



RECRUITMEN

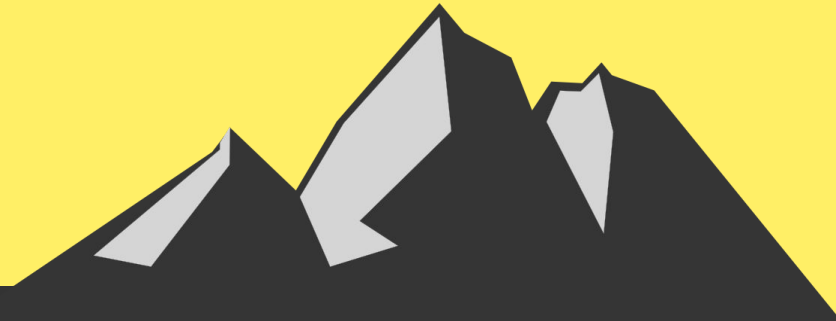


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FALL 2019

RECRUITMENT

SELECTION & ALLOCATION



RECRUITMENT: SELECTION & ALLOCATION

WHY

To ensure the **right people** in the **right places**

To gauge their **fit in AIESEC** in terms of values, passions, and desire

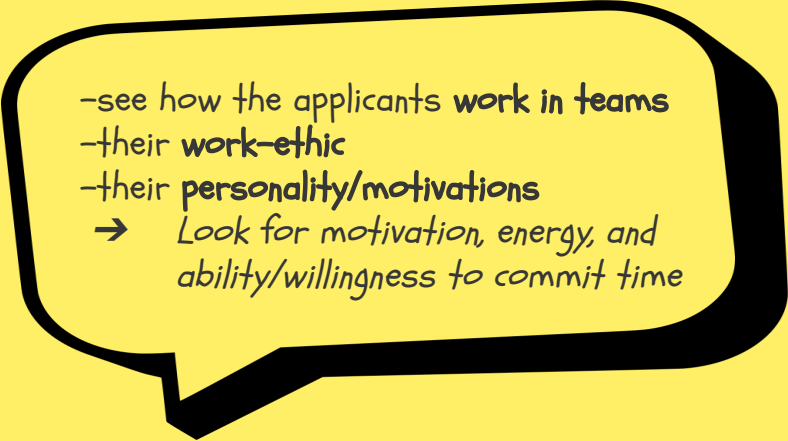
To set clear the **expectations** of their JD & Timeline



RECRUITMENT: SELECTION & ALLOCATION

HOW

- ❑ Interview Prep Email
- ❑ Individual Interviews
- ❑ Task-Based Assessment
- ❑ Evaluation & Allocation
- ❑ Feedbacking



-see how the applicants **work in teams**
-their **work-ethic**
-their **personality/motivations**
→ *Look for motivation, energy, and ability/willingness to commit time*



RECRUITMENT: SELECTION & ALLOCATION

WHAT



Podio
Applications
walkthrough



Member JD
walkthrough



Interview
Assessment Tool
walkthrough



Pre-interview
email invitation
walkthrough

NEW MATERIAL



Recruitment JDs 2019

THIS BOOKLET CONSISTS OF:

1. Outgoing Member JD
2. Incoming Member JD

**These JDs are designed in a simplified for to make sense to new members in interviews*

**IF YOU HAVE ANY QUESTIONS PLEASE MESSAGE ANY MC MEMBER*

Job Description

OUTGOING

Your Role:

Attract and connect youth from your University and around the US with our experiences abroad. You'll work with AIESEC offices overseas and coach youth with our leadership development model to help them make the most out of their experience.

Responsibilities:

- Attend weekly team meetings & workspaces
- Meet with Exchange Participants (EPs) in person or virtually
- Collaborate and create partnerships with LC's in other countries around world
- Market opportunities digitally and physically on/off campus
- Learn and execute good case practices and workflow
- Prepare EP's for projects

Key Development Areas

- Communication
- Marketing
- Sales
- Teamwork
- Problem solving abilities
- Confidence
- Time management
- Self-awareness skills
- Business workflow

HOURS PER WEEK

*5-10 hours

ACCOUNTABLE TO:

VP of your Function
President of Committee

*see notes

Job Description

INCOMING

Your Role:

Work on corporate sales by engaging local companies and organizations to create placements for youth to work or volunteer locally. You'll manage relationships, learn how organizations work, and help volunteers and interns settle in your city or across the US

Responsibilities:

- Cold calling companies/organizations
- Cold emailing companies/organizations
- Meetings with companies/organizations
- Open opportunities with companies/organizations
- Attending weekly meetings and workspaces
- Upscaling accounts
- Supporting volunteers/interns coming into the US
- Sourcing and matching - account management

Key Development Areas

- Professional Communication
- Objection Management
- Resilience
- Teamwork
- Problem solving abilities/Quick thinking
- Confidence
- Time management
- Self-awareness skills
- Business workflow

HOURS PER WEEK

*5-10 hours

ACCOUNTABLE TO:

VP of your Function
President of your Committee

*see notes

RECRUITMENT: SELECTION & ALLOCATION

HOW: WALKTHROUGH



- WHAT TO LOOK FOR IN INTERVIEWS
- CREATE AN AGENDA OF THE INTERVIEW & ASSESSMENT DAYS

(Everything that needs to happen before, during, after)



RECRUITMENT: SELECTION & ALLOCATION

AGENDA FOR INTERVIEW/ASSESSMENT DAYS:

SNC OUTPUT

- [BEFORE] Prep Recruiters with TtR
- Deliver [Info Session](#) Slides for AIESEC Recap
- Assessments
- Break for Interviews
 - Interview Questions
 - JD Walkthrough
 - Expectation Setting
- [AFTER] Email results (feedback included)



RECRUITMENT: SELECTION & ALLOCATION

WHAT TO LOOK FOR AS A RECRUITER:

SNC OUTPUT

- ❑ Does this person have a history of not “**sticking**” with one thing? (AKA constantly joining and quitting - orgs, sports, etc.) Look for history of continuity in something & passion in that
- ❑ Did they **come prepared**? Do they know what they’re talking about? Do they understand AIESEC?
- ❑ Do they exhibit passion and ambition? Do they align with the AIESEC Values?
- ❑ Ability to take up a higher leadership position (leadership pipeline).
- ❑ Are they a cultural fit to your LC’s AIESEC Culture/what you want in your LC Culture?

