/week and maximum 45 hours/week working hours.

Select the days intern will work	When do the working hours start? (Please specify if it's AM or PM)	When do the working hours end? (Please specify if it's AM or PM)
☐ Monday		
☐ Tuesday		
☐ Wednesday		
☐ Thursday		
☐ Friday		

☐ Saturday		
☐ Sunday		

2.3 Eligibility					
2.3.1 Skills (Recommended Number: 5-7)					
Please select the skills needed for this role. Mark "R" column is the skill is REQUIRED, Mark "P" column if the skill is PREFERRED. We recommend you to select MAXIMUM 5-7 skills to optimize your talent search and the attractiveness of the opportunity.					
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
3			Assembly	❏	❏
3D Max	❏	❏	Atom	❏	❏
A			Auto-CAD	❏	❏
ABAP	❏	❏	Automotive Engineering	❏	❏
Ada	❏	❏	Awk	❏	❏
Adaptability	❏	❏	AWS (Amazon Web Services)	❏	❏
Adobe After Effects	❏	❏	**B**		
Adobe Audition	❏	❏	Baan	❏	❏
Adobe Bridge	❏	❏	Bash	❏	❏
Adobe Dreamweaver	❏	❏	Blogging	❏	❏
Adobe Flash	❏	❏	Boostrap	❏	❏
Adobe Illustrator	❏	❏	Business Intelligence	❏	❏
Adobe InDesign	❏	❏	**C**		
Adobe Lightroom	❏	❏	C	❏	❏
Adobe Premiere Pro	❏	❏	C#	❏	❏
AIESEC Leadership qualities	❏	❏	C++	❏	❏
Ajax	❏	❏	Cake PHP	❏	❏
Altova	❏	❏	Civil Engineering / Environmental Engineering	❏	❏
Analytical thinking	❏	❏	Client servicing	❏	❏
Android	❏	❏	Cloud Computing	❏	❏
Android studio	❏	❏	Cloud computing management	❏	❏
Angular	❏	❏	Coaching	❏	❏

Skill Name	R	P	Skill Name	R	P
Angular JS	❏	❏	COBOL	❏	❏
Application building	❏	❏	CodeIgniter	❏	❏
Application design	❏	❏	Collaboration	❏	❏
Artificial Intelligence	❏	❏	Communication	❏	❏
AS/400	❏	❏	Community Development	❏	❏
ASP	❏	❏	Computer aided technical design	❏	❏
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
Content Management Systems	❏	❏	Dropbox	❏	❏
Content Marketing	❏	❏	Drupal	❏	❏
Content Strategy	❏	❏	**E**		
Controlling	❏	❏	Eclipse	❏	❏
Corel Draw	❏	❏	Ecology	❏	❏
Creativity	❏	❏	EDI Files	❏	❏
Critical Thinking	❏	❏	Elasticsearch	❏	❏
CSS	❏	❏	Empowerment of others	❏	❏
CVS	❏	❏	Engineering Mechanics	❏	❏
D			Ergonomics	❏	❏
D	❏	❏	Erlang	❏	❏
Dart	❏	❏	ERP	❏	❏
Data Analysis	❏	❏	ETL	❏	❏
Data Analytics	❏	❏	Event Planning	❏	❏
Database Administration	❏	❏	Excel Scripting	❏	❏
Database design	❏	❏	Express	❏	❏
Database Management	❏	❏	Extreme programming	❏	❏
Databases	❏	❏	**F**		
Data Engineering	❏	❏	F#	❏	❏
Data Management	❏	❏	Facilitation	❏	❏
Data Mining	❏	❏	Filming	❏	❏
Data Science	❏	❏	Final Cut Pro	❏	❏
Data Warehousing	❏	❏	Financial management	❏	❏
DB/2	❏	❏	Fluid Mechanics	❏	❏
Delphi	❏	❏	Fortran	❏	❏

Skill Name	R	P	Skill Name	R	P
Delphi/Object Pascal	❏	❏	Foundation	❏	❏
Designing Commercial Aircrafts	❏	❏	FoxPro	❏	❏
Detail oriented	❏	❏	Fuel Cells	❏	❏
Development Environment (IDE)	❏	❏	Full Stack development	❏	❏
Digital Marketing	❏	❏	**G**		
Django	❏	❏	Game Development	❏	❏
DNS	❏	❏	GIT	❏	❏
Driver's licence	❏	❏	Google Drive	❏	❏
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
Graphics and Design	❏	❏	Kanban	❏	❏
Groovy	❏	❏	Keynote	❏	❏
Groupware	❏	❏	**L**		
GTK	❏	❏	LabVIEW	❏	❏
H			Ladder Logic	❏	❏
Hadoop	❏	❏	Language Teaching	❏	❏
Handling Pressure	❏	❏	LAN (local area network)	❏	❏
Haskell	❏	❏	Laravel	❏	❏
Heroku	❏	❏	Leadership	❏	❏
Hiring	❏	❏	Less	❏	❏
HR induction	❏	❏	Linux	❏	❏
HTML	❏	❏	Lisp	❏	❏
HTML 5	❏	❏	Logo	❏	❏
Human Resources	❏	❏	Lotus Notes/Domino	❏	❏
I			Lua	❏	❏
Image editing	❏	❏	**M**		
iMovie	❏	❏	Machine Elements	❏	❏
Information Security	❏	❏	MacOS	❏	❏
Introductory Structural design	❏	❏	Mac usage	❏	❏
iOS	❏	❏	Manufacturing Technology	❏	❏
IP/MPLS	❏	❏	Market Research	❏	❏
IPX	❏	❏	Mass and Heat Transfer	❏	❏
J			Material Science	❏	❏

Skill Name	R	P	Skill Name	R	P
J#	❏	❏	MATLAB	❏	❏
Java	❏	❏	MDL	❏	❏
Java EE	❏	❏	Mechanical Engineering	❏	❏
Javascript	❏	❏	Mechanical Process Engineering	❏	❏
Joomla	❏	❏	Mechanics	❏	❏
j	❏	❏	Media Planning	❏	❏
jQuery	❏	❏	Mercury	❏	❏
Jscript	❏	❏	Microsoft Access	❏	❏
JSON	❏	❏	Microsoft Dynamics	❏	❏
K			Microsoft Excel	❏	❏
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
Microsoft Powerpoint	❏	❏	Other Development Tools	❏	❏
Microsoft SQL Server	❏	❏	**P**		
Microsoft Word	❏	❏	Pages	❏	❏
Microwave Transmission	❏	❏	Pascal	❏	❏
Mobile Development	❏	❏	PeopleSoft	❏	❏
MongoDB	❏	❏	Perl	❏	❏
MS DOS	❏	❏	Personal skills and knowledge	❏	❏
MS Exchange	❏	❏	Photoshop	❏	❏
MySQL	❏	❏	PHP	❏	❏
N			PL/SQL	❏	❏
Negotiation	❏	❏	PostgreSQL	❏	❏
.NET	❏	❏	PowerBI	❏	❏
Netbeans	❏	❏	Powerbuilder	❏	❏
Network Design	❏	❏	Presentation skills	❏	❏
Network management and data transmission	❏	❏	Problem Solving	❏	❏
Network security	❏	❏	Process Engineering	❏	❏
Node.js	❏	❏	Professional Skills	❏	❏
NoSQL	❏	❏	Programming skills	❏	❏
Novell Groupwise	❏	❏	Project Management	❏	❏
Novell netware	❏	❏	Prolog	❏	❏
NPM	❏	❏	Protype	❏	❏

O			Public Relations	❑	❑
Objective C	❑	❑	Python	❑	❑
Object Oriented Programming	❑	❑	Q		
OpenEdge ABL	❑	❑	Q	❑	❑
Operating systems	❑	❑	QlikSense	❑	❑
Operations Research	❑	❑	QlikView	❑	❑
OPS5	❑	❑	Qt	❑	❑
Optical fibers	❑	❑	R		
Oracle	❑	❑	R	❑	❑
Oracle Database	❑	❑	React JS	❑	❑
Organisational Management	❑	❑	Recruiting	❑	❑
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
Relationship Management	❑	❑	SPSS	❑	❑
Renewable Energies	❑	❑	SQL	❑	❑
Research	❑	❑	SQLite	❑	❑
Risk Management	❑	❑	SQL server	❑	❑
Rotor Technology	❑	❑	Squarespace	❑	❑
Router setup	❑	❑	Stata	❑	❑
RPG (OS/400)	❑	❑	Static	❑	❑
Ruby	❑	❑	Strategic Planning	❑	❑
Ruby on Rails	❑	❑	Strategy	❑	❑
Rust	❑	❑	Struts	❑	❑
S			Sublime	❑	❑
Sales	❑	❑	Supply Chain management	❑	❑
Salesforce	❑	❑	Swift	❑	❑
SAP	❑	❑	Sybase	❑	❑
SAS	❑	❑	Symfony	❑	❑
SASS	❑	❑	T		
Scala	❑	❑	Tableau	❑	❑
Scheme	❑	❑	TCP/IP	❑	❑
Scratch	❑	❑	Team Management	❑	❑
SCRUM	❑	❑	Technical Support	❑	❑

Skill Name	R	P	Skill Name	R	P
Search Engine Optimization (SEO)	❑	❑	Technology of Building Materials	❑	❑
Self Awareness	❑	❑	Time Management	❑	❑
Self-Confidence	❑	❑	Training	❑	❑
SGA	❑	❑	Transact-SQL	❑	❑
Sharepoint	❑	❑	**U**		
Siebel	❑	❑	UI design	❑	❑
Slack	❑	❑	UMTS/GSM network management	❑	❑
Social Media Management	❑	❑	UNIX	❑	❑
Software Design	❑	❑	Unix shell scripting	❑	❑
Software Development Frameworks	❑	❑	User Testing	❑	❑
Software Engineering	❑	❑	UX design	❑	❑
Solution Orientation	❑	❑	**V**		
Sony Vegas	❑	❑	VBScript	❑	❑
Skill Name	**R**	**P**	**Skill Name**	**R**	**P**
Vim	❑	❑	Windows PC usage	❑	❑
Visual Basic	❑	❑	Wix	❑	❑
Visual C++	❑	❑	Wordpress	❑	❑
(Visual) FoxPro	❑	❑	World citizenship	❑	❑
Visual Studio	❑	❑	Writing	❑	❑
Voice - IP Telephony (VoIP)	❑	❑	**X**		
W			Xamarin	❑	❑
WAN (wide area network)	❑	❑	Xcode	❑	❑
WAP (Wireless Application Protocol)	❑	❑	XML	❑	❑
Waste & Water Management	❑	❑	**Y**		
WDM	❑	❑	Yii	❑	❑
Web Content	❑	❑	**Z**		
WiFi network setup	❑	❑	Zend	❑	❑
Windows	❑	❑	Zoho	❑	❑

2.3.2 Backgrounds

Please select at least one and maximum two. This is mandatory for the opportunity promotion and targeting. Mark "R" column is the background is REQUIRED, Mark "P" column if the background is PREFERRED.

Background Name	R	P	Background Name	R	P
Accounting	❑	❑	Computer engineering	❑	❑

Background Name	R	P	Background Name	R	P
Arts	❑	❑	Computer sciences	❑	❑
Assurance	❑	❑	Design	❑	❑
Audit	❑	❑	Ecology	❑	❑
Automotive engineering	❑	❑	Economics	❑	❑
Banking	❑	❑	Education	❑	❑
Bioengineering	❑	❑	Electrical engineering	❑	❑
Biology	❑	❑	Electronics engineering	❑	❑
Biomedical Science	❑	❑	Entrepreneurship	❑	❑
Business administration	❑	❑	Finance	❑	❑
Chemical engineering	❑	❑	Graphic design	❑	❑
Environmental engineering	❑	❑	History	❑	❑
Chemistry	❑	❑	Human Resources	❑	❑
Civil engineering	❑	❑	Industrial Design	❑	❑
Communication & journalism	❑	❑	Industrial engineering	❑	❑
Background Name	**R**	**P**	**Background Name**	**R**	**P**
International relations	❑	❑	Political science	❑	❑
International Trade	❑	❑	Psychology	❑	❑
Languages	❑	❑	Public administration	❑	❑
Law	❑	❑	Public relations	❑	❑
Linguistics	❑	❑	Sociology	❑	❑
Literature	❑	❑	Software development and programming	❑	❑
Marketing	❑	❑	Sports	❑	❑
Material engineering	❑	❑	Statistics	❑	❑
Mathematics	❑	❑	Systems and Computing Engineering	❑	❑
Mechanical engineering	❑	❑	Telecommunication Engineering	❑	❑
Nanotechnology	❑	❑	Tourism & hotel management	❑	❑
Physics	❑	❑		❑	❑

2.3.3 Languages

Please write the languages needed for this opportunity. This is mandatory for the opportunity promotion and targeting. Mark "R" column is the language is REQUIRED, Mark "P" column if the language is PREFERRED.

Language	R	P	Language	R	P
English	❑	❑		❑	❑

	R	P		R	P
	❏	❏		❏	❏
	❏	❏		❏	❏

2.3.4 Nationalities

Please write the nationalities needed for this opportunity. THIS IS NOT A MANDATORY FIELD. If you don't have any preference you can skip this field. Mark "R" column is the nationality is REQUIRED, Mark "P" column if the nationality is PREFERRED.

Nationality	R	P	Nationality	R	P
	❏	❏		❏	❏
	❏	❏		❏	❏
	❏	❏		❏	❏
	❏	❏		❏	❏
	❏	❏		❏	❏

2.3.4 Minimum Study Level

Please select the minimum study level required from the applicants. You can select ONLY ONE of the options. This is a Mandatory Field.

Associate Degree	❏		High School	❏
Bachelor	❏		Masters	❏
Doctorate	❏		Other tertiary education	❏

3. Logistics

3.1 Accommodation

Please mention details regarding accommodation benefits.

Accommodation Support	Yes	No
Will you provide any specific accommodation for the intern? (Irrespective of whether you or the intern pays for it)	❏	❏
Accommodation Expenses	**Yes**	**No**
Will you pay for the accommodation expenses of the intern?	❏	❏

3.2 Transportation

Please mention details regarding transportation benefits. Transportation benefits refer to the local travel the intern will need to make to reach to office or execute office work.

Transportation Support	Yes	No
Will you provide any specific mode of transportation for the intern? (Irrespective of whether you or the intern pays for it)	❏	❏
Transportation Expenses	**Yes**	**No**
Will you pay for the transportation expenses of the intern?	❏	❏

3.3 Food

Please mention details regarding food benefits.

Food Support	Yes	No
Will you provide food for the intern? (Irrespective of whether you or the intern pays for it)	❏	❏
Food Expenses	**Yes**	**No**
Will you pay for the transportation expenses of the intern?	❏	❏

If you are paying for the food expenses;	Number of Meals	
Please mention the number of meals you will pay for **per day.** Select only one option. Leave empty if you will not cover any food expenses.	❏	1 meal
	❏	2 meals
	❏	3 meals

3.4 Computer

Work Computer	Yes	No
Will you provide a work computer for the intern?	❏	❏

3.5 Salary

Salary Currency	Salary Amount *(Please select the frequency of the amount from the left)*	
	❏ Per Week ❏ Per Month ❏ Per Year	Amount:

3.6 Available Dates

This is a mandatory section for you to mention how many openings you provide for this role and what is the expected start and end date for the role.

Number of Openings (How many people will you hire for the role?)	
Expected Start Date (DD/MM/YYYY)	
Expected End Date(DD/MM/YYYY)	
Total Period (weeks)	
Is the start date flexible? (Yes/No)	
(OPTIONAL) If the start date is flexible:	
Second Option Start Date (DD/MM/YYYY)	
Second Option End Date (DD/MM/YYYY)	
Third Option Start Date (DD/MM/YYYY)	
Third Option End Date (DD/MM/YYYY)	

4. Other Information *Please use this space to outline other requirements and preferences*