#### Internship Job Questionnaire

Thank you for agreeing to take an AIESEC Intern. The information provided here will be processed through our on-line search engine, GIS, in order to find the best selection of Interns for you. Please complete it as accurately as possible.

Kindly fill the details within the text box wherever applicable. Double click on it to activate the text box.

## Part 1 Organisation Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name****Mailing Address** |  | **Company Contact****Phone Number****E-mail****Homepage** |  |
| Who at the organisation is responsible for the Intern(s)?  |

**Part 2 Internship Description & Details**

**Department wher****e the Intern will be working:**

**Job/Task Description**

**What are the measurable results expected from the intern?**

**Preparation required from the intern before arrival**

**Details of the Intern’s working conditions:**

Personal workspace: Y/N

Computer: Y/N

Internet access : Y/N

Other:

**Hours of work**

What working hours can the Intern expect?

From \_\_\_\_\_ hrs to \_\_\_\_hrs

Total hours of work per week:

Saturday work? Y/N?

**Salary** (What is the take home salary per month after taxes?)

Amount:

Please list any fringe benefits:

**What are the key learning points that the intern might obtain during the internship?**

**Any additional information a potential candidate may require for the Internship:**

## Field of Work Experience

**Backgrounds and Skills Preferences**

|  |
| --- |
| *Please mention the educational backgrounds requirement. Mention whether they are Required (R) and Preferred (P).*  |

# **Degree of Intern**

# Mention whether Required (R) and Preferred (P )

Undergraduate

Bachelor

Masters

**Skills**

##

*Please mention the Skills Required. Mention whether they are Required (R) and Preferred (P).*

**Regions of the World**

|  |
| --- |
| *Please indicate your regional/country preferences here. Mention whether they are preferred(P) or required(R)* |

**Part 7 Dates and Duration**

**Dates** *Mention whether they are Required (R) and Preferred (P).*

**Earliest starting date** (dd-mm-yyyy):

**Latest ending date** (dd-mm-yyyy):

**Duration**

**Minimum weeks** *(8-52):*

**Maximum weeks** *(8-52):*

**Languages**

*Please mention the languages the intern needs to know. Mention whether they are Required (R) and Preferred (P).*

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**Contract**

# This “Internship Job Questionnaire”, is considered a formal contract and commitment between AIESEC and the company/organisation stated on this form. Both parties should keep an original copy with official stamps and signatures of both the company/organisation and AIESEC. Both parties should sign changes that are made after signing the contract, or a new contract should be completed and signed.

In accepting to take an Intern through AIESEC, the company/organisation is committing to:

1. Ensuring that the Intern performs the work stated on the Internship Job Questionnaire unless otherwise agreed upon by the Intern and AIESEC
2. Providing adequate working conditions, salary or stipend, orientation, guidance and training for the Intern to achieve the objectives agreed upon
3. Giving the Intern feedback about his/her performance during the Internship so he/she can learn and improve
4. Giving AIESEC feedback on the quality of the service they are providing (prior to, during and after the Internship) so they can continuously improve and enhance their services
5. Paying the Internship administration fee to AIESEC

AIESEC is committing to:

1. Finding a qualified candidate for the position offered by the company/organisation from AIESEC’s pool of candidates
2. Providing the company/organisation with the necessary information about the candidate in order to make a decision to accept or reject the Intern
3. Providing support to the Intern to integrate him/her into the local environment (accommodation, transportation, bank account, insurance, visa, etc.)
4. Evaluating the Intern and internship experience

Company Stamp: AIESEC Stamp:

  

Signature: Signature:

Name:       Name: Yesha Kapadia

Date:       Date: 04.02.2015