



# BGI ETHIOPIA

## BGI-XP PROGRAM PROCESS

### ALL FACTORIES

**START DATE OF APPLICATION:**

## 1. INTRODUCTION

Our growth ambitions demand that our organization has a structure and culture that make us fit to win in a fast-changing environment.

Above all, we require to find and develop the best talent and future leaders.

We know that an engaged organization is an effective one. Our employees can be passionate advocates for our brands. BGI-XP plays a lead role in helping the company to attract and retain the right talent, develop its future leaders, create a performance culture which respects our values and further diversity within our organization.

## 2. BGI-XP BASICS

To stay competitive and connected in today's job market, BGI-XP should not be an option, but a necessity!

BGI-XP internship program is designed for university first year students to gain valuable hands-on experience in their field of study for their future career.

BGI-XP internship program has many valuable benefits for students, while also enhancing academic programs and satisfying the needs of the company. Interns are able to identify career fields that would be a suitable fit for their future career. This program also allows students to gain valuable employability skills such as teamwork, problem-solving, and effective communication within the workplace. In addition, students have the opportunity to meet and network with professionals in their potential field, which significantly improves their chances of securing permanent employment upon graduation.

## 3. Purpose of BGI-XP Program

The BGI-XP program is designed for first year university students targeting to select and develop young talent and lay a foundation for recruiting brilliant young minds to work for our fast-growing company in the future.

The program runs for a minimum of two months, during which XPers have the opportunity to make meaningful contributions and gain valuable skills and experience, as well as receiving wide exposure to BGI's diverse business functions. This will be accomplished through a coordinated rotation among a variety of assignments across various departments of our company.

## 4. WHEN TO APPLY FOR THE PROGRAM

There will be a campaign throughout the selected university to present our program to the university community every year from September – October and qualified and interested applicants are expected to apply every year before 31st of December. Prior to joining the BGI-XP program students are expected to pass through different assessments and at the end of the assessment, the selected interns will join our Excellence program and they will be placed in a role based on their profession and their career aspirations.

## 5. SELECTION PROCESS

### Step 1:

Registration form must be filled by the applicants and should be delivered to the student dean's office application must be submitted within 10 days of the announcement date.

### Step 2: Pre-Screening

1. Written Exam: The exam will be professional related aptitude test.
2. Personal Interview: this round will be consolidated interview with the Human Resources department and the concerned Department Representative.

### Step 3: Final Selection

Final selection: Qualified candidates will be notified through their phone call or **University industry linkage**

### Step 4: Offer and Acceptance

- If you are selected as an Xper, following the interview, written test and your grade point average, you will receive an internship offer letter.
- Successful interns will sign internship commitment form

## 6. THE BENEFITS OF THE PROGRAM

- The Intern will gain valuable knowledge and skills;
- The Intern will gain self-confidence and motivation as well secure the work environment of their dreams;
- The Intern will build their personal and career brand to effectively communicate with people in the professional world;
- The Intern will have an opportunity to determine the career path that is right for them;
- The Intern will be offered world-class experience and training through rotational assignments across our company;
- The Intern will gain the real-life work experiences & learning opportunities related to the student's studies;

- The Intern will be provided direct exposure through which they can use analytical skills and reflection to apply new ideas gained, back to their classroom learning;
- The Intern will be assisted in finding domains to apply what they have learnt in their school;
- The Intern will acquire knowledge by applying new practices;
- The Intern will recognize business life and gain experience in human relations;
- The Intern will be more successful in their senior courses using their internship experiences and
- The Interns will be aided in investigating topics that will support their senior projects and expand their horizons for coming up with creative project ideas.

## **7. THE INTERNSHIP DURATION AND STIPEND**

The internship program will run for a minimum of two months duration. Interns shall receive a monthly stipend.

## **8. PERFORMANCE EVALUATION / MENTORING**

The Intern's performance is assessed and evaluated throughout the Internship based on, but not limited to, written reports and briefs, presentation, ability to work within teams and independently on assignments. BGI-XP Interns shall submit the complete internship report to their immediate supervisor. At the end of the Internship period, the XPer will present the internship report and other deliverables to the company top management and they will be evaluated based on the set criteria to come back the following year as the company continues BGI-XP program.

## **9. POST INTERNSHIP OPPORTUNITIES**

The Interns will join the management trainee program after three or four summer seasons (minimum 2 months per summertime). This opportunity will give Interns permanent employment after successful completion of the management trainee BGI-XP program.

## 10. LOCATIONS

BGI-XP will be offered at any of BGI business and its subsidiary company in different location across the country which are listed below:

- I. St. George Brewery: Addis Ababa city
- II. Hawassa Brewery: Hawassa town, Sidama Regional State
- III. Kombolcha Brewery: Kombolcha town, Amhara Regional State
- IV. Zebidar Brewery: Gubre Woreda around Welqite town of Gurage Zone
- V. Raya Brewery: Maichew town, Tigray Regional State
- VI. Castel Winery: Batu (Ziway) town, Oromia Regional State

## 11. LEARNING OUTCOMES

### 1. XPer DELIVERABLES:

- Submit a weekly report identifying activities completed and all learning objectives accomplished.
- Present project assignment reports to the coach/mentor.
- Present final reports to Senior Management.

### 2. SUPERVISOR'S DELIVERABLES:

- Weekly evaluation of the Intern's performance.
- Spearheading the training program for the Intern.
- Meeting with the Intern to discuss progress and address any issues and report to HR via Minutes of the meeting every week.

### 3. HR/INTERNSHIP COORDINATORS DELIVERABLES:

- Review the Intern report, evaluation of the company, process improvement recommendations and the supervisor's evaluation of the intern.
- Make necessary recommendations to management to ensure the internship program is on track and is satisfactory throughout the program.
- Assist in developing a specific training program to achieve the above learning outcomes.
- Be the primary point of contact to the Intern and Supervisors.