OPPORTUNITY posting guideline

Since June 3rd, we have new opportunity creators for GV, GTa and GTe. The new opportunity creators require you to work on new features. **Information in the following pages will help you understand the changes and what you need to do in order to create new opportunities.**

Information in this booklet is about how to create opportunities on EXPA. If you are wondering what are the additional things you need to know about iGV, iGTa and iGTe opportunities, you can refer to the links below.

iGTa Opportunity Posting

iGTe Opportunity Posting

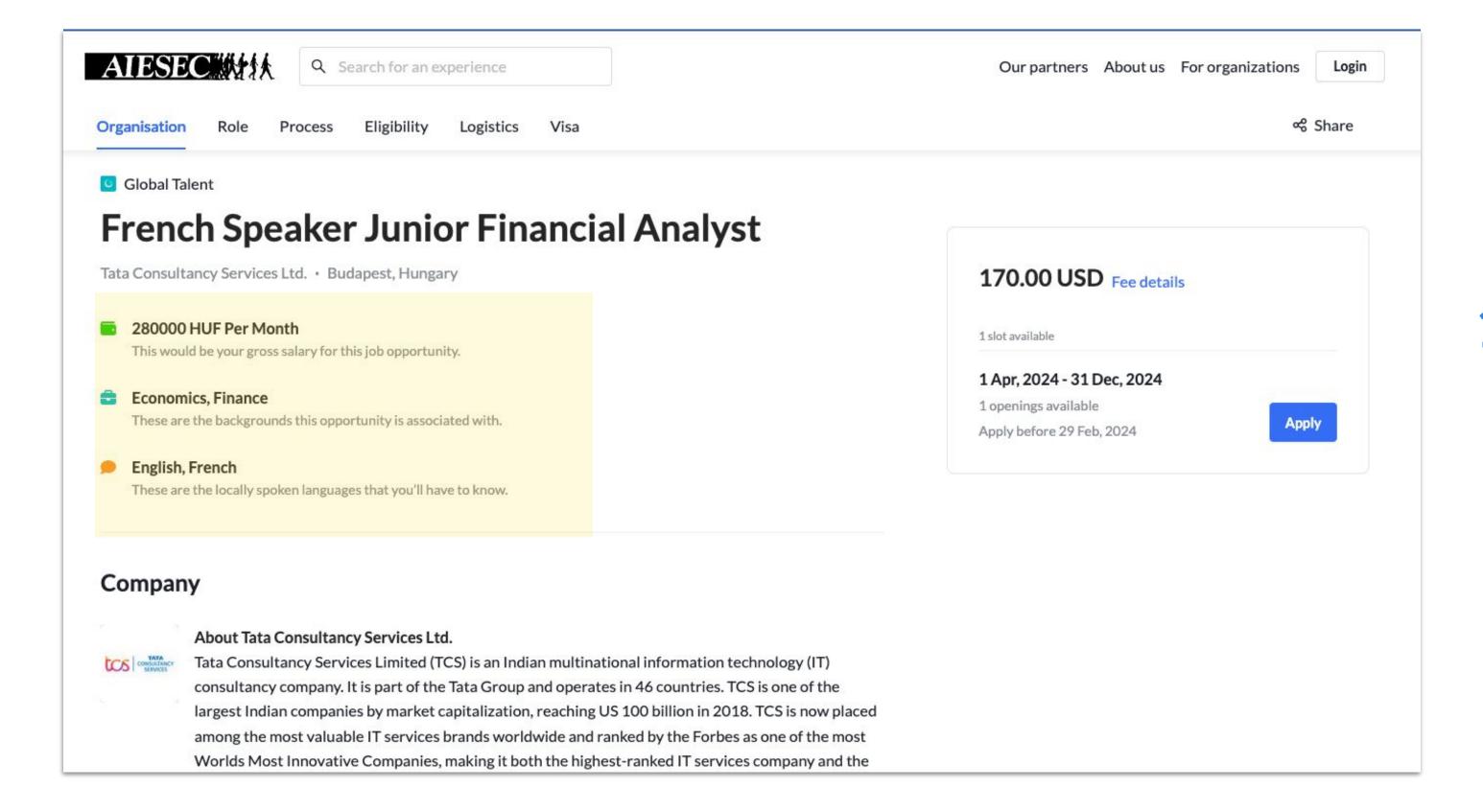
iGV Opportunity Posting

Let's start with how the changes will look like for our customers.

Changes in how opportunities look on <u>aiesec.org</u>:

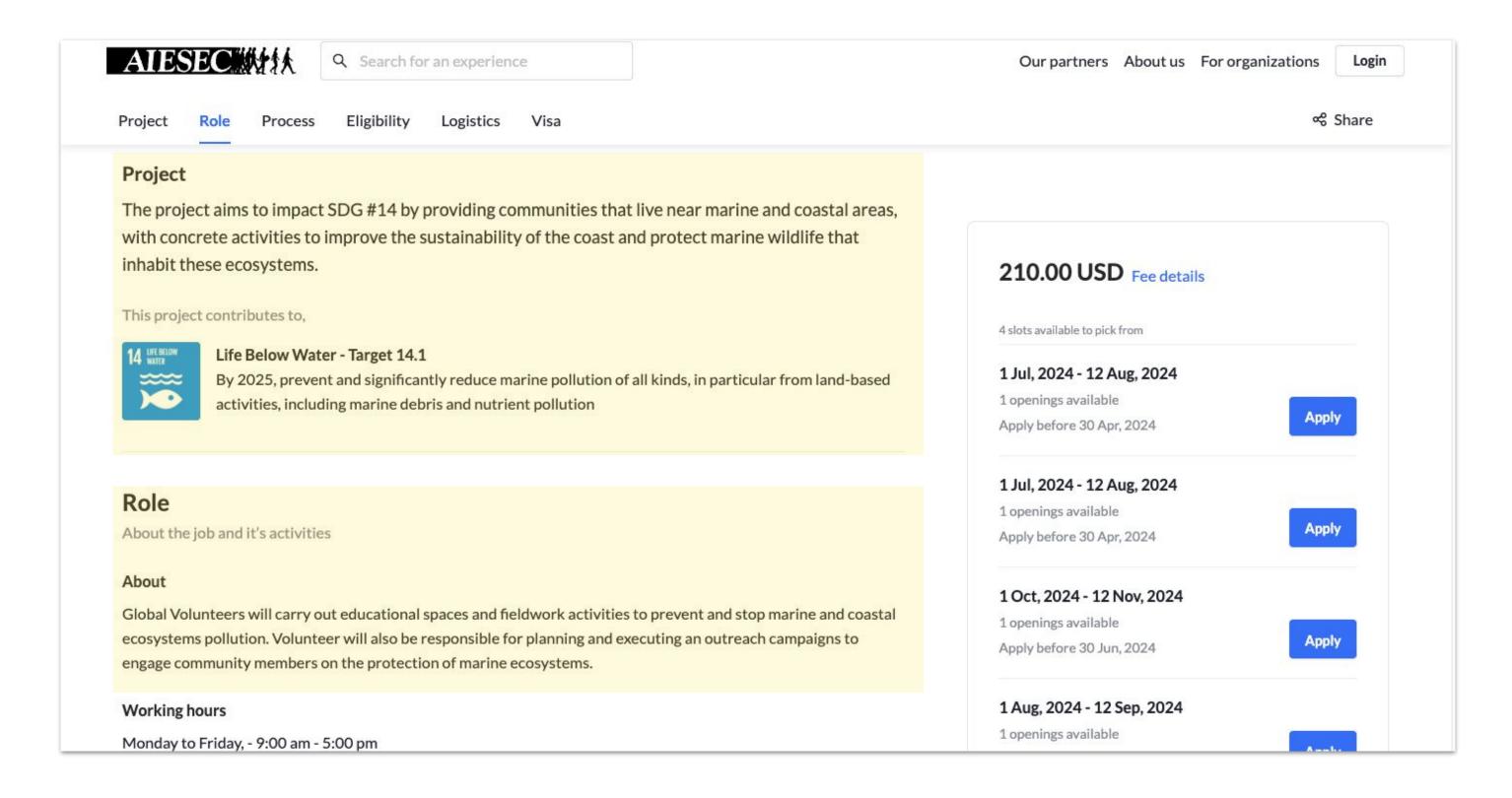
- 1. Opportunity Summaries
- 2. Project vs Role [GV]
- 3. Role Description
- 4. Company Information [GTa/GTe]
- 5. Slots/Dates Available
- 6. Logistics
- 7. Visa & Health Insurance





1. Opportunity Summaries

This allows us to give an EP the key points they need to know in order to decide on an opportunity.

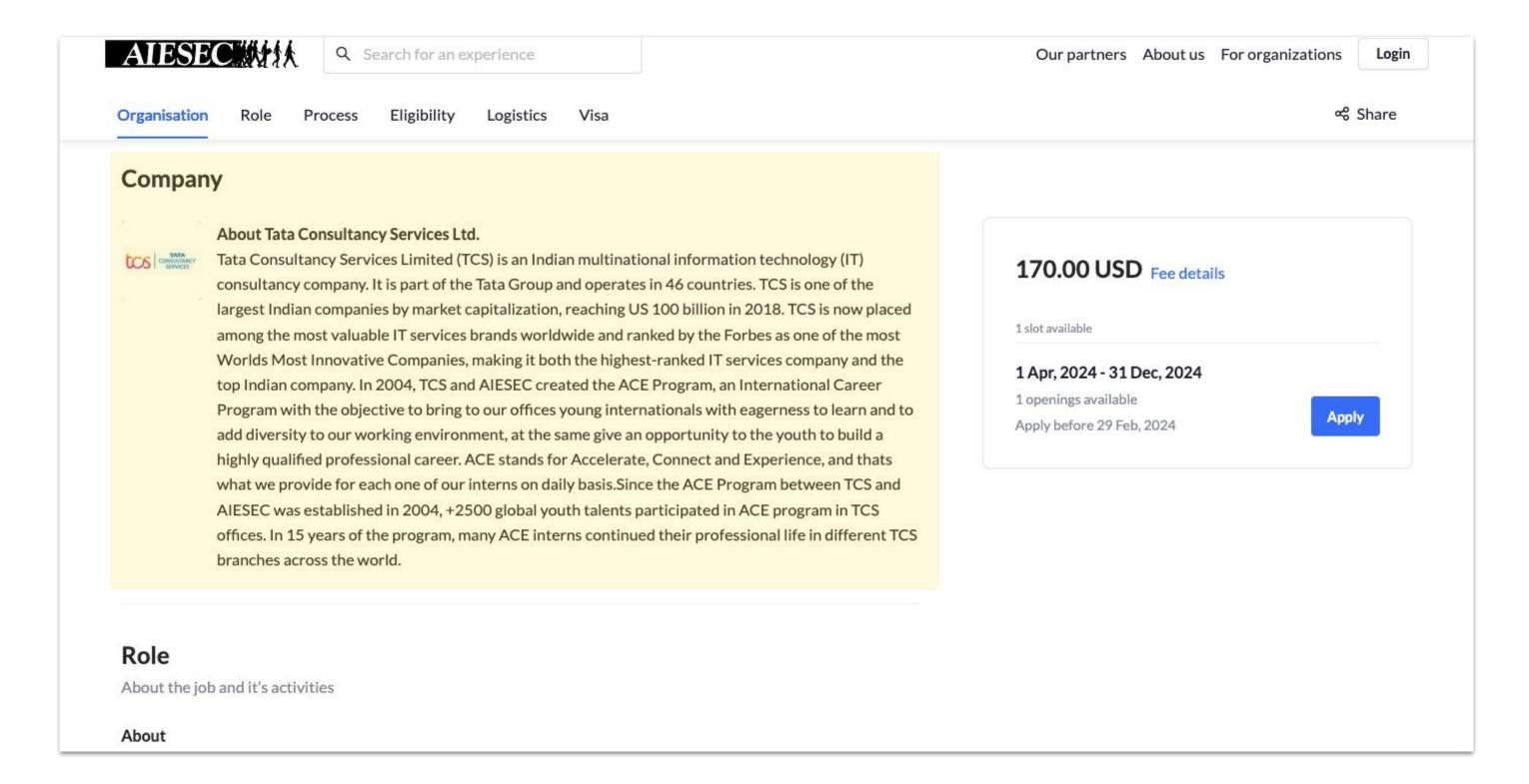


2. Project vs. Role [GV]

The roles and titles are pre-set from the Global project templates which the entities choose from. This is to help a young person better understand the work they will be doing and not just using a project name that is internal to AIESEC.

3. Role Description

Role description and responsibilities are be combined into one editor. Entities have more editing options to be able to write in everything they need.



4. Company Information

Providing more information about partners to help build credibility in the opportunity. This also helps use partners as a selling point for an opportunity.



Company



About Tata Consultancy Services Ltd.

Tata Consultancy Services Limited (TCS) is an Indian multinational information technology (IT) consultancy company. It is part of the Tata Group and operates in 46 countries. TCS is one of the largest Indian companies by market capitalization, reaching US 100 billion in 2018. TCS is now placed among the most valuable IT services brands worldwide and ranked by the Forbes as one of the most Worlds Most Innovative Companies, making it both the highest-ranked IT services company and the top Indian company. In 2004, TCS and AIESEC created the ACE Program, an International Career Program with the objective to bring to our offices young internationals with eagerness to learn and to add diversity to our working environment, at the same give an opportunity to the youth to build a highly qualified professional career. ACE stands for Accelerate, Connect and Experience, and thats what we provide for each one of our interns on daily basis. Since the ACE Program between TCS and AIESEC was established in 2004, +2500 global youth talents participated in ACE program in TCS offices. In 15 years of the program, many ACE interns continued their professional life in different TCS branches across the world.

170.00 USD Fee details 1 slot available 1 Apr, 2024 - 31 Dec, 2024 1 openings available Apply before 29 Feb, 2024 Apply

Role

About the job and it's activities

About

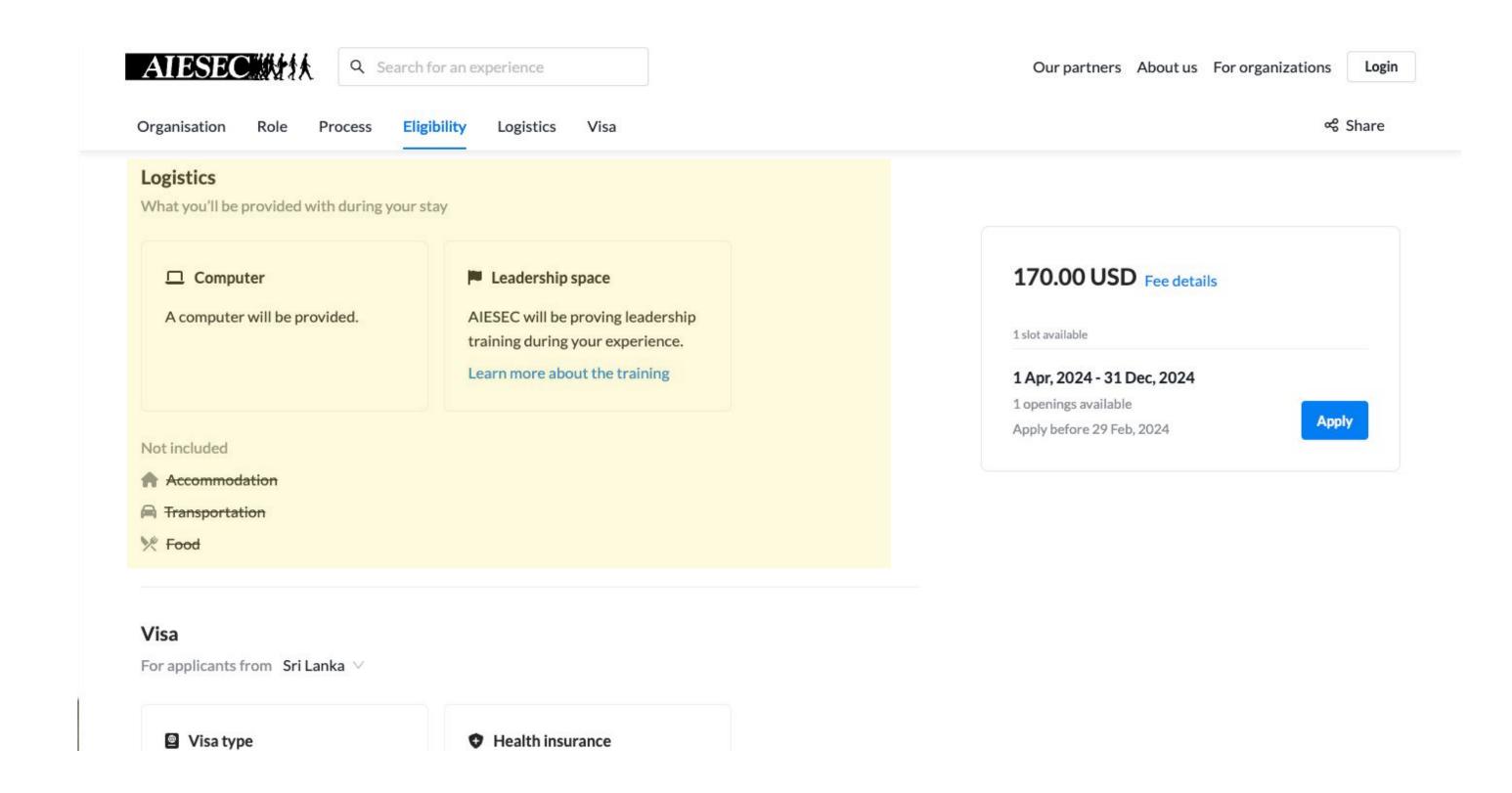
5. Slots/Dates Available

What is a slot? The dates a project or opportunity will take place. One opportunity can have multiple slots and one slot can have multiple openings.

What does this mean for the customer? They can choose which dates they are free and apply for that.

What does this mean for the AIESEC? We need to sell projects with specific starting and ending dates, and be more specific in the project /opportunity length before we open it - how many slots per project and how many openings per slot

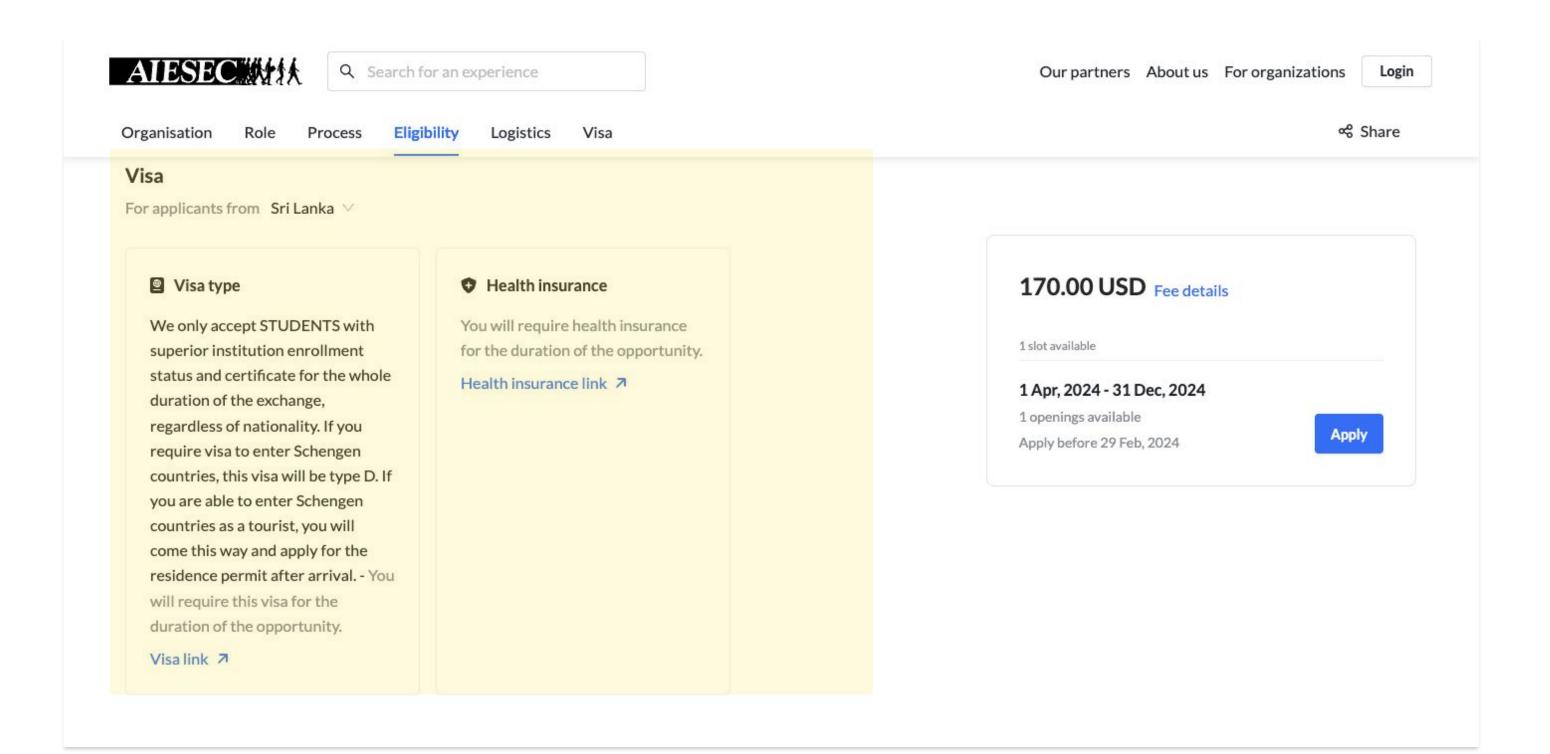
What does this solve? Opps with unclear dates, forecasting issues, being able to keep track of when realizations should take place.



6. Logistics

More clear options for each of the logistics. Additionally clarity on what the fee is covering for projects.

Users will be able to get a brief description of the accommodation when they hover over it.



7. Visa & Health Insurance

Visa: To be set by the host MC for all opps by products. This will mean it won't be set per opportunity.

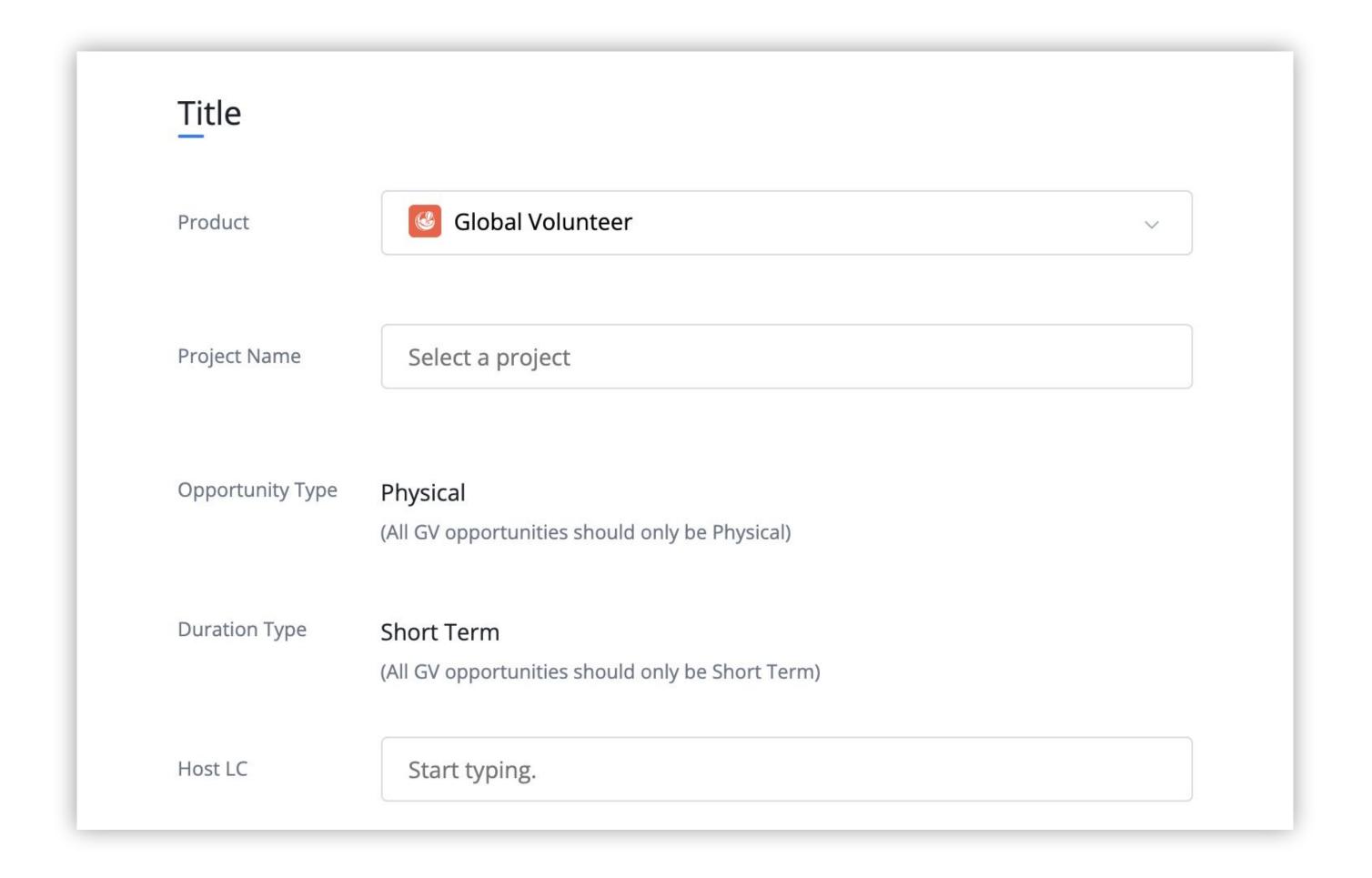
Health Insurance: To be set by the home MC. Based on our research your insurance options vary based on your home entity in most cases.

Now let's talk about EXPA.

What do these changes mean for you to create opportunities:

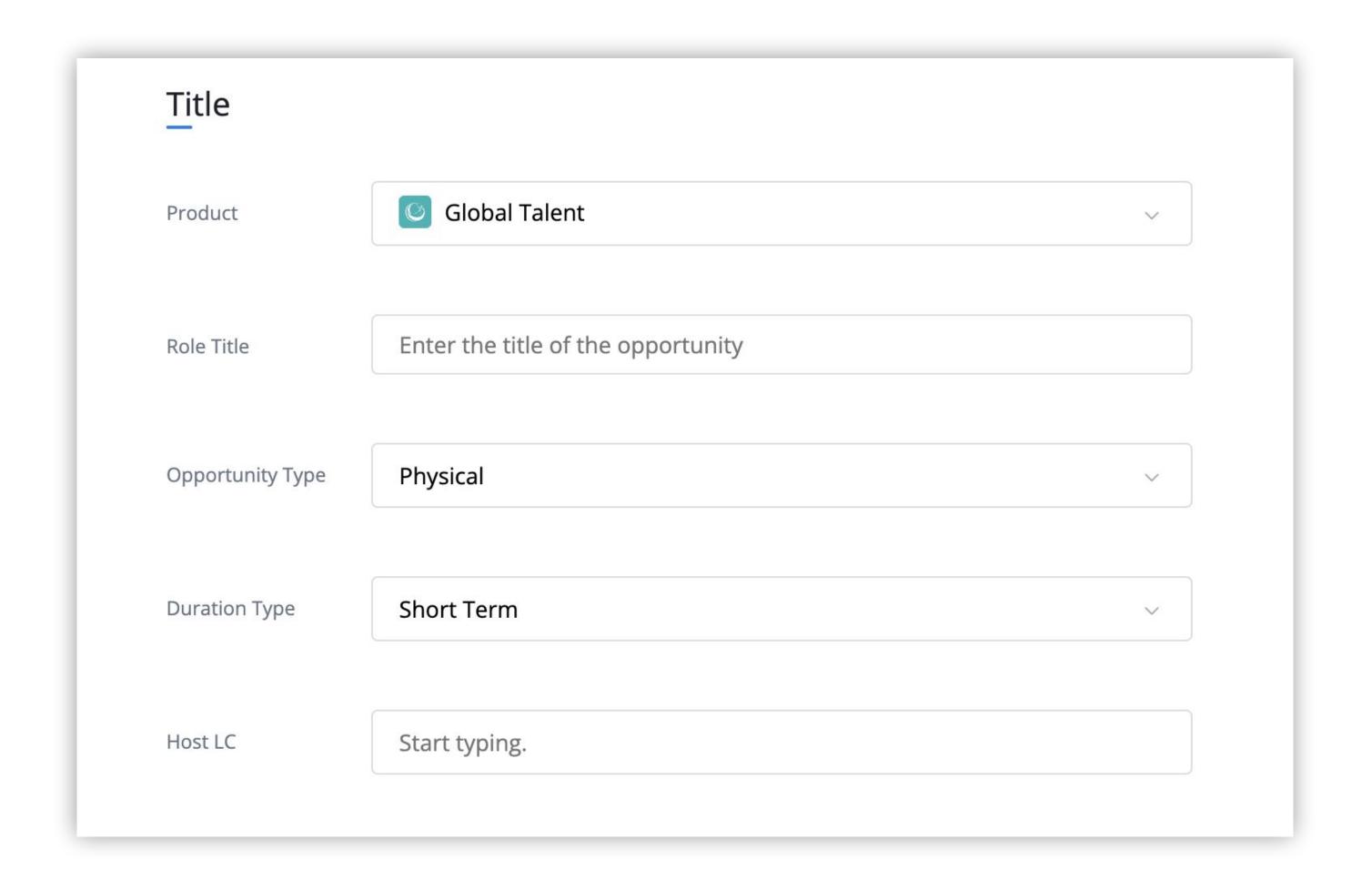
- 1. EXPA Opp Creation
- 2. Duration Type
- 3. Details
- 4. Roles
- 5. Working Hours
- 6. Eligibility
- 7. Logistics
- 8. Visa & Health Insurance
- 9. Process
- 10. Slots
- 11. Opportunity Overview
- 12. Opportunity Details
- 13. Opportunity Editing





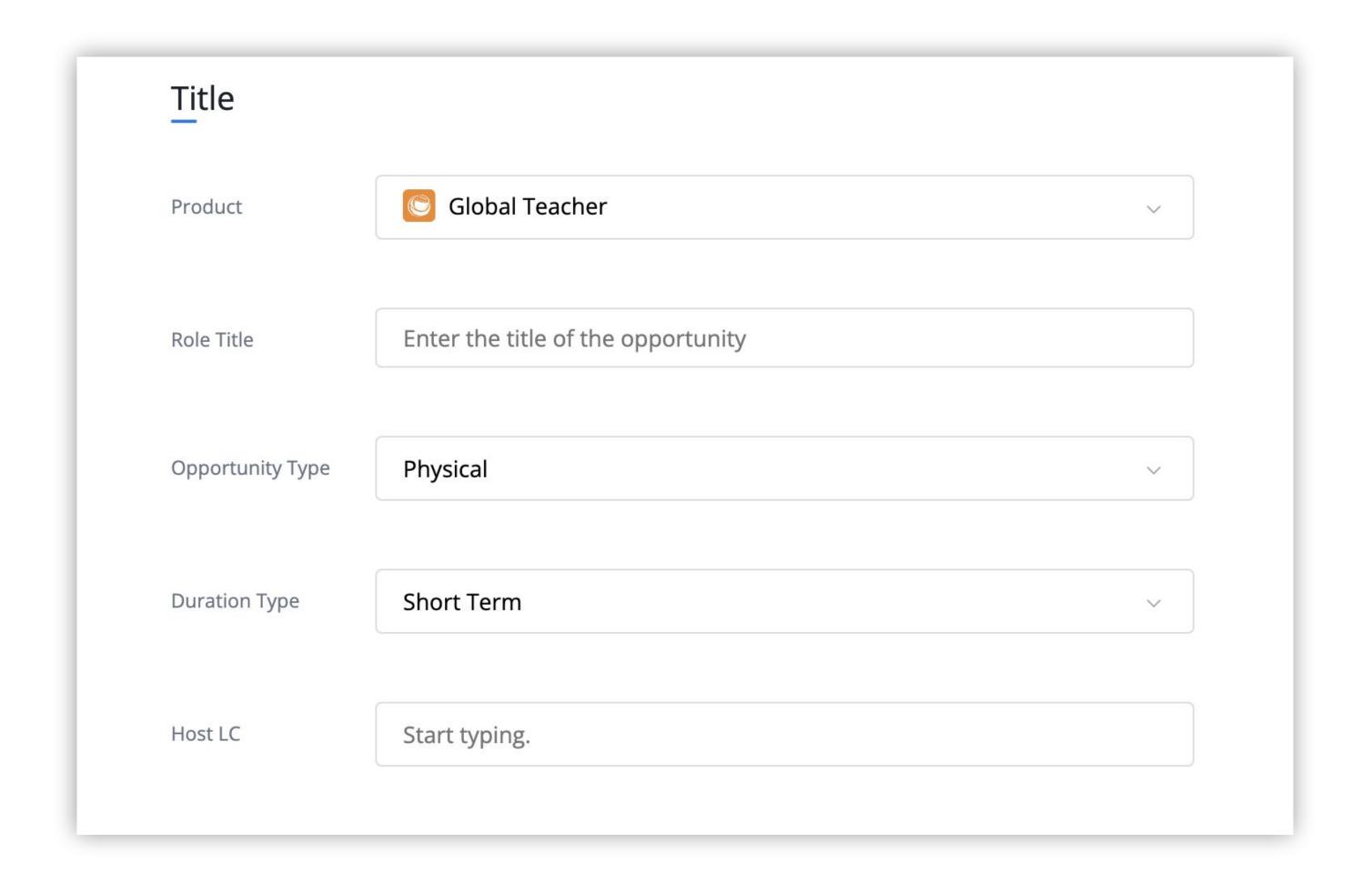
1. EXPA Opp Creation

For **GV**, Minimum information to draft an opportunity: select global project & host LC



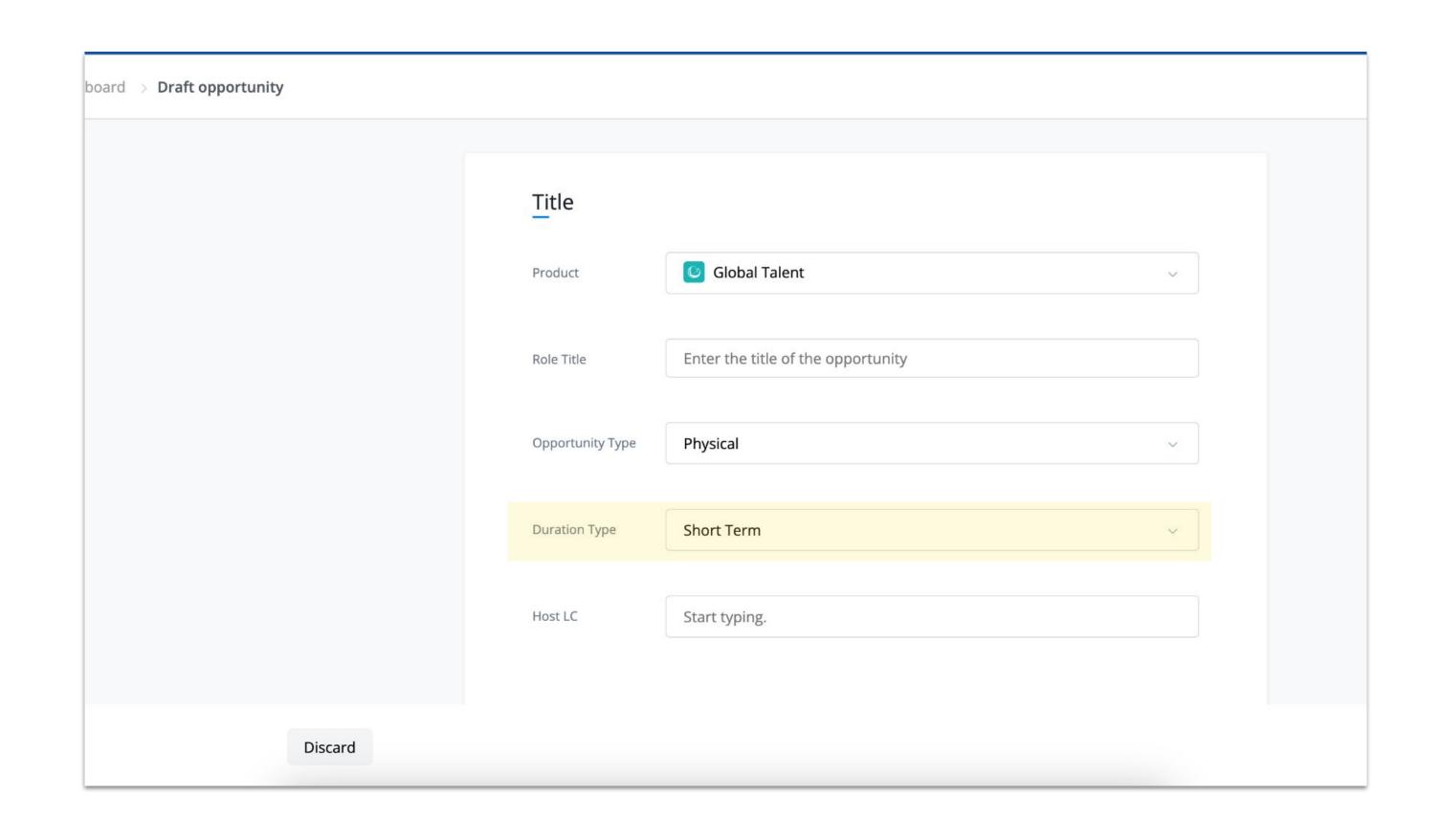
1. EXPA Opp Creation

For **GTa**, Minimum information to draft an opportunity: Title, Program, Opportunity type, Duration Type, host LC.



1. EXPA Opp Creation

For **GTe**, Minimum information to draft an opportunity: Title, Program, Opportunity type, Duration Type, host LC.



2. Adding Duration Type

You will need to add duration type for your opportunities. Here are duration details for each program:

GV:

Short Term: 6-8 Weeks (fixed)

GTa:

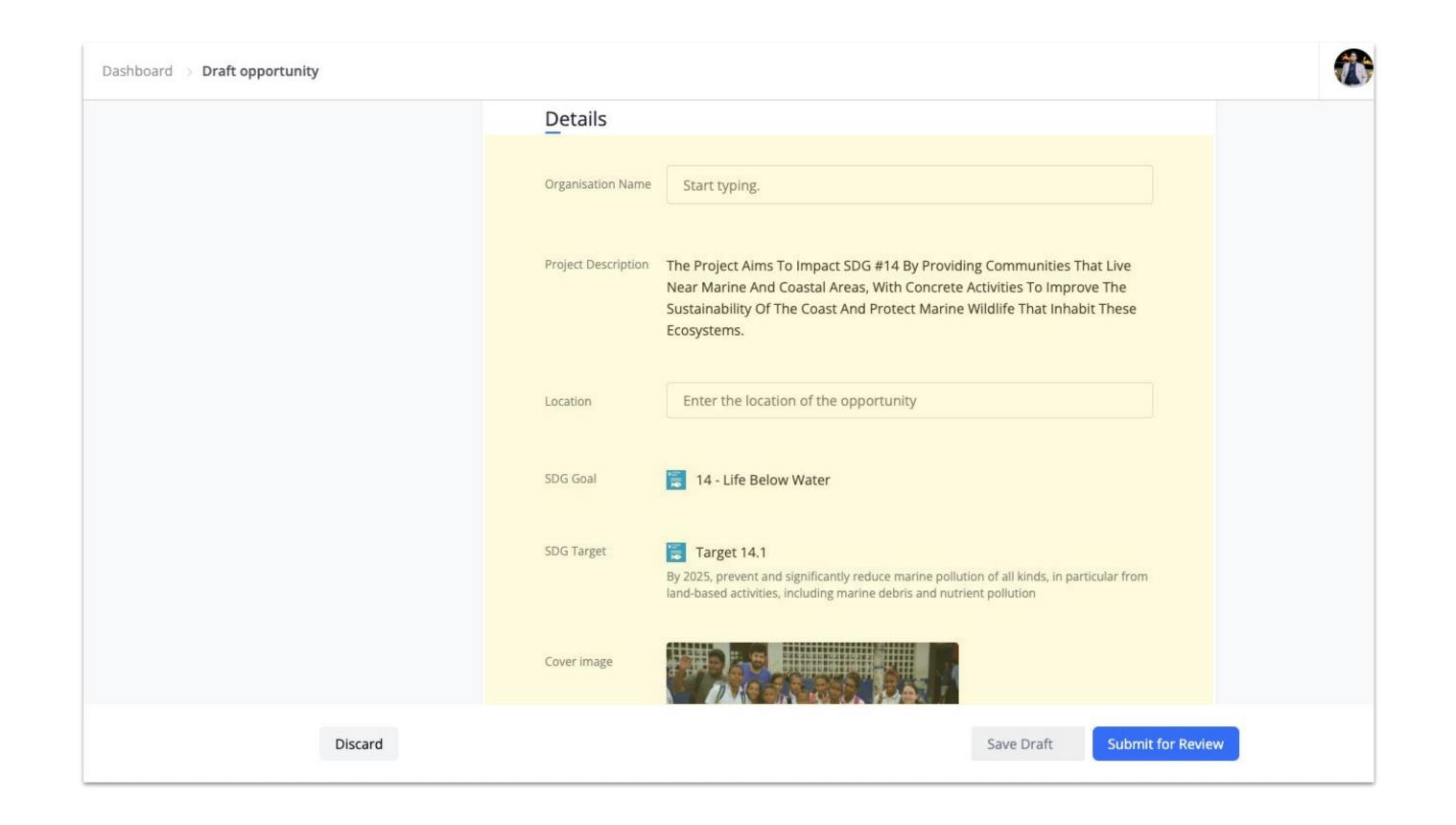
Short Term: 6-12 Weeks Medium Term: 13-26 Weeks

Long Term: 27-78 Weeks

GTe:

Short Term: 9-12 Weeks Medium Term: 13-26 Weeks

Long Term: 27-78 Weeks

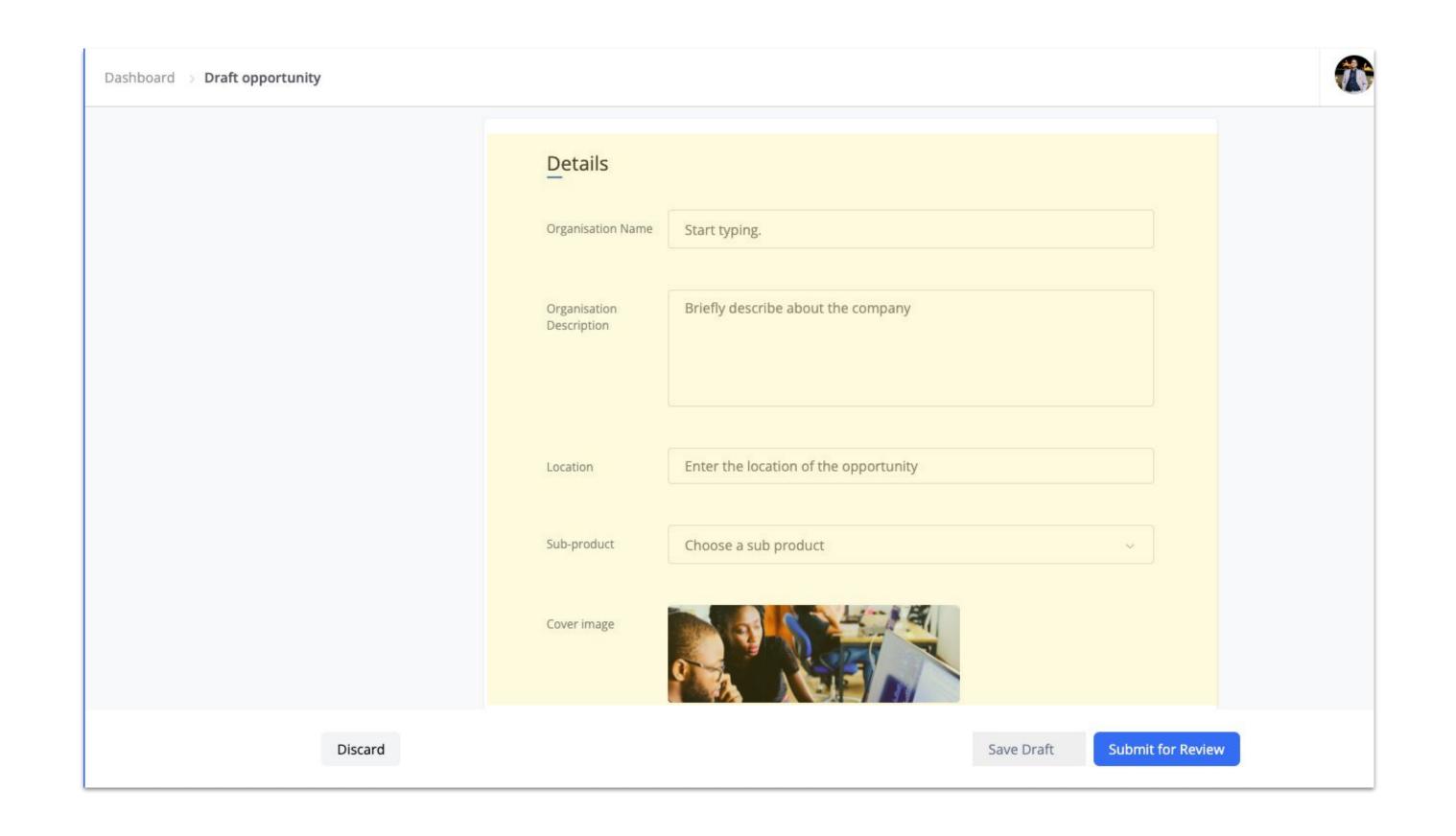


3. Adding Details

You will need to add main details for your opportunity. Here are some important reminders for each program:

GV:

Add Organization (Cannot be an AIESEC Entity/LC)
Add Location
Add SDG Information



3. Adding Details

You will need to add main details for your opportunity. Here are some important reminders for each program:

GTa:

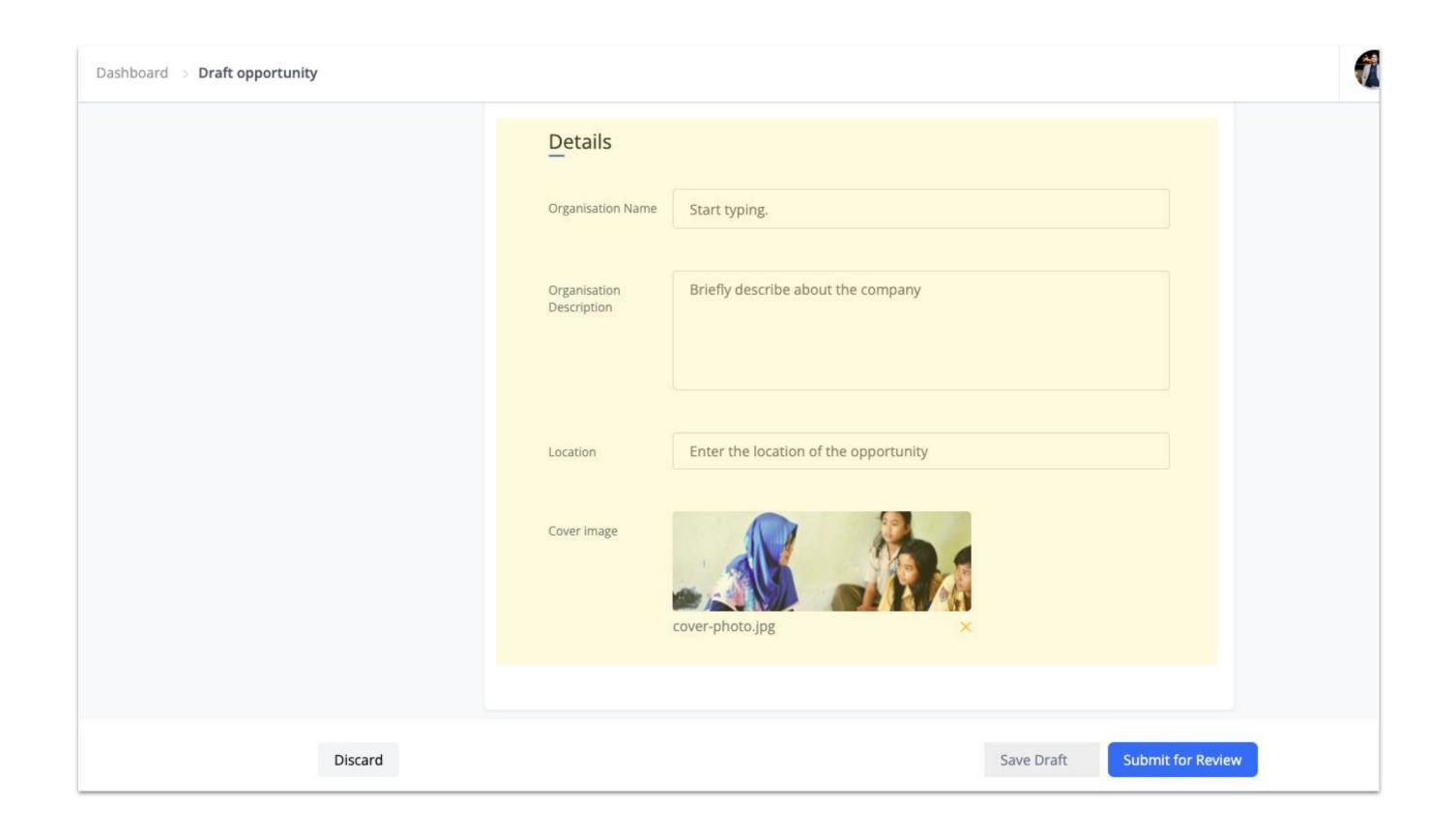
Add Organization (Cannot be an AIESEC Entity/LC)

Add Organization description

Add Location

Add Work Field/subproduct Information

Add cover page

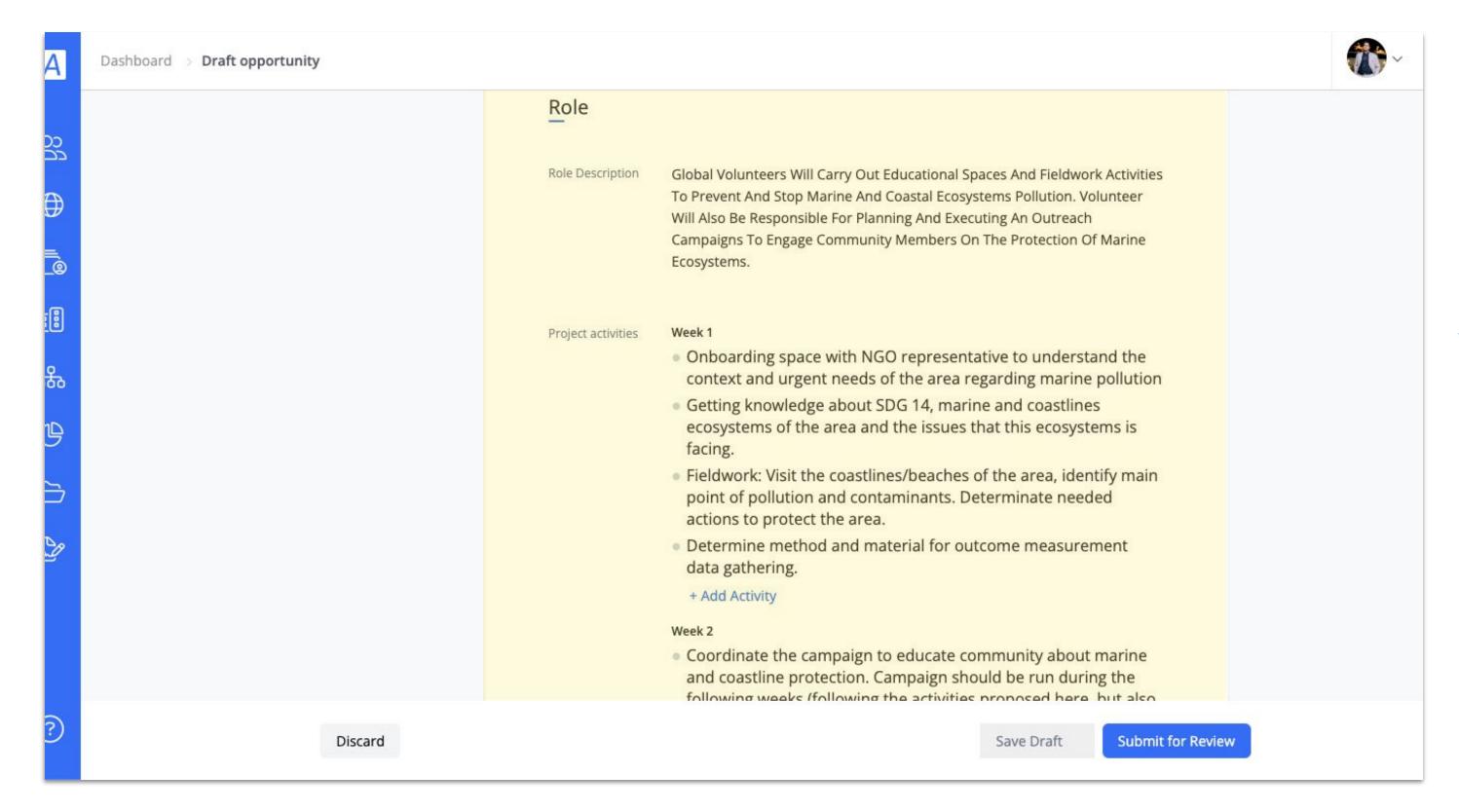


3. Adding Details

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GTa:

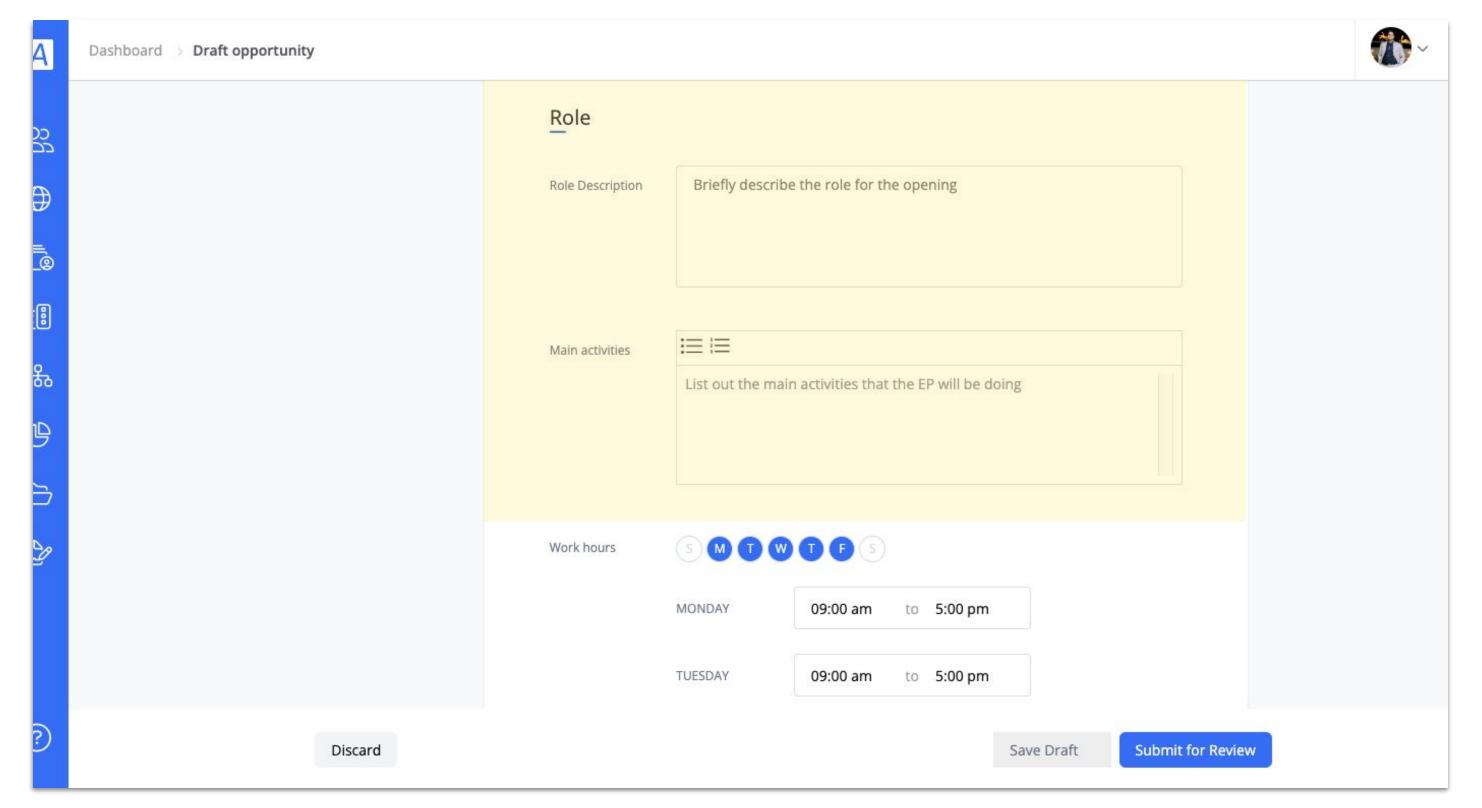
Add Organization (Cannot be an AIESEC Entity/LC)
Add Organization description
Add Location
Add cover page



4. Editing Roles

GV:

Editing Role: More project activities can be added for the 8 weeks



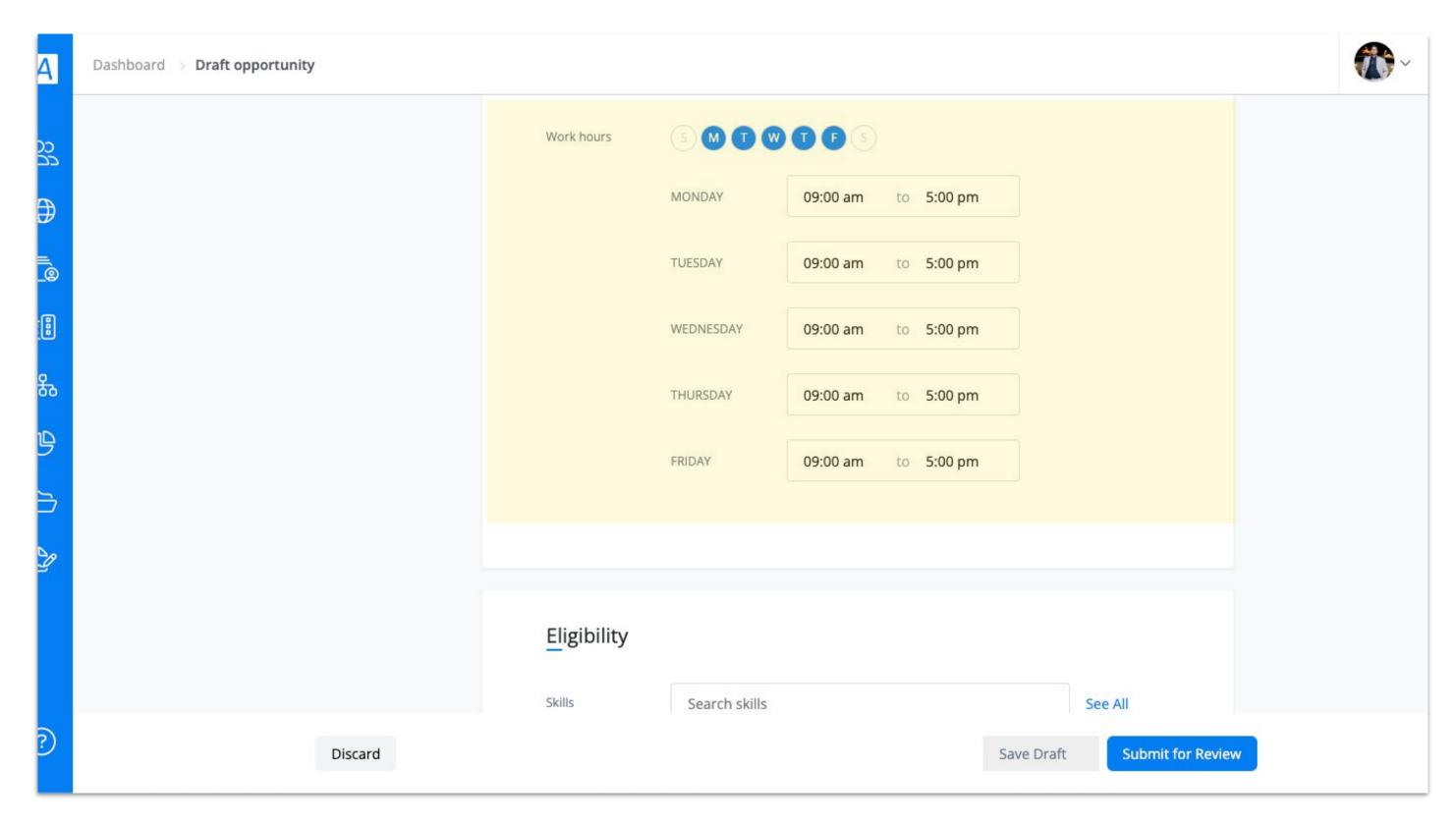
4. Editing Roles

GTa:

Editing Role: Now you have a free text field for lis?ng the main activities

GTe:

Editing Role: Now you have a free text field for lis?ng the main activities



5. Working Hours

Now you have more flexibility when assigning working hours upon creating an opportunity. Keep the following rules in mind while adding the work hours for each program:

GV:

Minimum: 25 Hours/Week

Maximum: 40 Hours/Week

GTa:

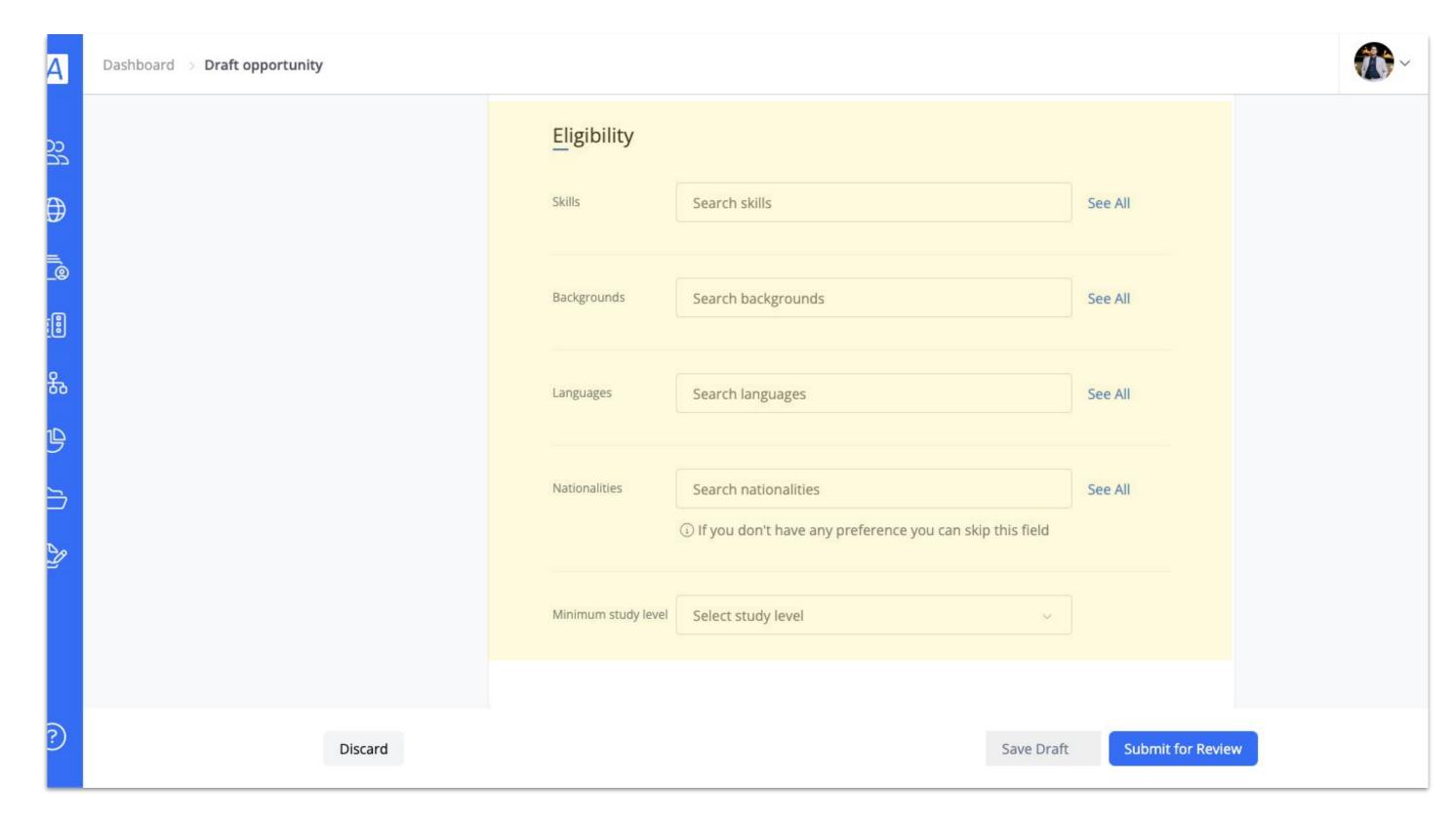
Minimum: 35 Hours/Week

Maximum: 45 Hours/Week

GTe:

Minimum: 35 Hours/Week

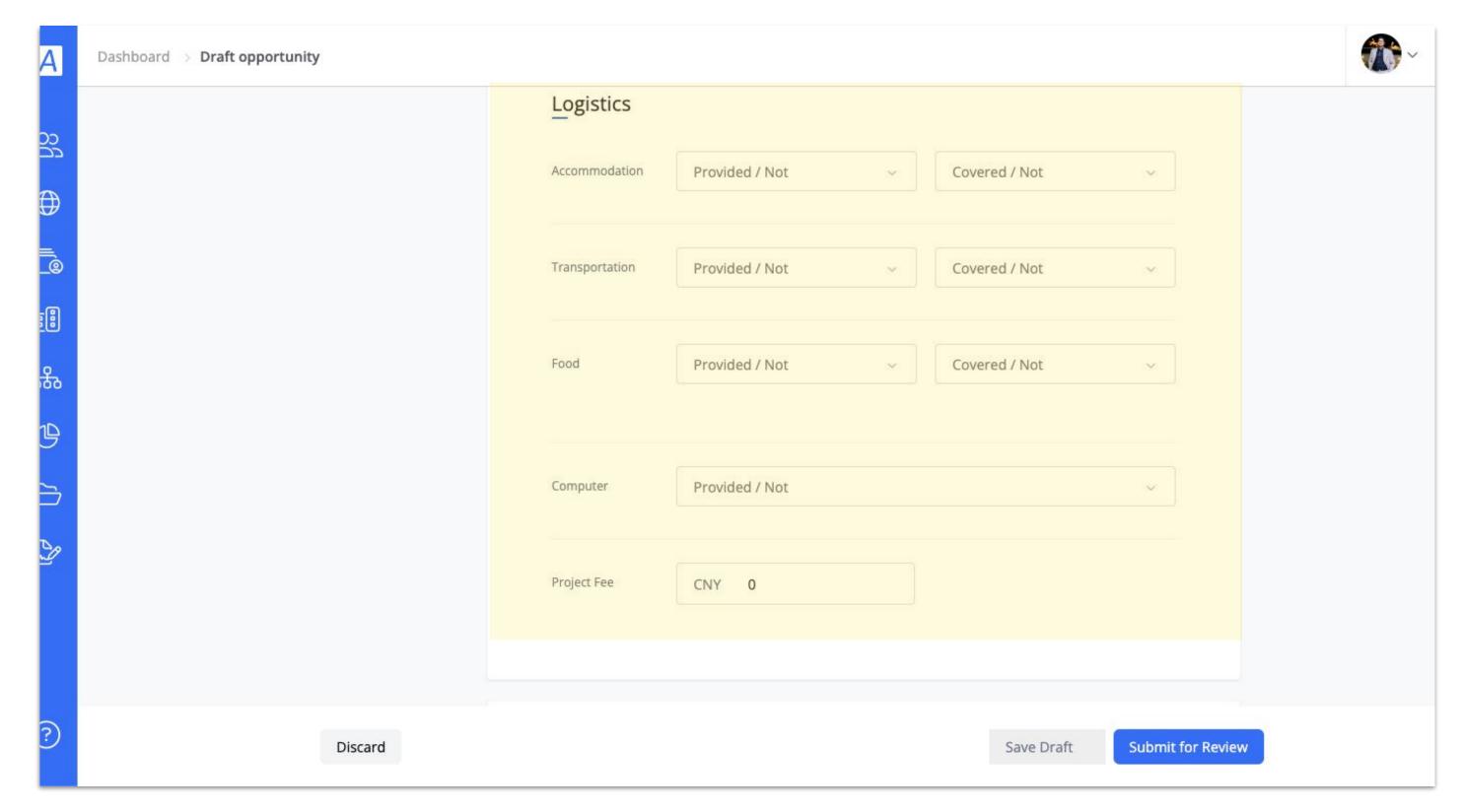
Maximum: 45 Hours/Week



6. Eligibility

What is the change: The skill level is removed, since it was not being used properly and it was causing a lot of confusion many times.

While adding Skills, Languages, Backgrounds and Languages, you can either choose from the lists or just check the ones you would like to have in your opportunity.



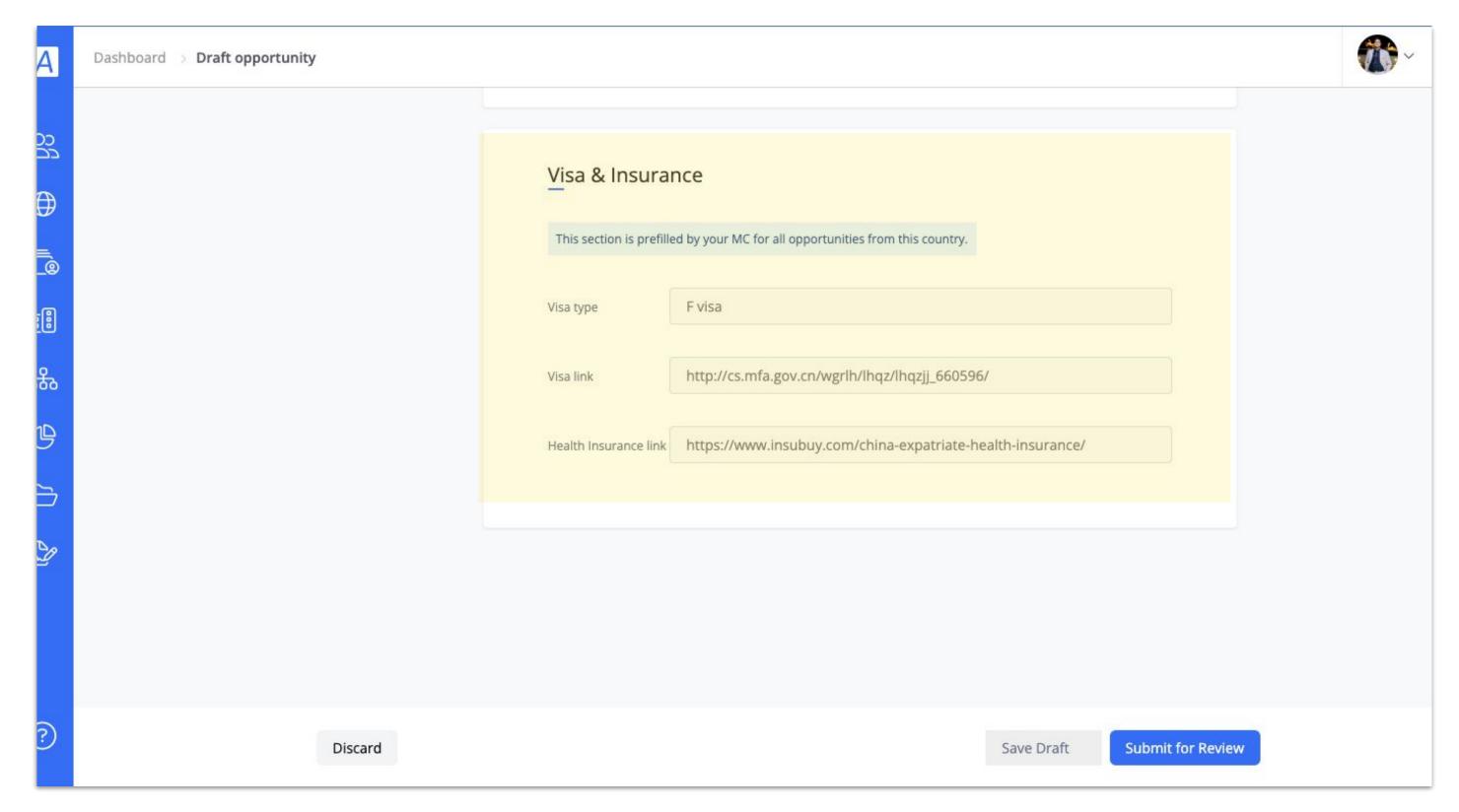
7. Logistics

Now it is more clear while creating an opportunity the way we separate the logistics into provided (yes/No) and Covered (Yes/No).

Provided means that there's support provided to access that logistic (providing the transportation means, or accommodation). In this case, EP makes the payment for the expenses of these logistics.

Covered means that expenses of logistics covered are paid by Host LC/MC or the Organization.

For GTa & GTe: Gross salary is included



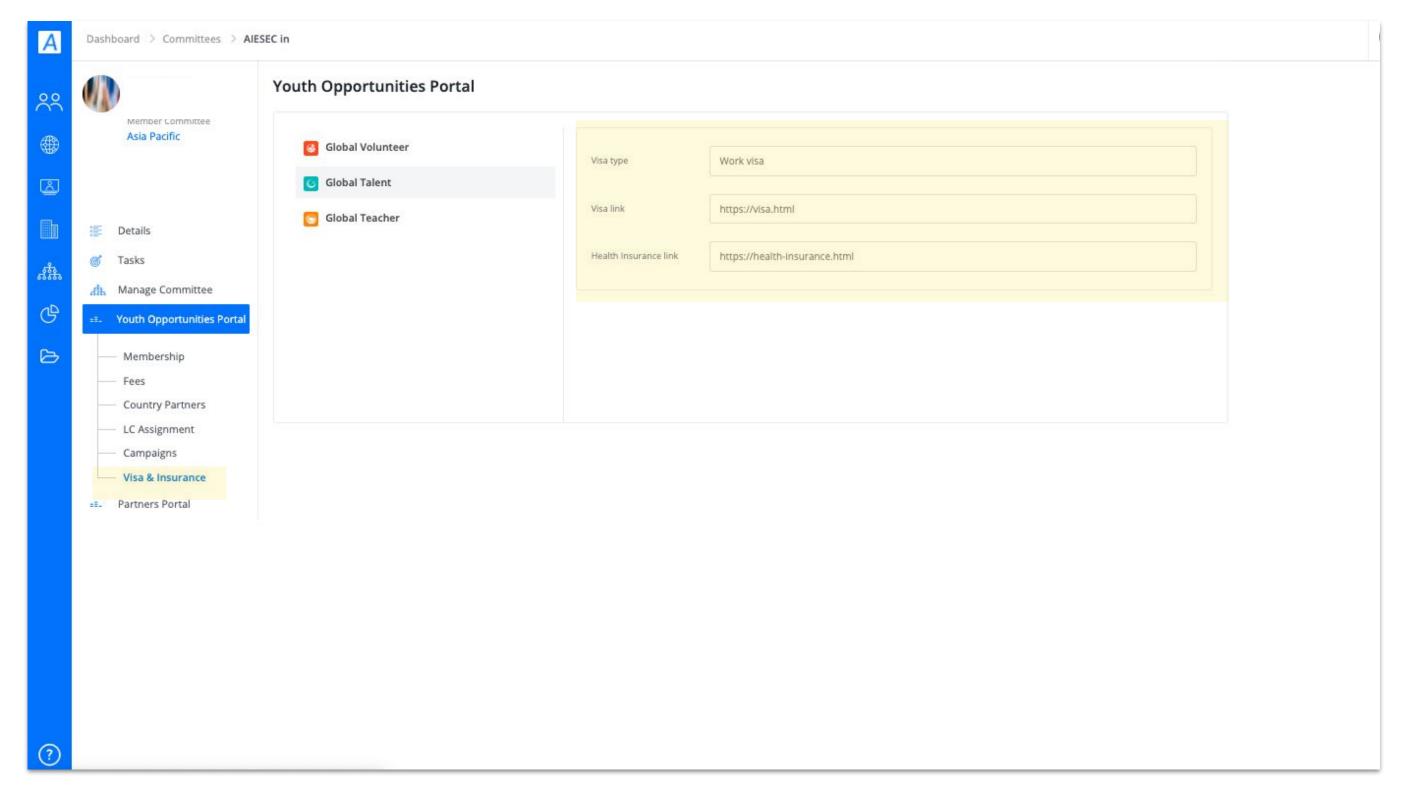
8. Visa & Health Insurance

Now your MC is the one that will be filling this information.

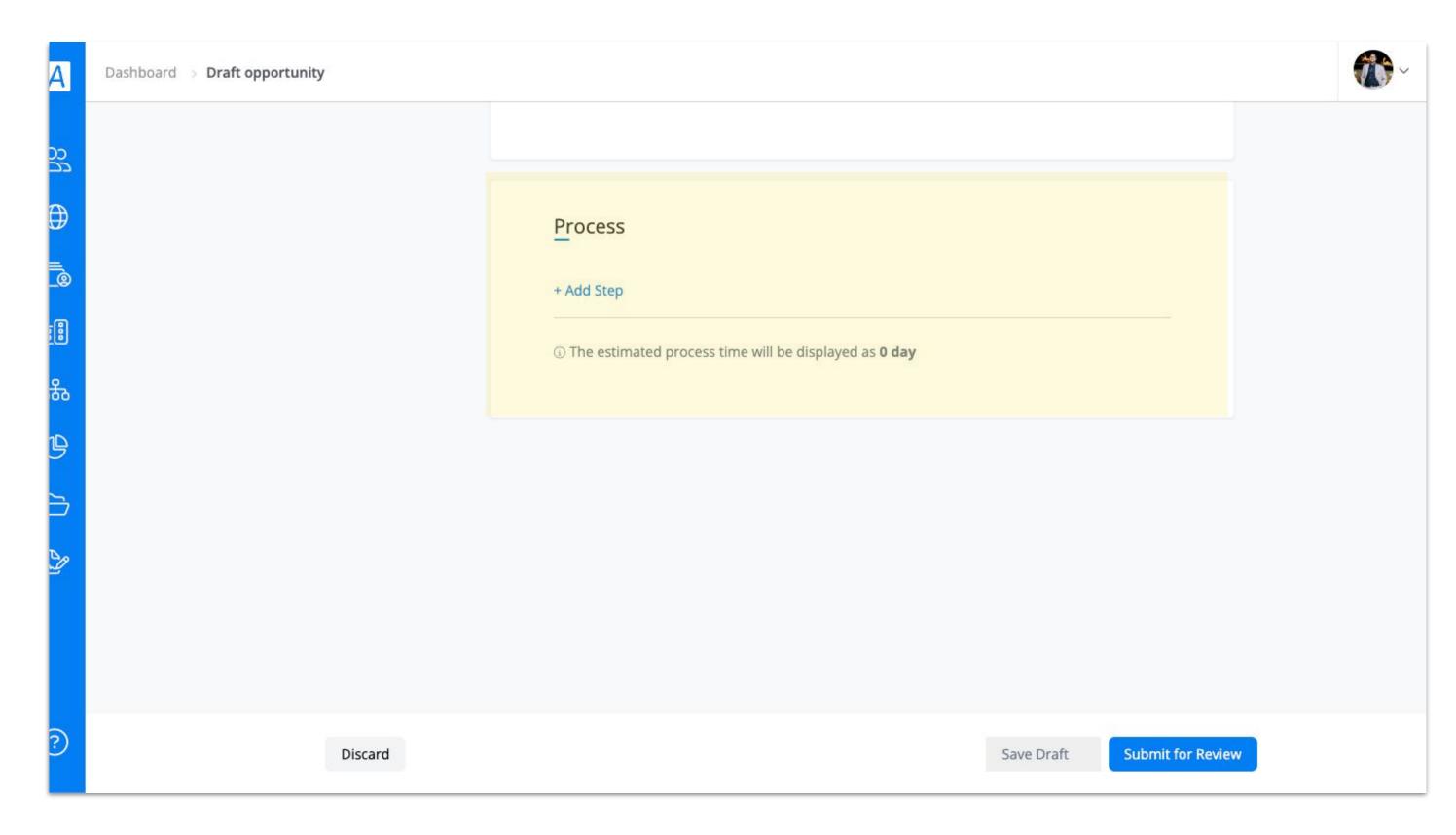
Visa: To be set by the **host** MC for all opps by products. This will mean it won't be set per opportunity. Check the next page about how to fill the information.

Health Insurance: To be set by the **home** MC. Based on our research your insurance options vary based on your home entity in most cases. *Check the next page about how to fill the information*.

8. Visa & Health Insurance (How do add the information) [MC]



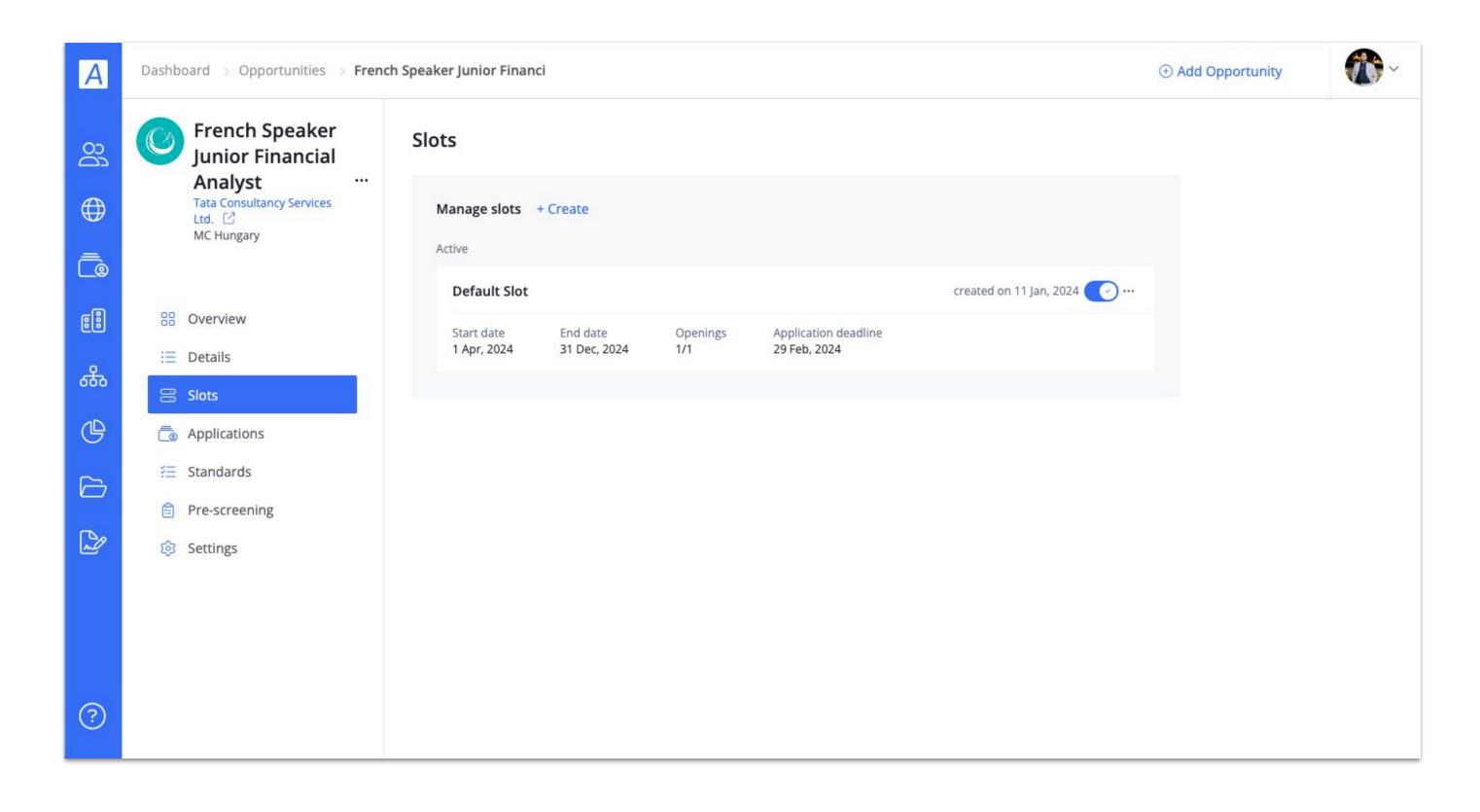
- 1. Go to your committees page, select *Visa & Insurance* under *Youth Opportunities Portal* settings.
- 2. Visa: MCVP iGV/iGTa/iGTe of the entity fills Visa Type & Visa Link. This information will be shown in all the opportunities from your entity.
- 3. Health Insurance: Insurance information needs to be provided by home entity. Therefore, MCVP oGV/oGTa/oGTe of the entity fills Health Insurance Link. This information will show up in all the opportunities that your EPs are checking. For example: My Home Entity is Turkey, and whichever opportunity I check (from Brazil, India or Germany) I will the Health Insurance Link that was added by MCVP oGT of MC Turkey.



9. Process

For GTa & GTe (only):

Now process steps can added to manage the selection process



10. Slots/Available Dates

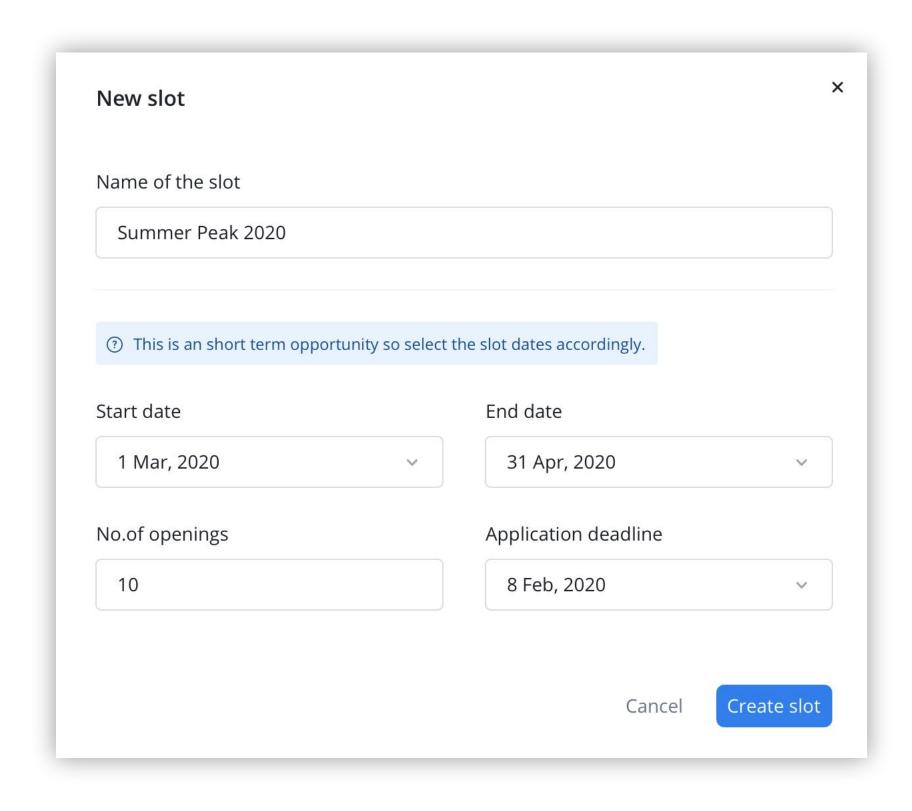
What is a slot? The dates a project or opportunity will take place. One opportunity can have multiple slots and one slot can have multiple openings.

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What does this mean for the AIESEC? We need to sell projects with specific starting and ending dates, and be more specific in the project /opportunity length before we open it - how many slots per project and how many openings per slot

What does this solve? Opps with unclear dates, forecasting issues, being able to keep track of when realizations should take place.

10. Slots/Available Dates (Adding the slots)

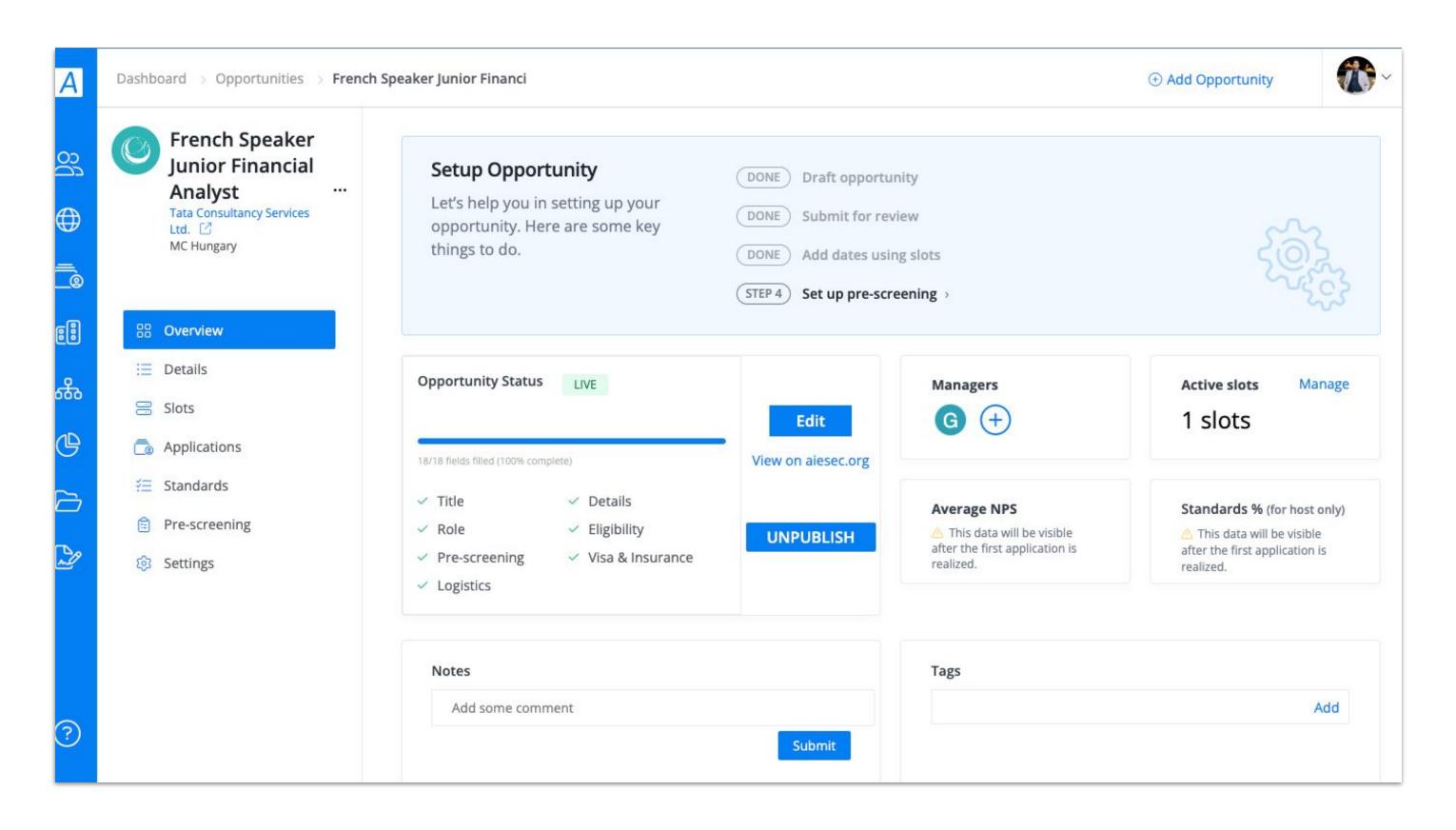


Slots can be added after opportunity is submitted for review. This would not affect the status of the opportunity. If an opportunity is already opened by MC, OP Manager can add slots later on as well.

If you do not add slots to your opportunity, it will not be shown on <u>aiesec.org/search</u>. That means EPs will not be able to see or apply to your opportunity as your opportunity will not have available opening.

An EP can apply to only one slot from the same opportunity. However, if the EP is rejected for that slot, he/she can apply for another slot for the same opportunity.

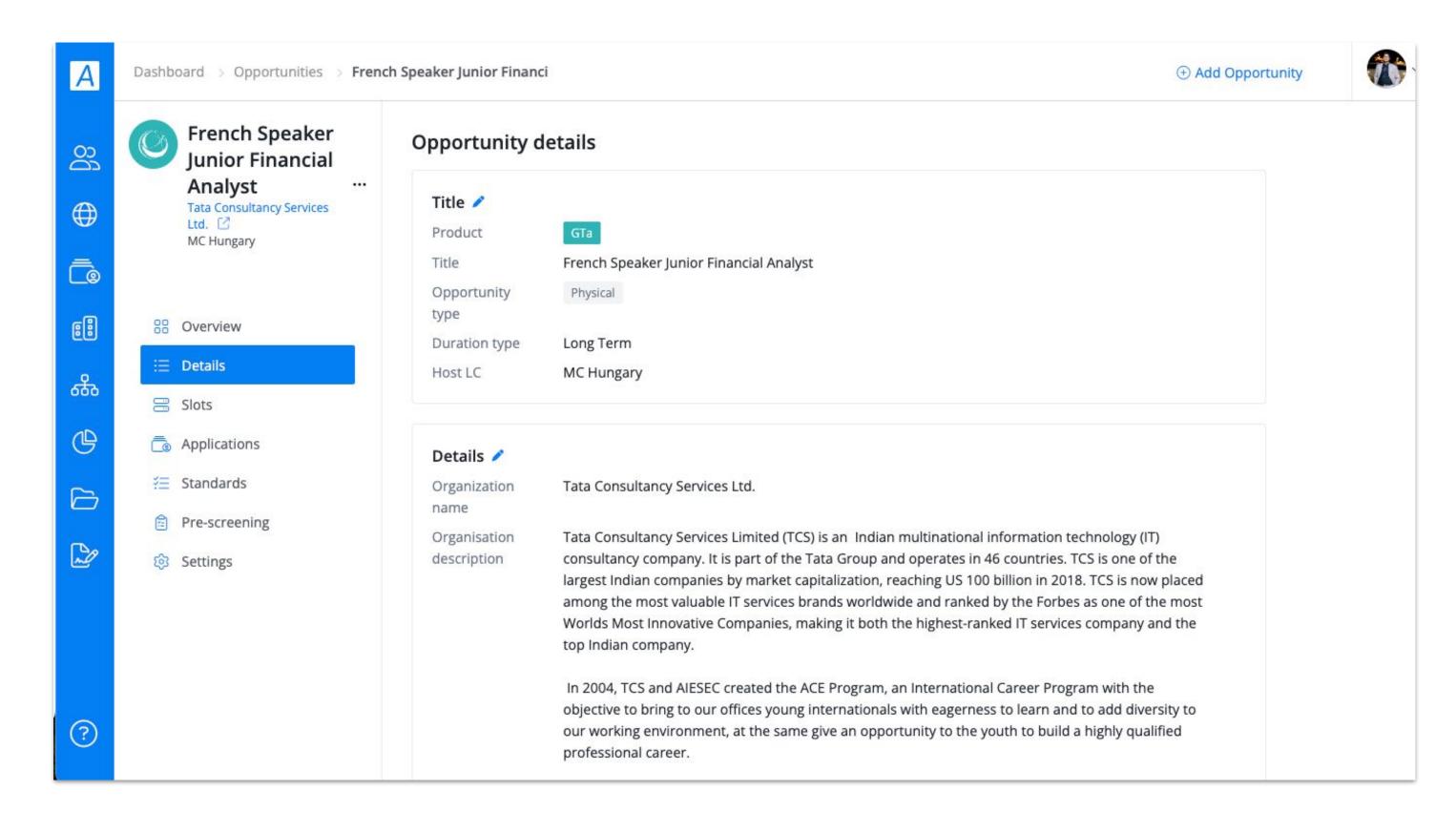
Your slots need to be according to the contract you sign with the organizations. OP Managers should not be creating slots more than the available openings and start dates that are agreed with your Opportunity Provider organization.



11. Opportunity Overview

You can manage the slots from the overview section.

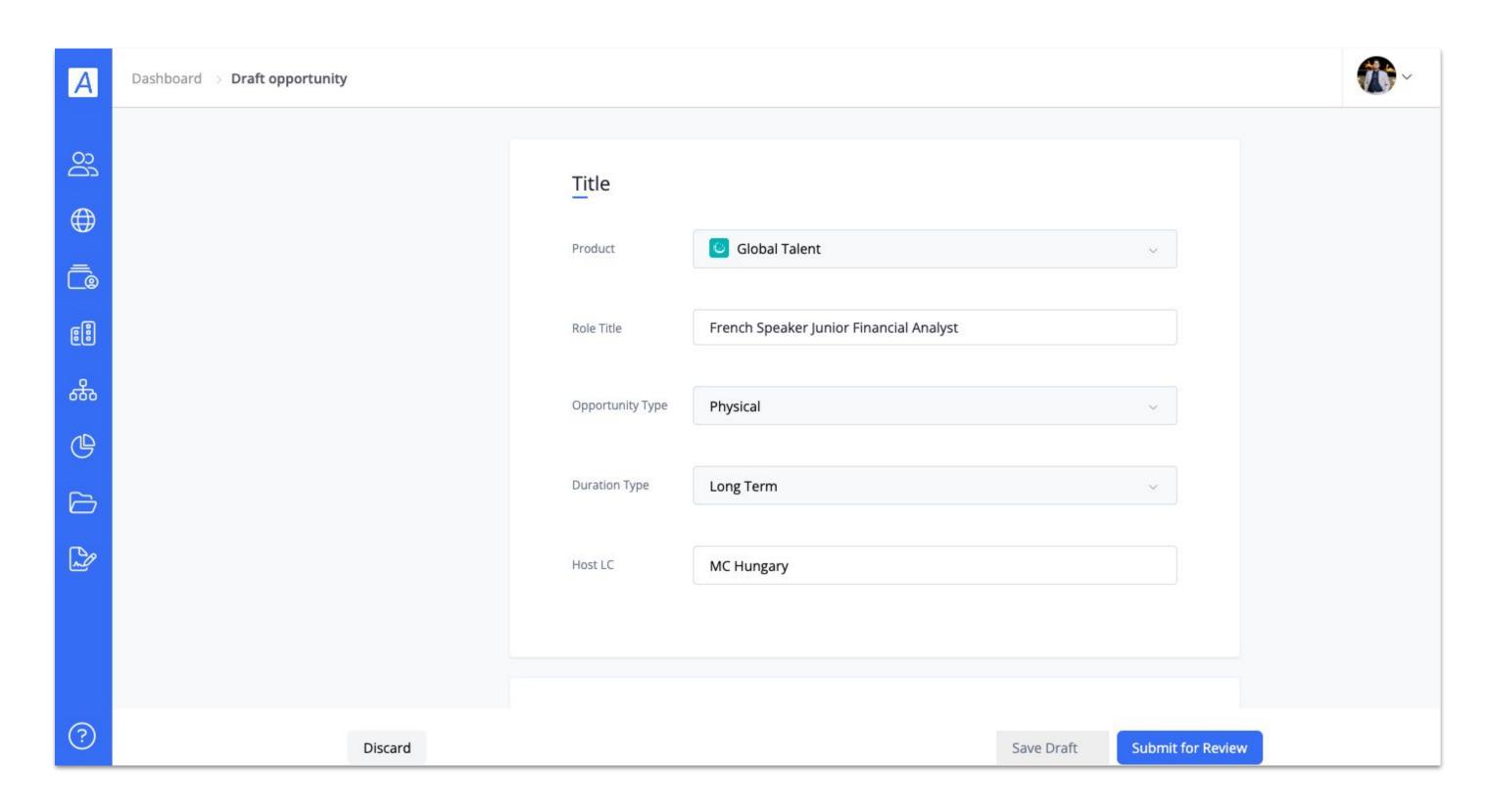
Settings became Pre-screening in the sidebar.



12. Opportunity Details

Details section is added where you can see all details from your opportunity.

What is the change: You will be able to see the whole opportunity in a more friendly format and edit the opportunity from the details section, as well.



13. Opportunity Editing

Editing the opportunity used to happen on the opportunity template on <u>aiesec.org</u>.

Now, editing can happen on the draft opportunity page.

Opportunity creation is not only about adding information on EXPA. It's also making sure that information we provide is understandable by our customers. **So before creating any opportunity, make sure to read the booklets below to understand the details you need to pay attention while creating your opportunity:**

iGTa Opportunity Posting

iGTe Opportunity Posting

iGV Opportunity Posting

Thank you!