



# Company application guide

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## Personal details

We recommend that the person who fills out the application will be the main engagement with the student. The personal information provided in this section will be used as our primary point of contact.

The information you will provide is your **name, email, phone number and job title**.

These details will not be shared with the students.

## Company details

The information you provide here will be given to the matched students along with the position details. This is a chance to convince them why they should work for you and to get your company values across.

We will also use this information to match the students personality and values to your company.

Continued





## Company details

The information you will provide in this section is the **company name, operating industry, business operations** and **company story**.

### Business operations

In 1-3 sentences, briefly explain the leading product/service the business provides. Ensure you focus on or make known the area of operations the student will work in to guarantee there is no confusion.

### Company story

We pose this question as "**Why should the student work for your company?**". This is your chance to get the students invested in the position.

You can do this by writing a brief paragraph that tells your company's story, outlining any information a potential candidate would want to know. This could be anything from how many years your company has been in operation to your core company values or any other interesting information, such as reputable work clients, work culture, etc.

**Hot Tip:** Think about what **you** love about your company?



# Position details

This is the most important and longest section.

You will be required to provide:

- Job title,
- Job description (roles and responsibilities),
- Who they will report to,
- Length of the program,
- How many days per week,
- Job requirements,
- Soft skills,
- Your ideal hire,
- Benefits/perks.

All information will be shared with the matched students

## Job title

The first step is the job title. Make sure to clearly define the title of the position being offered. The listing title is more than just a position title; this line is how you'll attract candidates.



## Job description (roles and responsibilities)

In this section, get more specific with the duties and responsibilities of the role. In a bullet point list, write down everything this position entails. Include programs the employee uses, who they collaborate with and what they do regularly. List these responsibilities in order of importance to emphasize the role's essential duties.

On the next page you can read the benefits of having clear roles and responsibilities.

Next page



## Length of the program

We allow you to determine the length of the student's stay at your company. Once the specified time is completed, you have no further obligation to the student; however, we are confident you will want to keep them on.

If we have done our job right and you wish to employ the student outside our platform, you must pay us a student 'offloading' fee of **\$5,000**. Alternatively, you can request to hire them again, and we can support you in negotiating a new program length.

**Recommended program length is between 3 - 12 weeks.**



## Benefits of clearly defining roles and responsibilities

Having defined roles and responsibilities offers several benefits:

- **Task delegation and completion:** Having clear roles and responsibilities ensures all tasks are delegated efficiently, and all jobs are done without confusion over who should do them. This can prevent things from falling through the cracks and increase the team's success on major projects.
- **Improved collaboration:** Clear roles and responsibilities allow for greater cooperation when there's no conflict over who does what. Team roles are well-defined, so everyone understands how they work together and what to expect from their teammates.
- **Greater efficiency:** Employees can work more efficiently when there's less time wasted on disagreements over roles and reduces redundancies by eliminating unnecessary overlap.
- **New hire expectations:** Concise roles and responsibilities establish clear expectations for the students allowing the onboarding process to be smoother. Whilst in the team, they can also refer back to the document to see how their role fits with the team and where they can go for help with different tasks.
- **Improved hiring:** The more clarity you have on what roles and responsibilities you need fulfilled, the more accurately we can match the student's capabilities and skills to your position.



## How many days per week

University schedules can be challenging to navigate, so we allow the students the flexibility to determine their workload. We ask you to provide how many days you'd want them to work so that we can help support matching available students and facilitate an option to negotiate on adjusting the days.

**We require students to be available for at least two days a week.**

## Job requirements

Job requirements or qualifications are the skills, experiences and qualities you think are necessary for a candidate to be considered for the role. These can consist of years of experience, level of education, additional certifications or licenses and skills. Focus on the technical or 'hard skill' requirements of the position.

Remember that these are students and only include the necessary skills required. This is not a wish list; these should be the minimum required skills to which we will match qualified students.



## Soft skills

Interpersonal skills are arguably more important than hard skills — it's harder to teach patience than it is the backend of a CRM. We will prioritise the matching of soft skills over that of the hard skills.

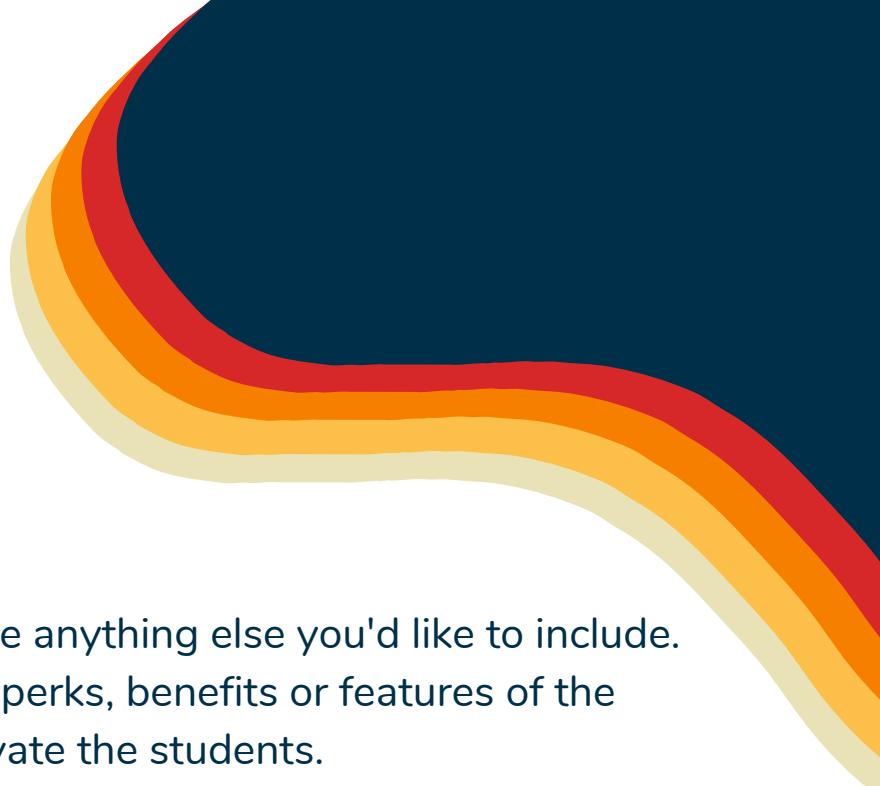
In this space outline the specific qualities an employee needs to be successful in the role.

During our vetting process we take specific action to offer upskilling on any lacking soft skills to ensure that they meet our standards before we provide them to companies.

## Your ideal hire

We ask you "Who is your ideal hire?" this question is provided so that we can start to match student personalities to your company culture.

**Use this space to tell us the characteristics of who you wish to hire and the culture you try to foster in your company.**



## Perks/Benefits

We offer you a space to share anything else you'd like to include. We recommend sharing any perks, benefits or features of the company that will help captivate the students.

You can also submit links to include, such as websites, socials etc.

## Additionals

On top of the details you have submitted we offer you the ability to expand our service. We allow you to include elements of your company branding on our documents as well as the choice to opt-in for a cultural consultation with one of our matching staff to improve your matches.

You can read more about it on the next page.

Continued





## Branding

We offer you a space to upload any logos or branding for us to attach to the position offer notice.

You can also submit any other supporting documents you may wish to share.

## Cultural consultation

We offer an optional consultation with one of our matching staff where we get a deeper understanding of the business in particular its purpose, values and **culture**.

It enables us to match the students' personalities more accurately to your company. Research shows that matching new hires to company culture can result in up to **40% higher employee retention**.

**Click here to return to our website and begin your application.**