

# Internship Role Questionnaire

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

## PART 1 Organisation Information

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Organisation Name

Organisation Contact

Phone Number

Mailing Address

Fax Number

E-mail

Homepage

Who at the organisation is responsible for the intern(s)?

Is this person an AIESEC Alumni? Yes When (year)?

Where (Country/Territory)?

How many years has the organisation been taking interns through AIESEC?

How many interns would your organisation like to employ?

(If the job descriptions or the requirements are different, please fill out separate forms for each.)

Organisation Type (company, educational institution, foundation, government, inter-governmental, non profit organization, university):

Business Type (accounting, development, economics, education, engineering, finance, human resource, information technology, management, marketing, mathematics, social and human science):

Office Type (global, regional, national, local office):

Product or Service:

How many employees work at this location?

Scale of operations (global, international, national, local): Worldwide

Does the organisation have a parent company and if so, what is the name?

Are there any subsidiaries of the organisation and if so, what is/are the name(s)?

## PART 2 Type of Internship

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Please select the type of internship that your organisation would like to participate in. Only select one internship type.

**Management Internship** - By entering your organisation into this type of internship, your organisation will receive a match to a intern with academic background, interest and/or work experience in areas related to management. These areas may include finance, accounting, marketing, project management, organisational management or human resources.

**Development Internship** - By entering your organisation into this type of internship, your organisation will receive a match to a intern with academic background, interest and/or work experience in community development issues. These areas may include children's rights, environmental issues, education, rural development and entrepreneurship.

**Technical Internship** - By entering your organisation into this type of internship, your organisation will receive a match to an intern with academic background, interest and/or work experience in information systems. These areas may include web development and management, software development and programming, system analysis and design, network management and database management.

**Education Internship** - By entering your organisation into this type of internship, your organisation will receive a match to a intern with academic background, interest and/or work experience in Education. These areas may include Teaching a language, Teaching another subject in another language, curriculum development, character development, career counselling, cultural interaction and perspective promotion in academic fields or sectors.

### **PART 3 Internship Description & Details**

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Department where the intern will be working:

#### **A Job/Task Description**

Place a "D" if the task is to be accomplished daily, a "W" for weekly and a "P" for periodically.

<b>Task</b>	<b>Frequency (D,W,P)</b>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

What are the measurable results expected from the intern?

Preparation required from the intern before arrival

#### **Details of the intern's working conditions:**

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Personal workspace | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Internet access    | <input type="checkbox"/> Other:   |

**Hours of work**

What working hours can the intern expect? From \_\_\_\_\_ to \_\_\_\_\_  
 Total hours of work per week: \_\_\_\_\_  
 Saturday work? \_\_\_\_\_

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

Amount: \_\_\_\_\_ of Currency: \_\_\_\_\_ = \$ \_\_\_\_\_ at exchange rate \_\_\_\_\_ on date \_\_\_\_\_  
 The salary is payable:  Weekly  Monthly  Quarterly  
 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**

Please select the fields of work experience you are interested in:

- |  |  |
|--|--|
| <input type="checkbox"/> Accounting              | <input type="checkbox"/> Marketing             |
| <input type="checkbox"/> Business Administration | <input type="checkbox"/> Human Resources       |
| <input type="checkbox"/> Development Studies     | <input type="checkbox"/> Other Studies         |
| <input type="checkbox"/> Economics               | <input type="checkbox"/> Linguistics Education |
| <input type="checkbox"/> Finance                 | <input type="checkbox"/> Cultural Education    |
| <input type="checkbox"/> Information Technology  | <input type="checkbox"/> Subjects Education    |

**Learning Network Initiative Group**

Please indicate if your internship belongs within a Learning Network (LN) Initiative Group (IG).

- |  |  |
|--|--|
| <input type="checkbox"/> Corporate Social Responsibility | <input type="checkbox"/> Education   |
| <input type="checkbox"/> HIV/AIDS                        | <input type="checkbox"/> Energy  |
| <input type="checkbox"/> Finance                         | <input type="checkbox"/> Internship is not part of a particular LN IG internship |

## PART 4 Backgrounds and Skills Preferences

Please select which backgrounds are Required (R) and Preferred (P). Select a maximum of 6 in total.

<b>Accounting</b>	<b>R</b>	<b>P</b>	<b>Finance</b>	<b>R</b>	<b>P</b>
Auditing	<input type="checkbox"/>	<input type="checkbox"/>	Banking	<input type="checkbox"/>	<input type="checkbox"/>
Cost Accounting	<input type="checkbox"/>	<input type="checkbox"/>	Financial planning & budgeting	<input type="checkbox"/>	<input type="checkbox"/>
Financial Accounting	<input type="checkbox"/>	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Introductory Accounting	<input type="checkbox"/>	<input type="checkbox"/>	International Financial Management	<input type="checkbox"/>	<input type="checkbox"/>
Managerial Accounting	<input type="checkbox"/>	<input type="checkbox"/>	Introductory Finance	<input type="checkbox"/>	<input type="checkbox"/>
Social accounting	<input type="checkbox"/>	<input type="checkbox"/>	Investment & Security Analysis	<input type="checkbox"/>	<input type="checkbox"/>
Social and ethical auditing and reporting	<input type="checkbox"/>	<input type="checkbox"/>			
Taxation	<input type="checkbox"/>	<input type="checkbox"/>	<b>Human Resources</b>		
			Advanced HR management	<input type="checkbox"/>	<input type="checkbox"/>
<b>Business Administration</b>			Industrial relations	<input type="checkbox"/>	<input type="checkbox"/>
Corporate-community engagement	<input type="checkbox"/>	<input type="checkbox"/>	International HR Management	<input type="checkbox"/>	<input type="checkbox"/>
Event management	<input type="checkbox"/>	<input type="checkbox"/>	Introductory HR management	<input type="checkbox"/>	<input type="checkbox"/>
Hotel & Restaurant Management	<input type="checkbox"/>	<input type="checkbox"/>	Organisational behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Management	<input type="checkbox"/>	<input type="checkbox"/>	Personnel Evaluation	<input type="checkbox"/>	<input type="checkbox"/>
International Management	<input type="checkbox"/>	<input type="checkbox"/>	Recruitment and allocation	<input type="checkbox"/>	<input type="checkbox"/>
Intro. Management/ Business Admin.	<input type="checkbox"/>	<input type="checkbox"/>	Training and development	<input type="checkbox"/>	<input type="checkbox"/>
Law & Business Law	<input type="checkbox"/>	<input type="checkbox"/>			
Organisational Mgt & Planning	<input type="checkbox"/>	<input type="checkbox"/>	<b>Information Technology</b>		
Project Management	<input type="checkbox"/>	<input type="checkbox"/>	Database management	<input type="checkbox"/>	<input type="checkbox"/>
Tourism	<input type="checkbox"/>	<input type="checkbox"/>	Network mgt/data transmission	<input type="checkbox"/>	<input type="checkbox"/>
Transportation & Distribution Mgt	<input type="checkbox"/>	<input type="checkbox"/>	Software development / programming	<input type="checkbox"/>	<input type="checkbox"/>
			System Analysis and Design	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development studies</b>			Web development and management	<input type="checkbox"/>	<input type="checkbox"/>
Advanced development studies	<input type="checkbox"/>	<input type="checkbox"/>			
Introductory development studies	<input type="checkbox"/>	<input type="checkbox"/>	<b>Marketing</b>		
			Advertising & Public Relations	<input type="checkbox"/>	<input type="checkbox"/>
<b>Economics</b>			Consumer & Buyer Behaviour	<input type="checkbox"/>	<input type="checkbox"/>
Developmental Economics	<input type="checkbox"/>	<input type="checkbox"/>	Import & Export	<input type="checkbox"/>	<input type="checkbox"/>
Economic Research & Forecasting	<input type="checkbox"/>	<input type="checkbox"/>	International Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Economics	<input type="checkbox"/>	<input type="checkbox"/>	Introductory Marketing	<input type="checkbox"/>	<input type="checkbox"/>
International Trade & Balance of Payment	<input type="checkbox"/>	<input type="checkbox"/>	Market Evaluation & Research	<input type="checkbox"/>	<input type="checkbox"/>
Introductory Economics	<input type="checkbox"/>	<input type="checkbox"/>	Product Planning, Dev't & Control	<input type="checkbox"/>	<input type="checkbox"/>
Macroeconomics	<input type="checkbox"/>	<input type="checkbox"/>	Retail & Sales Marketing	<input type="checkbox"/>	<input type="checkbox"/>
Microeconomics	<input type="checkbox"/>	<input type="checkbox"/>			
Monetary Economics/Public Finance	<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Studies</b>		
Political Science	<input type="checkbox"/>	<input type="checkbox"/>	Chemical Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Statistics	<input type="checkbox"/>	<input type="checkbox"/>	Civil Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Linguistics Education			Ecology and Environmental Science*	<input type="checkbox"/>	<input type="checkbox"/>
Introductory Education	<input type="checkbox"/>	<input type="checkbox"/>	Electrical engineering	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Education	<input type="checkbox"/>	<input type="checkbox"/>	Electronic engineering	<input type="checkbox"/>	<input type="checkbox"/>
Linguistics / Languages	<input type="checkbox"/>	<input type="checkbox"/>	Industrial engineering	<input type="checkbox"/>	<input type="checkbox"/>
			Introductory Engineering	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cultural Education</b>			Introductory Mathematics	<input type="checkbox"/>	<input type="checkbox"/>
Introductory Education	<input type="checkbox"/>	<input type="checkbox"/>	Journalism	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Education	<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Engineering	<input type="checkbox"/>	<input type="checkbox"/>
Bilingual and Cross-Cultural Education	<input type="checkbox"/>	<input type="checkbox"/>			
International Education	<input type="checkbox"/>	<input type="checkbox"/>	<b>Social Sciences</b>		
			Counselling and guidance	<input type="checkbox"/>	<input type="checkbox"/>
<b>Subjects Education</b>			Psychology	<input type="checkbox"/>	<input type="checkbox"/>
Introductory Education	<input type="checkbox"/>	<input type="checkbox"/>	Social Work	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Education	<input type="checkbox"/>	<input type="checkbox"/>	Sociology	<input type="checkbox"/>	<input type="checkbox"/>

### Degree of Intern

- Undergraduate  
 Bachelor  
 Masters

Required

Preferred

## PART 5 Skills

Please select which Skills are Required (R) and Preferred (P). You may select a maximum of 20 in total  
 \* Check this ONLY if the internship is focused on Language Teaching (Linguistics)

	R	P		R	P
<b>Computer User skills</b>			<b>Operating System</b>		
Internet Users skills	<input type="checkbox"/>	<input type="checkbox"/>	AS/400	<input type="checkbox"/>	<input type="checkbox"/>
Mac User skills	<input type="checkbox"/>	<input type="checkbox"/>	Windows Operation Systems	<input type="checkbox"/>	<input type="checkbox"/>
PC User Skills	<input type="checkbox"/>	<input type="checkbox"/>	Unix / Linux OS	<input type="checkbox"/>	<input type="checkbox"/>
			MacOS	<input type="checkbox"/>	<input type="checkbox"/>
<b>Databases</b>			X-Windows	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Access	<input type="checkbox"/>	<input type="checkbox"/>	<b>Personal Skills &amp; Knowledge</b>		
DB/2	<input type="checkbox"/>	<input type="checkbox"/>	Community Development	<input type="checkbox"/>	<input type="checkbox"/>
Postgresql	<input type="checkbox"/>	<input type="checkbox"/>	Drivers license	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft SQL Server	<input type="checkbox"/>	<input type="checkbox"/>	First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Oracle	<input type="checkbox"/>	<input type="checkbox"/>	<b>Professional Skills</b>		
MySQL	<input type="checkbox"/>	<input type="checkbox"/>	Financial Management skills	<input type="checkbox"/>	<input type="checkbox"/>
Sybase	<input type="checkbox"/>	<input type="checkbox"/>	Language Teaching*	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Environment (IDEs)</b>			Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>
Database Design and Development Tools	<input type="checkbox"/>	<input type="checkbox"/>	Marketing / Selling skills	<input type="checkbox"/>	<input type="checkbox"/>
Delphi	<input type="checkbox"/>	<input type="checkbox"/>	Client Servicing skills	<input type="checkbox"/>	<input type="checkbox"/>
Other development tools	<input type="checkbox"/>	<input type="checkbox"/>	Organizational Management	<input type="checkbox"/>	<input type="checkbox"/>
PowerBuilder	<input type="checkbox"/>	<input type="checkbox"/>	Presentation skills	<input type="checkbox"/>	<input type="checkbox"/>
Visual Studio	<input type="checkbox"/>	<input type="checkbox"/>	Project Management	<input type="checkbox"/>	<input type="checkbox"/>
Visual Basic	<input type="checkbox"/>	<input type="checkbox"/>	Team Management	<input type="checkbox"/>	<input type="checkbox"/>
Eclipse	<input type="checkbox"/>	<input type="checkbox"/>	Training/ Facilitating skills	<input type="checkbox"/>	<input type="checkbox"/>
Visual/Borland C++	<input type="checkbox"/>	<input type="checkbox"/>	<b>Programming Skills</b>		
<b>Enterprise Resource Planning (ERP)</b>			ASP	<input type="checkbox"/>	<input type="checkbox"/>
Microsoft Business Solution	<input type="checkbox"/>	<input type="checkbox"/>	C	<input type="checkbox"/>	<input type="checkbox"/>
Oracle	<input type="checkbox"/>	<input type="checkbox"/>	C++	<input type="checkbox"/>	<input type="checkbox"/>
People Soft	<input type="checkbox"/>	<input type="checkbox"/>	C #	<input type="checkbox"/>	<input type="checkbox"/>
SAP	<input type="checkbox"/>	<input type="checkbox"/>	HTML	<input type="checkbox"/>	<input type="checkbox"/>
Salesforce	<input type="checkbox"/>	<input type="checkbox"/>	Java	<input type="checkbox"/>	<input type="checkbox"/>
Siebel	<input type="checkbox"/>	<input type="checkbox"/>	J #	<input type="checkbox"/>	<input type="checkbox"/>
Baan	<input type="checkbox"/>	<input type="checkbox"/>	Javascript	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graphics</b>			JScript	<input type="checkbox"/>	<input type="checkbox"/>
3D Max	<input type="checkbox"/>	<input type="checkbox"/>	Pascal	<input type="checkbox"/>	<input type="checkbox"/>
Auto-CAD	<input type="checkbox"/>	<input type="checkbox"/>	Perl/Cgi-bin	<input type="checkbox"/>	<input type="checkbox"/>
Corel Draw	<input type="checkbox"/>	<input type="checkbox"/>	SQL	<input type="checkbox"/>	<input type="checkbox"/>
Macromedia director/studio	<input type="checkbox"/>	<input type="checkbox"/>	XML	<input type="checkbox"/>	<input type="checkbox"/>
Photoshop	<input type="checkbox"/>	<input type="checkbox"/>	Visual Basic	<input type="checkbox"/>	<input type="checkbox"/>
Shockwave Flash	<input type="checkbox"/>	<input type="checkbox"/>	PHP	<input type="checkbox"/>	<input type="checkbox"/>
<b>Groupware</b>					
Lotus Notes/Domino	<input type="checkbox"/>	<input type="checkbox"/>			
MS Exchange	<input type="checkbox"/>	<input type="checkbox"/>			
Novell Groupwise	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Network mgmt and data transmission</b>					
IPX	<input type="checkbox"/>	<input type="checkbox"/>			
LAN (local area network)	<input type="checkbox"/>	<input type="checkbox"/>			
Novell Netware	<input type="checkbox"/>	<input type="checkbox"/>			
TCP/IP	<input type="checkbox"/>	<input type="checkbox"/>			
WAN (wide area network)	<input type="checkbox"/>	<input type="checkbox"/>			
WAP	<input type="checkbox"/>	<input type="checkbox"/>			
IP Telephony (VoIP)	<input type="checkbox"/>	<input type="checkbox"/>			
UMTS/GSM network management	<input type="checkbox"/>	<input type="checkbox"/>			

## PART 6 Regions of the World

Geographic requirements are  Required  Preferred

Please indicate your regional preferences here.

All the countries within the region you choose will be considered when finding a match through Insight XP.

**World** (The intern Can come from any country)

If it is required that the intern come from a particular part of the world, please specify below.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Africa</b>           | <input type="checkbox"/> North Africa      | <input type="checkbox"/> West Africa English Speaking |
| <input type="checkbox"/> English speaking Africa | <input type="checkbox"/> South East Africa | <input type="checkbox"/> West Africa French Speaking  |

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Americas</b> | <input type="checkbox"/> Central America | <input type="checkbox"/> Northern South America |
| <input type="checkbox"/> Caribbean       | <input type="checkbox"/> Latin America   | <input type="checkbox"/> South America          |
|  | <input type="checkbox"/> North America   | <input type="checkbox"/> Southern South America |

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> <b>Asia-Pacific</b>   | <input type="checkbox"/> Greater China | <input type="checkbox"/> Oceania                  |
| <input type="checkbox"/> English Speaking Asia | <input type="checkbox"/> North Asia    | <input type="checkbox"/> South Asia Sub-Continent |
|  |  | <input type="checkbox"/> Southeast Asia           |

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> <b>Europe</b>  | <input type="checkbox"/> Western Europe         | <input type="checkbox"/> German Speaking Europe |
| <input type="checkbox"/> Balkans        | <input type="checkbox"/> Eastern Europe         | <input type="checkbox"/> Greater Scandinavian   |
| <input type="checkbox"/> Baltic Europe  | <input type="checkbox"/> Former Soviet Union    | <input type="checkbox"/> Mediterranean Region   |
| <input type="checkbox"/> Central Europe | <input type="checkbox"/> French Speaking Europe |   |

### By Language

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> English Speaking World  | <input type="checkbox"/> West Africa – English speaking | <input type="checkbox"/> French Speaking World         |
| <input type="checkbox"/> English Speaking Asia   | <input type="checkbox"/> Spanish Speaking World         | <input type="checkbox"/> French Speaking Europe        |
| <input type="checkbox"/> English speaking Africa | <input type="checkbox"/> German Speaking Europe         | <input type="checkbox"/> West Africa – French speaking |

### Additional Country Selection

#### Americas

- |                                    |   |                                      |  |
|------------------------------------|---|--------------------------------------|--|
| <input type="checkbox"/> Argentina | <input type="checkbox"/> Colombia           | <input type="checkbox"/> Guatemala   | <input type="checkbox"/> United States |
| <input type="checkbox"/> Bolivia   | <input type="checkbox"/> Costa Rica         | <input type="checkbox"/> Mexico      | <input type="checkbox"/> Uruguay       |
| <input type="checkbox"/> Brazil    | <input type="checkbox"/> Dominican Republic | <input type="checkbox"/> Panama      | <input type="checkbox"/> Venezuela     |
| <input type="checkbox"/> Canada    | <input type="checkbox"/> Ecuador            | <input type="checkbox"/> Peru        |  |
| <input type="checkbox"/> Chile     | <input type="checkbox"/> El Salvador        | <input type="checkbox"/> Puerto Rico |  |

#### Europe

- |   |                                  |   |   |
|---|----------------------------------|---|---|
| <input type="checkbox"/> Armenia              | <input type="checkbox"/> Finland | <input type="checkbox"/> Lithuania              | <input type="checkbox"/> Slovakia       |
| <input type="checkbox"/> Austria              | <input type="checkbox"/> France  | <input type="checkbox"/> Macedonia, Republic of | <input type="checkbox"/> Slovenia       |
| <input type="checkbox"/> Belgium              | <input type="checkbox"/> Germany | <input type="checkbox"/> Malta                  | <input type="checkbox"/> Spain          |
| <input type="checkbox"/> Bosnia & Herzegovina | <input type="checkbox"/> Greece  | <input type="checkbox"/> Norway                 | <input type="checkbox"/> Sweden         |
| <input type="checkbox"/> Bulgaria             | <input type="checkbox"/> Hungary | <input type="checkbox"/> Poland                 | <input type="checkbox"/> Switzerland    |
| <input type="checkbox"/> Croatia              | <input type="checkbox"/> Iceland | <input type="checkbox"/> Portugal               | <input type="checkbox"/> Netherlands    |
| <input type="checkbox"/> Czech Republic       | <input type="checkbox"/> Ireland | <input type="checkbox"/> Romania                | <input type="checkbox"/> Turkey         |
| <input type="checkbox"/> Denmark              | <input type="checkbox"/> Italy   | <input type="checkbox"/> Russia                 | <input type="checkbox"/> Ukraine        |
| <input type="checkbox"/> Estonia              | <input type="checkbox"/> Latvia  | <input type="checkbox"/> Serbia & Montenegro    | <input type="checkbox"/> United Kingdom |

#### Asia-Pacific

- |   |                                    |                                      |   |
|---|------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Afghanistan        | <input type="checkbox"/> India     | <input type="checkbox"/> New Zealand | <input type="checkbox"/> Sri Lanka            |
| <input type="checkbox"/> Australia          | <input type="checkbox"/> Indonesia | <input type="checkbox"/> Pakistan    | <input type="checkbox"/> Taiwan               |
| <input type="checkbox"/> Bangladesh         | <input type="checkbox"/> Japan     | <input type="checkbox"/> Philippines | <input type="checkbox"/> Thailand             |
| <input type="checkbox"/> Hong Kong          | <input type="checkbox"/> Korea     | <input type="checkbox"/> Singapore   | <input type="checkbox"/> United Arab Emirates |
| <input type="checkbox"/> China, Mainland Of | <input type="checkbox"/> Malaysia  |                                      |   |

#### Africa

- |  |                                  |                                       |                                   |
|--|----------------------------------|---------------------------------------|-----------------------------------|
| <input type="checkbox"/> Botswana      | <input type="checkbox"/> Ghana   | <input type="checkbox"/> Mozambique   | <input type="checkbox"/> Uganda   |
| <input type="checkbox"/> Cameroon      | <input type="checkbox"/> Kenya   | <input type="checkbox"/> South Africa | <input type="checkbox"/> Tanzania |
| <input type="checkbox"/> Cote d'Ivoire | <input type="checkbox"/> Morocco | <input type="checkbox"/> Senegal      | <input type="checkbox"/> Tunisia  |
| <input type="checkbox"/> Egypt         | <input type="checkbox"/> Nigeria | <input type="checkbox"/> Togo         | <input type="checkbox"/> Zimbabwe |

## PART 7 Dates and Duration

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### Dates

Earliest starting date (dd-mm-yyyy):

Latest ending date (dd-mm-yyyy):

Dates are:  Required  
 Preferred

### Duration

Minimum weeks (8-78):

Maximum weeks (8-78):

Duration is:  Required  
 Preferred

## PART 8 Languages

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Language requirements are:  Required  Preferred

Language(s) & language level required of the intern  
 The levels are: Native, Excellent, Good and Basic.

- |  |   |
|--|---|
| <input type="checkbox"/> Arabic, level: Native             | <input type="checkbox"/> Japanese, level: Native                            |
| <input type="checkbox"/> Armenian, level: Native           | <input type="checkbox"/> Kiswahili, level: Native                           |
| <input type="checkbox"/> Bahasa Indonesian, level: Native  | <input type="checkbox"/> Korean, level: Native                              |
| <input type="checkbox"/> Bahasa Malaysian, level: Native   | <input type="checkbox"/> Latvian, level: Native                             |
| <input type="checkbox"/> Bulgarian, level: Native          | <input type="checkbox"/> Lithuanian, level: Native                          |
| <input type="checkbox"/> Chinese, level: Native            | <input type="checkbox"/> Macedonian, level: Native                          |
| <input type="checkbox"/> Chinese, Mandarin, level: Native  | <input type="checkbox"/> Norwegian, level: Native                           |
| <input type="checkbox"/> Chinese, Cantonese, level: Native | <input type="checkbox"/> Polish, level: Native                              |
| <input type="checkbox"/> Czech, level: Native              | <input type="checkbox"/> Portuguese, level: Native                          |
| <input type="checkbox"/> Danish, level: Native             | <input type="checkbox"/> Romanian, level: Native                            |
| <input type="checkbox"/> Dutch, level: Native              | <input type="checkbox"/> Russian, level: Native                             |
| <input type="checkbox"/> English, level: Native            | <input type="checkbox"/> Setswana, level: Native                            |
| <input type="checkbox"/> Estonian, level: Native           | <input type="checkbox"/> Slavic (Bosnian, Serbian, Croatian), level: Native |
| <input type="checkbox"/> Farsi, level: Native              | <input type="checkbox"/> Slovak, level: Native                              |
| <input type="checkbox"/> Finnish, level: Native            | <input type="checkbox"/> Slovene, level: Native                             |
| <input type="checkbox"/> French, level: Native             | <input type="checkbox"/> Spanish, level: Native                             |
| <input type="checkbox"/> German, level: Native             | <input type="checkbox"/> Swedish, level: Native                             |
| <input type="checkbox"/> Greek, level: Native              | <input type="checkbox"/> Thai, level: Native                                |
| <input type="checkbox"/> Hebrew, level: Native             | <input type="checkbox"/> Turkish, level: Native                             |
| <input type="checkbox"/> Hungarian, level: Native          | <input type="checkbox"/> Ukrainian, level: Native                           |
| <input type="checkbox"/> Irish, level: Native              | <input type="checkbox"/> Vietnamese, level: Native                          |
| <input type="checkbox"/> Italian, level: Native            | <input type="checkbox"/> Other: _____, level: Native                        |

## PART 9 Contract

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

In accepting to take a intern through AIESEC, the organisation is committing to:

- Ensuring that the intern performs the work stated on the Internship Job Questionnaire unless otherwise agreed upon by the intern and AIESEC
- Providing adequate working conditions, salary or stipend, orientation, guidance and training for the intern to achieve the objectives agreed upon
- Giving the intern feedback about his/her performance during the internship so he/she can learn and improve
- 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
- Paying the internship administration fee to AIESEC

AIESEC is committing to:

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

Organisation Stamp:

AIESEC Stamp:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name:

Name:

Date:

Date: